**Specialty Advisory Committee**

**Updated Interim Terms of Reference and Standing Orders**

**Terms of Reference**

SACs will report to the Joint Committee for Postgraduate Training in Dentistry (JCPTD) via the Advisory Board for Specialist Training in Dentistry (ABSTD) and will:

1. Develop curricula for dental specialty training in collaboration with the General Dental Council for JCPTD recommendation to the GDC.
2. Recommend assessments associated with specialty curricula.
3. Maintain a national register of specialty trainees, including self-financed and sponsored trainees. The register will include information on the trainees start and anticipated completion dates and progress through specialty training.
4. Collate and analyse information from an annual survey of trainees.
5. Be available to the GDC and other parties relevant to Memoranda of Understanding to advise on principles of specialty training.
6. Alert the GDC and other stakeholders in specialty training in dentistry to trends and important changes in the practice of the respective dental specialties.
7. Advise the GDC on applications for mediated entry onto specialist lists based on claimed equivalence in accordance with the GDC guidelines.
8. Be available to the GDC to advise on matters pertaining to prior training and learning and equivalence for the purpose of mediated entry or accredited prior learning for the specialist lists.
9. Be available to the Statutory Education Bodies (SEBs)[[1]](#footnote-1) to advise on matters pertaining to prior training and learning in relation to the duration of specialty training.
10. Maintain a national register of those undertaking a programme of post-CCST development in preparation for eligibility to enter an ISFE where relevant to the specialty.
11. Undertake arrangements, in co-operation with the SEBs, for the quality assurance of programmes of post-CCST development training, as directed by the ABSTD and JCPTD.
12. Liaise with the SEBs to ensure that trainee information is up to date.
13. Be available to provide advice when requested on the development of new training programmes, changes or difficulties in existing programmes, trainees in difficulties or any other aspect of training in the specialty as requested
14. Maintain an SAC Panel from which the SEBs may invite individuals to attend ARCP interviews
15. Contribute to the measurement of training outcomes nationally in conjunction with the ABSTD and the Joint Committee for Postgraduate Training in Dentistry (JCPTD).

**Standing Orders**

**Membership**

Normally, SAC membership will not exceed twelve individuals who should be nominated to provide a reasonable balance in terms of geography and academic/non-academic experience

The core membership of an SAC will comprise:

* 4 Faculty representatives (one from each of the faculties of dental surgery RCS Edinburgh, RCS England, RCPS Glasgow and RCS Ireland)
* 1 Postgraduate Dental Dean (Lead Dean)
* 4 members from relevant professional associations (to include at least one academic)
* 1 trainee representative

The core group is common to all SACs and each individual SAC has additional membership to suit its particular circumstances. Additional membership can be drawn, with the approval of ABSTD, from:

* Lay member
* Specialist practitioner representative(s) (to cover those working in the General Dental Services, private practice and the Salaried Primary Care Dental Service)
* Trainees in different aspects of training (e.g. in post-CCST development or from differing training pathways where relevant)
* Appropriate sister Colleges
* Specialist societies for component specialties
* Specialty lead for national recruitment or e-portfolio (if not already an SAC member)

**Term of Membership**

Members serve for a maximum of five years, except that those appointed as Chair may serve for three years from the date of their appointment as Chair if that takes them beyond their five-year limit.

Members are not normally expected to return to the SAC within two years of demitting. However, this may be permitted in exceptional circumstances with the prior agreement of JMDF

Trainee representatives serve for a maximum of two years.

Membership should normally transfer to the new representative immediately following the final SAC meeting of a member’s term of office.

Members should not normally continue to serve on the SAC for more than one year after retirement from their NHS or academic appointments.

SACs may invite recently demitted members to assist with specific activities e.g. SAC Panels or Specialist Listing Panels.

**Alternates**

If a member is unable to attend a meeting they should send an alternate in their place. The alternate should be appropriate to the member’s nominating constituency and the member should gain the prior approval of the SAC Chair. If the nominating body wishes to appoint a deputy, that individual will be the automatic replacement if the member cannot attend. The SAC member will be expected to make arrangements with their deputy and ensure that they are appropriately briefed.

**Co-opted Members**

There will be no co-opted members

**Invitees and Observers**

Non-members may attend meetings by invitation for the discussion of specific items or to observe if appropriate.

**Potential Conflicts of Interest**

Nominating bodies and individuals nominated should consider potential conflicts of interest before proposing individuals as members of SACs. Such potential conflicts of interest should be kept under review during their term of membership and appropriate action taken if such a conflict of interest should arise at a later date.

**Meetings**

Meetings will normally be held twice per year at approximately six-month intervals to co-ordinate with meetings of the ABSTD and JCPTD.

Additional meetings may be arranged at the instigation of the Chair.

In the absence of the Chair, those present will decide who chairs the meeting.

**Quorum**

Quorum will be fifty percent of members. A meeting that is not quorate may discuss issues but any decision would be subject to the approval of a majority of members.

**Voting**

Members will be eligible to vote.

If a vote is held at a meeting this will be by simple majority of members present at the meeting.

In the event of a tied vote, the SAC Chair will have a casting vote.

**SAC Chair**

The Chair will be elected from the serving members of the SAC at the time of the election.

The Chair will represent the SAC on the ABSTD.

**Term of Office of SAC Chair**

The term of office will be for three years, non-renewable.

In exceptional circumstances the term of office of an SAC Chair may be extended by one year.

If the Chair has served less than five years on the SAC, they may remain on the SAC after their term as Chair ends, until their full term as a member expires.

**Election of Chair**

The secretariat will call for nominations requiring a proposer and seconder.

If there is more than one nomination, an election will be held by single transferrable vote. Votes will be cast by post or e-mail and the secretariat will act as the returning officer.

The Chair will normally transfer from the outgoing Chair to the new Chair at the end of the ABSTD meeting immediately following the last SAC meeting for which they were Chair.

Normally, the election will be completed six months in advance of the handover.

**Prolonged Absence of SAC Chair due to Unplanned Leave**

In the event that the SAC Chair is unavailable due to a prolonged period of leave, which will affect the delivery of SAC business, this should be alerted to the Chair of ABSTD.  With agreement of the Chairs of ABSTD and JCPTD a ‘Cover SAC Chair’ should be elected from the existing SAC membership in accordance with the usual practices and principles set out in these TORs.  The Cover Chair will remain in post until the elected SAC Chair is able to resume their responsibilities, resigns or comes to the end of their term of office.  Any proposed variances from this framework should be referred to the Chair of ABSTD in the first instance.

**Removal**

SACs are small committees which undertake considerable amount of work and in fairness to other SAC members and those relying on SACs to deliver work, it is necessary for a member to be removed if they persistently fail to participate or act in a manner contrary to the terms of reference or standing orders. If there are concerns, the nominating body will be contacted in the first instance. The Joint Meeting of Dental Faculties (JMDF) will ultimately make the decision whether to remove a Specialty Advisory Committee member. It is anticipated that removal will be an infrequent occurrence.

**Review**

The Terms of Reference and Standing Orders for SACs should be reviewed after one year in the first instance and every two years thereafter in conjunction with the reviews for the ABSTD and JCPTD. Any proposal to alter the terms of reference or standing orders of an individual SAC should be submitted to the JCPTD for consideration.

*AM 02/06/2020*

1. Health Education England (HEE); NHS Education for Scotland (NES), Health Education and Improvement Wales (HEIW), Northern Ireland Medical & Dental Training Agency (NIMDTA) [↑](#footnote-ref-1)