

A5 Constitution of the SACs

The constitution of each SAC is as follows:

Appointed members:

- A Chair, appointed by interview. The appointment panel should, where possible, comprise of the JCST chairman, the President of the specialty association, a President or vice president of two of the royal colleges on rotation, and a representative of the SAC (for the smaller SACs this might be an outgoing Chair);
- Representatives appointed jointly by the three UK surgical royal colleges;
- Representatives appointed by the appropriate specialist association;
- A representative appointed by the Royal College of Surgeons in Ireland.

Invited members:

- Representatives appointed by the Associations of Academic Surgeons for general surgery, trauma and orthopaedic surgery, otolaryngology, urology, and paediatric. If this is not possible because of a lack of availability of academic representatives, this post may be filled by a royal college representative. However, every effort must be made to ensure that there is full academic representation on the committee;
- One representative from the appropriate European Union of Medical Specialists (UEMS) committee;
- The lead Postgraduate Dean for the specialty;
- The chairman of the Intercollegiate Specialty Board;
- A representative of surgeons in training, usually from the appropriate specialty trainees' association;
- A representative from the Armed Forces for general surgery and trauma and orthopaedic surgery

Recruitment to the SAC must be based on a person specification to ensure that the various college, subspecialty and regional interests are represented on each of the SACs.

Additional invited members may only join the SAC for a specific purpose and with the express agreement of the JCST.

A6 Membership regulations for SACs

Regulations relating to SAC membership are:

- Members serve for a maximum of five years.
- The Chair may serve for three years from the date of their appointment as Chair, even if this takes them beyond the five-year limit.
- The Deputy Chair may serve for three years from the date of their appointment as Deputy Chair, even if this takes them beyond the five-year limit.
- Members should not normally continue to serve on the SAC for more than one year after retirement from their NHS appointments.
- Members should normally undertake a minimum of six sessions per week in the NHS. However, an individual who does not fall into this category would be considered with approval by the SAC and JCST Chairs.
- Any proposals to alter the constitution of individual SACs should be submitted to the JCST for consideration.
- All members must have attended a *Training the Trainers* course or equivalent appraisal and assessment training, as well as have attended equality and diversity training.
- Members should also have gained education or training experience as a member of their regional Specialty Training Committee (STC).
- Either current elected SAC members or those who demitted membership within 2 years of the vacancy are eligible to apply to be appointed as SAC Chair.
- Membership and Chairmanship of the SAC can be terminated if the person does not fulfil their duties as outlined in the job description.
- Members must be in good standing with the GMC and their employers.

The terms of reference for each SAC are as follows:

1. To keep a register of trainees, in collaboration with Postgraduate Deans, and to recommend to the PMETB for the award of a CCT those who have satisfactorily completed their programmes;
2. To undertake the evaluation of applications from surgeons who have applied for assessment for entry to the Specialist Register under Article 14 and to make recommendations to the PMETB whether they should be awarded a CESR;
3. To draft, update, and maintain the specialty and special interest curricula and related assessments for submission to PMETB for consideration;

4. To monitor trainees' progress through the training programme, to maintain details of their experience and to assist with the annual assessment process in collaboration with Postgraduate Deans and Specialty Training Committees;
5. To submit to the JCST any proposals for modification of programmes or any questions requiring adjudication (e.g. in the case of individual trainees whose reports are unsatisfactory or whose training is not wholly in accordance with an approved programme, or whose eligibility for entry to or continuation in a training programme is in doubt) and to advise the JCST on interface training and workforce issues; and

Regulations relating to Training Interface Group membership are:

- The Chair may serve for three years from the date of their appointment as Chair.
- Members are nominated from their parent SAC, and there are usually two representatives from each relevant specialty.
- Additional members may be co-opted for their particular expertise.
- Members generally serve for the duration of their appointment on their parent SAC.
- The lead Postgraduate Dean will serve for the duration of their appointment as lead dean for the interface specialty.

The Chair of the Interface Group would normally be selected from the group's membership, and in many cases is a former SAC Chair. Usually the chairman rotates between the parent specialties. The existing Interface Groups and their parent specialties are:

- Head and Neck Surgical Oncology, with representatives from oral and maxillofacial surgery, otolaryngology, and plastic surgery;
- Cleft, Lip, and Palate Surgery, with representatives from oral and maxillofacial surgery, otolaryngology, and plastic surgery;
- Hand Surgery, with representatives from plastic surgery and trauma and orthopaedic surgery;
- Breast Surgery, with representatives from general surgery and plastic surgery;
- Cosmetic Surgery, with representatives from oral and maxillofacial surgery, otolaryngology, plastic surgery, and ocular-plastic surgery (representative is a member of the Royal College of Ophthalmologists).