



**UNION EUROPÉENNE DES MÉDECINS
SPÉCIALISTES**

SECTION OF PSYCHIATRY

2017 Action Plan

Communications				
Action	Detail	Performance Marker(s)	Responsibility	Deadline
Further integrate the website into the work of the Section and the work of the SCT, including strengthening the administrative function of the website.	Create website functions that <ul style="list-style-type: none"> - allow registration for meetings, - allow easy sharing of documents and - allows group discussions away from email 	Website will be more user friendly for delegates Move away from email to website for functions such as registration and communication	Torsten Jacobsen Elen Cook	October 2017
Hire a person or a company to be in charge of communications	Provide a description of the tasks for the new employee according to the Section's communication goals Identify performance markers	Section will have clear understanding of its communication strategy and progress	Marc Hermans	October 2017
Continue to publicise the work of the Standing Committee on Training online	Regular activity reports at Section meetings Reports included in the newsletter	Delegates and external partners will have a good understanding of the work of the SCT	Andrew Brittlebank	Ongoing

Reports sent to relevant external partners

Internal Functions

Action	Detail	Performance Marker(s)	Responsibility	Deadline
Plan and continue with the revision of Section documents	<p>Documents to be considered by delegates as and when they are up for renewal</p> <p>Working groups to be established and given time to work as and when needed</p> <p>Section to be proactive about producing new training requirements on divisive topics</p>	Section outputs will be relevant, up to date and useable	Officers	Ongoing
Formalise role of secretarial support from RCPsych – Review of Service Agreement	Update the 2006 Service Agreements between the RCPsych and the Section	Service agreement for administrative services will reflect new working arrangements	Officers and Elen Cook	April 2017
Evaluate the new executive structure of the Section (merger of the board and section and establishing new remits for the vice-presidents)	Discussions with delegates concerning new structure	Officers will have understanding of the effectiveness of the new structure and can identify any areas of improvement	Officers	October 2017
Prepare elections for replacing the Officer without portfolio	<p>Send out election notice ahead of April 2017 Section meeting</p> <p>Officers to consider setting a clear portfolio for Officer</p>	New Officer elected in April 2017	<p>Elen Cook</p> <p>Officers</p>	<p>February 2017</p> <p>April 2017</p>

Plan for the UK exit from the European Union	<p>Be proactive in preparing for the impact of "Brexit" on the work of the Section</p> <p>Consider the impact on the administrative support provided to the Section</p>	Changes to the work of the Section and the administrative support to the Section will be put in place with 6 months' notice	Officers	April 2019
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Standing Committee on Training

Action	Detail	Performance Marker(s)	Responsibility	Deadline
Follow through on the final approval of the new Chapter 6/Educational Requirements for Training (ETR).	UEMS Council to approve final version of Chapter 6/ETR	Chapter 6/ETR will have UEMS Council approval	Marc Hermans Andrew Brittlebank	April 2017
Explore possibility of setting up a European Board Exam in Psychiatry	<p>Continue to carry out assessments of psychiatric CME events in Europe for EACCME</p> <p>Work with EPA to gather information</p>	SCT will be in a position to make an informed decision regarding the development of a European Board Exam in Psychiatry	Andrew Brittlebank	April 2018
Continue to support #TYOT	<p>Fund website to support the #TYOT questionnaire</p> <p>Advertise and promote #TYOT through national associations</p>	<p>#TYOT questionnaire will have relevant functions and security measures</p> <p>#TYOT questionnaire will be widely available and receive a large number of responses</p>	<p>Officers</p> <p>All delegates</p>	<p>April 2017</p> <p>April 2017</p>

Portfolio of a Psychiatrist	Current document to be edited and circulated to all delegates ahead of formal Section approval	Portfolio of a Psychiatrists will be updated and approved	Andrew Brittlebank and SCT members	October 2017
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Projects with external groups

Action	Detail	Performance Marker(s)	Responsibility	Deadline
UEMS CAP / Psychiatry Section Transition Working Group to produce guidelines for training to assist with transition from CAP to adult services	1 st meeting to be held Timetables and responsibilities to be agreed	Production of clear guidelines for training psychiatrists to assist with transition from CAP to adult services.	Transition Working Group members	To be agreed
Continue to work on the the EPA, UEMS, EFPT and WHO Task Force on Education in European Psychiatry.	Section representative to attend Task Force on Education in European Psychiatry meetings and to ensure Section's views are understood	Section views and objectives will be featured in Taskforce outputs	Marc Hermans	Ongoing

Meetings

Action	Detail	Performance Marker(s)	Responsibility	Deadline
Spring 2017 Meeting in Brussels 21 and 22 April 2017	Meeting arrangements (meeting room including AV and catering, hotel recommendations and dinner venues) to be made	Meeting arrangements communicated to delegates in timely fashion	Marc Hermans and Elen Cook	January 2017

	Section Agenda to be set		Officers	March 2017
Autumn 2017 Meeting in St Petersburg 19 to 21 October 2017	Meeting arrangements (meeting room including AV and catering, hotel recommendations and dinner venues) to be made Section Agenda to be set	Meeting arrangements communicated to delegates in timely fashion	Alexey Pavlichenko and Elen Cook Officers	April 2017 September 2017
2 Officers Meetings January 2017 September 2017	Meeting arrangements (meeting room including AV and catering, hotel recommendations and dinner venues) to be made		Marc Hermans and Elen Cook	January 2017 September 2017

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