

## **FAQs – A Brief Introduction to the Aotearoa NZ Trainees’ Committee**

Welcome to the Aotearoa New Zealand Trainees’ Committee (ANZTC). Thank you for contributing your time and experience to represent trainees and improve their standing and wellbeing within the college. The RACP is notoriously complex and a mystery to most of us on joining the committee. We have therefore put together some FAQ’s to outline the key structures and people we interact with, as well as the processes we can use to run events and inform those in positions of power of our views.

### **Who will I be working with and what are their roles?**

College staff are our main point of contact with the college. They administer and support our meetings, disseminate information to us from other committees, advise us of college procedure and support us as individuals. They are the main organisers of events such as Trainees’ Day,

#### *Key college staff and their roles*

- Rameela Patel – Executive Officer, Member Engagement – secretariat of the ANZTC, first contact for the Aotearoa New Zealand branch of the RACP sited in Whanganui-a-Tara | Wellington, lead for ANZ Trainees’ Day and ANZ Wellbeing Webinar, supports internal and external stakeholder engagement. This role reports to the Senior Executive Officer (SEO), Member Engagement and Communications.
- Simon Hodge – Aotearoa NZ Manager, Member Engagement and Support – Heads the Member Engagement and Support Team for ANZ and holds the brief of pastoral care for ANZ RACP staff. Looks after the ANZ President and has oversight of the Whanganui-a-Tara | Wellington facilities – This role reports to the Executive General Manager, Member Engagement and Support (Australia) with a communication line to the CEO (Australia).
- Sarah Millar – Training Services Manager, Aotearoa NZ, Education Learning and Assessment Services – Responsible for the delivery of all training, assessment, and accreditation in ANZ. This role reports to Training Services Manager Australia and Aotearoa New Zealand, Education Learning and Assessment Services (Australia).

#### *Roles of ANZTC Co-Chairs*

- The Co-Chairs lead communication within the committee, communication with other committees, communication with college staff and wider communication to trainees and others
- They lead discussion at meetings and ensure protocols are followed/completed
- They assist members of the committee/other trainees with getting their voice heard.

#### *Roles of committee members and trainee network representatives*

- Committee members attend 4 committee meetings a year. They bring and discuss issues of key importance to trainees, and this often results in communication with other committees. They review policy and documentation from other areas of the college and comment, if appropriate.

- Committee members work with the college staff to design and implement Aotearoa New Zealand Trainees' Day and the Aotearoa New Zealand Trainees' Wellbeing Webinar which are held annually.
- Both committee members and Trainees' Network reps canvass opinions on major topics, "taking the temperature" of the trainee body, and disseminate information to trainees.

### **Expectations for committee meetings**

- Read the meeting pack and supplementary papers, including the minutes of the last meeting, and be aware of the agenda, including points of decision or discussion.
- Canvass opinions of colleagues in advance of the meeting if applicable to the issues arising.
- Make points as clearly and concisely as possible.
- Follow-up meeting action points and complete as necessary.

### **Attending committee meetings**

- We have three online meetings and one kanohi ki te kanohi | face to face meeting a year. This is a good chance to get to know one another, share some kai and tackle the bigger issues.
- You are entitled to book special leave from work to attend meetings.
- The RACP covers all travel expenses to attend meetings in Wellington. It is helpful to get in touch as early as possible with your preferred flights.

### **Culture**

- The committee is led by trainees for trainees and is a safe place to discuss any issues related to the college. We follow a formal agenda to keep ourselves focused, productive and running to time. College staff assist during the meeting to guide us to necessary protocols and resources and are friendly and supportive. They prepare the agenda, keep the minutes, and help with any actions we decide to take.

### **Boundaries**

- What can and can't be done. The College is a large and complex organisation. Most of us join with an agenda for change and must learn that this can only happen a little at a time! Be prepared to go through the process and for change to take longer than you think.
- Protection for individuals. There have been instances in the past where committee members have been perceived as raising their own personal issues inappropriately through the committee process. Often the trainee issues we raise will have affected one or more committee members. We protect ourselves by always acting as a team, raising all issues through our Co-Chairs and by following the due process.
- Confidentiality. Some information seen in briefs is not confirmed for the trainee body at large and will require confidentiality/discretion until released publicly. This should be clear when it is discussed but it is important to check before disseminating college information to your peers outside the committee.
- Dealing with complaints about the college from individual trainees.

- We will on occasion receive these.
- While they are a great source of information for our advocacy, it is important to make sure the correct process is followed and to avoid disappointing the trainee.
- Be wary about committing to take something on without managing the person's expectations about what can be achieved. We are limited in our ability to resolve some issues, especially if they are not formalised in a letter, and if they are from individuals rather than groups.
- Their union or supervisor may be in a better position to resolve the issue for them. Directing them to another pathway might be the best way to help.

### **Benefits to trainees of being on committees**

- The ability to participate in and run business meetings is a key skill for SMO's not taught during hospital training. For those interested in management, leadership and advocacy roles at higher levels, these skills will be invaluable.