

## **HIS TRAINEE COMMITTEE - TERMS OF REFERENCE**

The HIS Trainee Committee is a standing committee of the Healthcare Infection Society, responsible for overseeing Trainee Membership recruitment and establishing regular communication and engagement with Trainee members throughout the country.

### **Definition of a Trainee**

Trainee status includes:

- Doctors on a recognised programme of specialty training in the field of microbiology, virology, infectious diseases or undertaking dual training in these disciplines who has not yet been appointed to a consultant or academic equivalent position
- Those in core medical training who demonstrate a suitable commitment to infection prevention and control, and who have an interest in/working in the field of hospital and other healthcare-associated infection
- State registered clinical scientists on the Higher Specialist Scientist Training Programme accredited by the National School of Healthcare Science and working towards FRCPath (subject to HIS Council approval).

### **Activities and Reporting**

The Trainee Committee will:

- Work with HIS Council members and The Membership, Education and Events Manager and Engagement representative to recruit trainees either as Trainee or Full members of the Society
- Keep the Society apprised of the needs and interests of trainees
- Work with the Education Committee to develop and promote and publicise the Trainee Education Programme
- Work with the Scientific Development Committee to identify trainee representation for working parties

The Trainee Committee will keep the Trustees apprised of its activities through written reports to Council and the Annual General Meeting and verbally at Officer and Chairs teleconferences. Council approval will be sought for decisions that may have consequences for the reputation of the Society, or significantly affect its business or function or which have constitutional implications.

### **Membership**

The Trainee Committee will comprise of:

- A Society Trustee (nominated by Council)
- HIS Membership, Education and Events Manager

National HIS Trainee Representatives in the following roles:

- Chair of Trainee Committee

To Chair HIS Trainee Committee and report to HIS Council, provide leadership to Trainee Members and be an active ambassador for the Society.



- Education Trainee Representative  
To play an active role in the HIS Education Committee and support the HIS Trainee Education Programme development and delivery.
- Engagement Trainee Representative (Deputy Committee Chair)  
To take the lead on developing strategies for engagement between trainees and HIS

Applicants for a National Trainee Representative role should be existing members of the HIS Trainee Committee. To take up a National HIS Trainee Representative role, the regional representative will self-nominate, with a short statement of interest, including a declaration of how long they have left before the end of training. Their nomination will also be supported by their educational supervisor. The National HIS Trainee Representatives will be nominated by Council for a 2-year term of office, which can be extended by Council by up to a further two years and as such, should have at least 1-2 years before his/her CCT date when nominated. If appointed to a Consultant position, the Trainee Representative position would have to be relinquished.

**All National HIS Trainee Representatives will be approved by HIS Council.**

### **Regional HIS Trainee Representatives**

Regional representation will be sought from HIS Trainee Members from the four Local Education and Training Boards (LETBs) in England, as well as regional representation from Wales, Scotland, Northern Ireland and Republic of Ireland.

The 8 Regions will include:

- North England – Includes former North East, North West, and Yorkshire and the Humber LETB areas
- Midlands and East – Includes former East Midlands, East of England, and West Midlands LETB areas
- London and South East – Includes former Kent, Surrey and Sussex, North West London, North, Central and East London, and South London LETB areas.
- South – Includes former South West, Thames Valley, and Wessex LETB areas.
- Scotland
- Wales
- Northern Ireland
- Republic of Ireland

To take up a Regional HIS Trainee Representative role, the HIS Trainee Member will self-nominate, with a short statement of interest, including a declaration of how long they have left before the end of training. Their nomination will also be supported by their educational supervisor. If there is more than one nomination, the HIS Trainee Committee will vote to elect an individual for the post. If deemed appropriate by the Trainee Committee Chair, there may be a more than one trainee appointed to represent a region (maximum 2).

The Regional HIS Trainee Representatives will be elected and approved by the HIS Trainee Committee for a 2-year term of office, and as such should have at least 1-2 years before his/her CCT date when elected.



### **Communication**

The committee will meet face-to-face three times per year (usually at HIS trainee days). Teleconferences may take place between face to face meetings and work will also continue between meetings via email. The Chair will provide reports to Council, and at the Annual General Meeting. Secretariat for the group will be provided by the HIS Office. Travel expenses will be reimbursed for the face-to-face meetings.

**September 2018**

**Review date: September 2020**