

## **BGCS Training Subgroup – Terms of Reference**

The BGCS is referred to as the Society.

### **1. Aims**

The Training Subgroup will represent the interests of the gynaecological oncologic community on behalf of the Society and will report to the BGCS Officers and Council.

### **2. Objectives**

- 2.1 Provide support for the RCOG Subspecialty Training Programme and the ATSM training programme in Gynaecological Oncology for the mutual benefit of users and subspecialty trainees in gynaecological oncology. The Subgroup will not replicate the work of the RCOG.
- 2.2 To clarify the training portfolio/curriculum and the requirements of any cancer centre which is able to support subspecialty training with particular emphasis to the training centre criteria.
- 2.3 To monitor and document changes in the subspecialty training programme and to proactively suggest and advise RCOG training issues including training quality and training numbers following instruction from the BGCS Officers and the BGCS Council.

### **3. Composition**

- 3.1 The Subgroup is accountable to the Council of the Society.
- 3.2 The Chair will be appointed by Council and serve for 3 years and may be renewed at any time at the discretion of Council. The Chair of this Subgroup will also be the BGCS rep on the RCOG subspec committee.
- 3.3 Membership shall be offered to Society members with an interest in medical education. Other members can be co-opted after agreement by Council. There

should be a fair, open and transparent process of appointing members onto the group. The members should include the BGCS trainees' rep and 7 other subspec trainees. Trainees can stay for the 1<sup>st</sup> year of their consultant post. The meeting/teleconferences are open to attendance by the BGCS Officers.

3.4 Administrative support for the Subgroup shall be provided by the Society secretariat. All formal correspondence is to be forwarded to Council

3.6 The Chair may co-opt other individuals as appropriate after discussion with the Officers of the Society.

#### **4. Quorum**

4.1 A meeting is quorate if the Chair, an Officer and at least 2 members are present. All policy decisions must be minuted and forwarded to Council. The meetings are open to all BGCS Officers and ideally 1 Officer should attend each meeting.

#### **5. Term of office**

5.1 Each member shall be appointed for 3 years only. This is renewable at the discretion of Council.

#### **6. Funding**

6.1 Funding for the meetings including travel expenses for each member will be from the Society.

6.2 Reasonable travel expenses will be reimbursed by the Society for subgroup members engaged in agreed business in line with the BGCS travel policy.

#### **7. Meetings**

7.1 Meetings to be provisionally scheduled at BGCS conferences but should be at least every 6 months.

7.2 Further communication between meetings should be by email. Important announcements will be placed on the Society website.

7.3 Proceedings of the meetings shall be minuted and are confidential. They shall be copied to the members of the BGCS Council.

- 7.4 Observers at the meetings shall be allowed only at the discretion of the Chair.
- 7.5 Extra-ordinary meetings will be arranged if urgent or potentially serious training issues arise. The above terms will be applicable for such meetings.
- 7.6 The Chair will also co-ordinate a separate trainees meeting at least once per year which will provide educational and training support to trainees. This meeting will aim to collate individual trainees' perspectives on training which will feed directly into the Training Subgroup meetings and provide a focused agenda for quality and standards and numbers in training. This meeting will also be funded by the Society.

## **8. Reporting arrangements**

- 8.1 The Chair of the Training Subgroup should formally report to the Council of the Society at each BGCS conference and additionally on request.