



Job Description: Medical Education Leaders UK Shadow Council Representative

Medical Education Leaders UK (formerly NACT UK) is a national educational organisation supporting and representing local leaders who deliver medical and dental education. The organisation provides opportunities for members to share resources, challenges and experiences between regions & countries to maintain consistency & ensure shared strategic visions. Members' views, concerns and achievements are shared by Medical Education Leaders UK Council with all the main national educational groups (e.g. GMC, HEE, AoMRC, NHSE, Royal Colleges).

Medical Education Leaders UK is establishing a Shadow Council, which will be made up of doctor-in-training (DiT) and locally employed doctor (LEDs) representatives from each HEE region (Deaneries), the devolved nations and the defence service in the UK. The aim of the Shadow Council is to represent the views, challenges and experiences of DiT and LEDs nationally through the chair of the Shadow Council at Medical Education Leaders UK Council so that they can be fully represented at the national education stage.

Purpose:

1. To represent DiT/LEDs of each HEE region (Deanery) at the Medical Education Leaders UK Shadow Council
2. To work closely with the Medical Education Leaders UK representative for their region
3. To provide a communication channel between Shadow Council and Medical Education Leaders UK
4. To act as a representative for Shadow Council UK at Medical Education Leaders UK Council or national education meetings when requested

Duties and responsibilities

1. To build strong working relationship with Medical Education Leaders UK regional representative
 - a. Regular meetings to be held; a minimum of 4 through the year before each Medical Education Leaders UK meeting is strongly recommended.
2. To represent all DiT/LEDs in their region across all specialities
 - a. Before the meeting, representatives are expected to canvass DiT/LED in their region for topics or concerns that they wish to raise at Council
 - b. These topics should be discussed prior to Council meeting with the Medical Education Leaders UK regional representative
3. To participate in all Shadow Council meetings – a total of 4.5 days per annum.
 - a. This is currently virtual but will return to fact to face in the future

- b. If unable to attend a written report must be submitted to the Chair in advance of the meeting
4. At the meeting, representatives should provide a regional report to Council
5. After the meeting, the main conclusions should be disseminated to all their regional trainees.

Eligibility

DiT (doctor or dentist) or LED able to represent the views of their colleagues in their region for the following regions:

- HE East of England
- HE London North
- HE London South
- HE Kent Surrey & Sussex
- HE Wessex
- HE Thames Valley
- HE South West
- HE West Midlands
- HE Yorkshire & Humber
- HE North West
- HE North East
- HE East Midlands
- Wales
- Scotland
- Northern Ireland

Tenure

The representative should serve a finite term of 24 months, to allow continuity, whilst enabling maximum representation. Terms beyond 24 months are permissible by annual renewal, subject to positive feedback from the membership being represented, and dependent on regular attendance and attention to responsibilities.

Appointment

The post should be advertised to all DiT and LEDs in the region. Trainees will be asked to submit their CV and a supporting statement (200 words) outlining their motivation for the role. In this first year, trainee selection will be made by Medical Education Leaders UK Council. In subsequent years representatives will be appointed voting by Shadow Council.

Time Commitment and Remuneration

This post is voluntary. It is anticipated about 3 hours of work per month is required additional to attendance at Council meetings. Associate membership through Medical Education Leaders UK will be organised by the regional representative local postgraduate centre.

Dissolution of duties

If the representative is unable to perform their duties, they must inform the committee in writing and, if possible, help recruit for a new representative as outlined above.

In exceptional circumstances, a representative not performing their duties to a reasonable standard may, after discussion and time for remedial action, be asked to stand down pending re-elections organised by Shadow Council.