

**Role Description and Eligibility Requirements for Lay Member on the RCT Management Board**

<b>Role</b>	<b>Lay Member on the RCT Management Board</b>
Term of office	3 years
No of Meetings	There are 3 meetings per year usually held in February, June and October.
Appointment starts	ASAP

**The RCT Management Board**

The RCT Management Board is responsible for the management of the Register of Clinical Technologists, which aims to protect the public by regulating the clinical technologist profession. Its full functions are set out in its Terms of Reference. The Board meets three times each year in York.

Membership of the Management Board comprises the Registrar and Assistant Registrar, two representatives from each of the three collaborating professional bodies (the Institute of Physics and Engineering in Medicine, the Association of Renal Technologists, and the Institute of Healthcare Engineering and Estate Management), two elected Registrants and two lay members, who are not part of the technologist profession.

These lay members bring their wider perspective on healthcare and public protection.

**The Role**

The Board is currently seeking a new lay member to attend Board meetings and contribute to all aspects of its work. These are unremunerated positions, but travel expenses will be paid in line with IPEM’s policy.

Topics discussed at meetings typically include education and training for clinical technologists; policies and procedures relating to Registrants’ training, admission to the Register, continuing professional development and other professional activities; promotion of the Register in the interests of public protection; and communication with Registrants. A separate Professional Conduct Committee (PCC) handles disciplinary cases and procedures: no member of the Management Board may sit on the PCC, as the Management Board is the Board of appeal for Registrants who have been subject to disciplinary proceedings.

A full induction pack will be provided to the lay member chosen for this role, and they will be allocated an experienced member of the Board who will act as an advisor and mentor for additional support.

**The individual**

The Board is looking for people who have an interest in healthcare and the role of healthcare professionals; who are committed to improving the quality of public services; and who are keen to work alongside professionals to develop the technologist profession.

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Specific skills required are:

- Proven analytical and decision making skills
- The ability to grasp detail and contribute to objective decision-making by exercising sound judgment.
- Good oral and written communication skills.
- Ability to actively listen to others and have regard for their views.
- Ability to make reasoned, unbiased and, on occasion, very challenging decisions affecting other people.
- Demonstrable integrity and respect for others.
- Understanding of the need to handle sensitive and confidential information appropriately.