

Trainee Committee Chair

Last reviewed: August 2026

Next review: August 2028

Purpose of the role

The Chair of the Trainees Committee leads the work of the Committee in representing the views and interests of all LabMed trainees, ensuring their voices are heard across LabMed's governance and activities. The Chair ensures the Committee functions in line with LabMed's governance processes, with appropriate support from the staff team, formalised documentation, and effective links to other committees.

The Chair provides leadership in strengthening communication between trainees and LabMed, ensuring trainee input informs decisions about education, training, and professional development.

The Chair reports to the Education and Training Committee and is invited to attend Council meetings.

Responsibilities

- Lead the Trainees Committee in fulfilling its Terms of Reference and ensure meetings are well-structured, documented and outcome-focused.
- Represent trainees' views and priorities to the Education and Training Committee and Council.
- Work with the Deputy Chair and trainee representatives who sit on other LabMed committees (e.g., Biochemistry Education Group, IPC, MPC) to maintain effective two-way communication and ensure trainee input into LabMed initiatives.
- Oversee the planning and delivery of the annual Trainees' Day, ensuring it complements other training events.
- Liaise with the Chair of the Biochemistry Education Group as well as Microbiology and Immunology Professional Committees to coordinate trainee-led content for LabMed Training Day at LabMedUK.
- Support trainee representatives, encouraging participation in LabMed projects such as NICE guideline summaries, Lab Tests Online reviews, and Learning Academy contributions.
- Promote LabMed's values, including equity, diversity and inclusion (EDI), and sustainability, and ensure these principles are reflected in the Committee's activities.
- Produce an annual report for inclusion in the Education and Training section of LabMed's Annual Report.
- Support the Deputy Chair and ensure clear succession planning and continuity within the Committee.

Person specification

Essential

- Member of the Association for Laboratory Medicine.
- Currently in a Clinical Scientist or Medical training post (working towards but not yet awarded FRCPATH).
- Actively engaged in LabMed activities or trainee representation.
- Demonstrates strong leadership, communication, and organisational skills.

- Shares the values of the Association for Laboratory Medicine.

Desirable

- Experience representing trainees on regional or national committees.
- Evidence of involvement in planning educational or training events.

Time commitment

- Two Trainees Committee meetings per year (April and October, online).
- Two Education and Training Committee meetings per year (one in person, one online).
- Two Biochemistry Education Group meetings per year (or devolved to the deputy Chair if the Chair is not a biochemist)
- Regular liaison with the deputy Chair, trainee representatives, and LabMed staff.
- Participation in planning and oversight of the annual Trainees' Day and contributions to the LabMed Training Day.
- Occasional attendance at other relevant committee or working group meetings as required.

Term of office

- Three years
- If the Chair completes FRCPath during their tenure they can stay in their role until the end of their term of office but would not be eligible for re-election