

The Faculty of Sexual and Reproductive Healthcare General Training Committee Terms of Reference <i>Please note these Terms of Reference must be read in conjunction with the FSRH General Committee Terms of Reference</i>	
Background	The General Training Committee (GTC) is a committee of the Faculty of Sexual and Reproductive Healthcare (FSRH). The GTC oversees and ensures the quality of the FSRH's Diploma and Letters of Competence. In 2016 it took on the responsibility for SRH Essentials.
Reporting Mechanism	Education Strategy Board (ESB)
Reporting Committee	Diploma, LoC and SRH Essentials subgroups
Terms of Reference	<ul style="list-style-type: none"> ▶ The GTC's remit includes the FSRH Diploma, Letters of Competence (LoCs) in Subdermal Contraceptive Implant Techniques (SDI) and Intrauterine Techniques (IUT), FSRH Registered Trainer (FRT) status (but not the Keele University/FSRH Postgraduate Course in Medical Education), General Training Programme/Director recognition and consideration of other relevant qualifications and courses. ▶ The committee is responsible for the curriculum content and clinical accuracy of documentation relating to the Diploma, LoCs and SRH Essentials. ▶ Members provide an educational and clinical input into the work of the committee, taking account of operational impact on the FSRH including its policies, processes and finances and working closely with FSRH staff to deliver change. ▶ The committee provides educational support to a network of trainers and training programmes who deliver the Diploma and LoCs. ▶ The committee works within a budget agreed by FSRH Council as part of an annual work plan. ▶ Each year's aims and objectives are agreed between the committee, chair, ESB and Council and set out in the annual work plan. ▶ Discussions at meetings are confidential unless stated otherwise i.e. where members are asked to pilot new material. ▶ The majority of development work is completed outside of the committee meetings, via email.

Place

	<ul style="list-style-type: none"> ▶ Recommendations of the committee are subject to agreement of the ESB and ultimately Council, as detailed in the FSRH's Governance policy.
Membership of GTC	<ul style="list-style-type: none"> ▶ Chair ▶ FSRH Vice President (General Training) ▶ Subgroup leads ▶ Ordinary members (divided between doctor and nurse members) ▶ External representation as approved (e.g. cross representation with BASHH, other Royal Colleges). ▶ Contributors to whom a standing invitation to attend is extended but who usually contribute in report form (eKA lead, eSRH lead and CEU representative). ▶ Committee members, and any representatives from other organisations will normally serve for a 3 year term.
Chair	<ul style="list-style-type: none"> ▶ The appointment of GTC chair is usually made from within the committee. There is a separate job description and person specification for this role. ▶ Chairs of committees can serve for three years, extendable for a second 3 year term. As chairs may be elected from the committee the individual may serve three years as a member followed by a term/terms as chair.
Attendance	<ul style="list-style-type: none"> ▶ Members are expected to make every effort to attend the meetings. Where a member fails to attend two successive meetings his/her appointment to serve may be annulled. ▶ Agenda and papers are available approximately 2 weeks prior to each meeting via My FSRH. Members usually view documents through their tablet, phone or laptop. The FSRH can print sets of papers if a request is made to the office in advance of the meeting.
Voting at meetings	<ul style="list-style-type: none"> ▶ Only committee members are allowed to vote at meetings and will be carried by a simple majority with a quorum of 50%.

Last updated: 3 March 2017