

CHAIR OF ETHICS COMMITTEE

Applications are invited for this honorary role within the Faculty. These should be made on the [application form](#) and submitted with a CV. They should be returned to frances.quinn@fom.ac.uk by **5 00 pm on Tuesday 2 December 2014**

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Introduction

The Ethics Committee is one of four Faculty Committees and the Chair reports directly to the Board.

Responsibilities

The key responsibilities of the Chair of the Ethics Committee are to:

- chair the multi-disciplinary, multi-agency committee, which meets approximately twice a year, depending on need. Details of the committee and its terms of reference are set out at Annex 1 below;
- respond, on behalf of the Faculty, to the more complex queries from individual members of the Faculty and members of the public on any ethical matters that may arise in relation to occupational medicine;
- lead the committee on the publication of ethical guidelines for occupational health practice, and the revision and re-issue of these from time to time, as may be necessary. This Guidance was last revised in 2012. In preparation for these revisions, the committee collates new enquiries and responses, in order to ensure that the new Guidance is abreast of current concerns;
- liaise with other Faculty officers and appointees to ensure that documents and advice are consistent across the organisation;
- represent the Faculty occasionally where appropriate;
- provide reports to the Board as required and for the Faculty's Annual Report.

Person specification

Applicants must be:

- Fellows of the Faculty;
- in good standing with the Faculty (paid all fees and subscriptions due from them to the Faculty, signed a declaration of faith and complied with the minimum requirements of the Faculty's or other appropriate continuing professional development scheme);
- in active practice or recently retired (within the last three years);
- fully engaged with the revalidation process (including annual appraisal, 360⁰/multisource feedback, etc), if appropriate;
- on (or have been on) the GMC Specialist Register under occupational medicine;

And

- have effective chairing, leadership and diplomatic skills;
- be able to engage positively with the key stakeholders in occupational health and committed to multi-disciplinary working;
- have experience/knowledge of a broad range of occupational health practice;
- be open-minded with a strong sense of probity and social justice
- be able to demonstrate an interest in, and experience of, addressing ethical questions
- familiar with the Faculty's most recent Guidance;
- familiar with GMC standards and ethics guidance for doctors

Desirable:

- experience of serving on an ethics committee, either within the Faculty or elsewhere;
- familiar with other ethical guidelines within and beyond the UK.

Time commitment

Attendance at meetings (usually 1-2 per year, depending on need, and possibly more in the run up to publication of new guidance) and responding to ethical queries (on average 2-3 per month).

Appointment

The Chair of the Ethics Committee is appointed by the Board, on the recommendation of an appointment panel, for a period of three years in the first instance. Applicants may be invited to attend for interview. The appointment may be extended, usually up to a maximum of six consecutive years, depending on the publication date of revised guidance.

Expenses

The role of Chair of the Ethics Committee is an honorary one; travel and other necessary expenses incurred in travelling to meetings and carrying out the role will be reimbursed in accordance with the Faculty's business travel and expenses policy. The incumbent will be covered by the Faculty's professional indemnity policy for the work involved in this role.

Further information

For an informal discussion about the role, please email frances.quinn@fom.ac.uk who will be able to put you in touch with the outgoing chair, Dr Bob Jefferson.

November 2014

ANNEX 1 : ETHICS COMMITTEE

Membership

Chair (appointed by the Board)
Secretary (trainee selected by open competition)
1 member of the Executive/Board
4 Members/Fellows
1 Diploma holder
2 Occupational Health nurses – co-opted
2 Lay Board members
An Employment lawyer
Previous guidance secretary

Appointment

Membership reviewed annually at the last regular meeting of the Board before the Annual General Meeting, having taken account of any requested changes to membership or Terms of Reference.

Purpose

The Ethics Committee advises the Board, individual members of the Faculty and members of the public on any ethical matters that may arise in relation to occupational medicine/occupational health practice.

Terms of Reference

- A. The Ethics Committee provides advice and makes recommendations to the Board regarding:** ethical matters relating to occupational medicine/occupational health practice.
- B. The Ethics Committee has delegated authority, but makes regular reports to the Board regarding:** the publishing of guidelines on ethics for occupational health practice, and the revision and re-issue of these from time to time, as may be necessary
- C. The Chair of the Ethics Committee has delegated authority from the Board:** To respond, on behalf of the Faculty, to queries from individual members of the Faculty and members of the public on any ethical matters that may arise in relation to occupational medicine/occupational health practice.

NOTE: It is not intended that the Ethics Committee should consider and report routinely on ethical considerations arising out of individual research projects or protocols proposed by members. Proposals for these will normally be submitted to NHS Ethics Committees, or to other appropriate committees such as those established by universities, the Armed Forces or the HSE.