

Standing Orders and Governance structure

FACULTY OF PAIN MEDICINE

COLLEGE OF ANAESTHETISTS OF IRELAND

2010

1. OBJECTIVES OF THE FACULTY:

The aims of the Faculty are to:

- a) Achieve recognition for, and promote the development of, the specialty of Pain Medicine in Ireland.
- b) Promote Fellowship of the Faculty.
- c) Promote education & training in Pain Medicine in collaboration with the College of Anaesthetists, other Royal Colleges and other societies such as the Irish Pain Society, the Northern Ireland Pain Society and Irish Palliative Care Medicine Society.
- d) Structure the education and training in Pain Medicine in Ireland in order to provide a specialist Pain Medicine service of the highest standard for the health of the Irish population.
- e) Administer a specific curriculum and schedule of higher specialist training for medical practitioners who wish to specialise in Pain Medicine and to accredit those medical practitioners who have satisfactorily completed Higher Specialist Training.
- f) Be responsible for continuing professional development programmes in Pain Medicine.
- g) Actively promote and develop undergraduate and postgraduate medical education in academic institutions and liaise with academic institutions nationally and internationally that promote Pain Medicine.
- h) Act as the recognised training body for the specialty of Pain Medicine provided for in the Medical Practitioners Act 2006.
- i) Liaise with other similar national and international organisations.
- j) Establish and maintain collaboration with the UEMS in developing the specialty of Pain Medicine.
- k) Support research in Pain Medicine.
- l) Communicate effectively and professionally with medical colleagues and other professionals nationally and internationally concerned with the welfare of the patient in pain.
- m) Liaise with the community, patient groups, government and government agencies.

2. STANDING ORDERS:

The making, altering or rescinding of any Standing Orders shall be in the following manner:

Due notice having been given in writing, a written formula for any proposed Standing Order, or for altering or for rescinding an existing Standing Order, being delivered by a Member of the Board of the Faculty to the Dean, and at a faculty meeting shall thereupon be read, and if seconded shall be taken into consideration.

A two thirds majority of those present and voting at the meeting shall be required for any change or amendment of the Standing Orders and any such change or amendment shall be approved by the college council and reported to the next Annual General Meeting of the Faculty.

3. THE FACULTY OF PAIN MEDICINE shall consist of

3.1 Foundation Fellows

3.2 Fellows

The following shall be admitted to Fellowship in accordance with Standing Orders:

- (a) Those who hold the Diploma in Pain Management and have completed Part 2 of the FFPM examination (For review June 2016). The Fellowship is awarded having completed a further 12 months in Pain Medicine

3.3 Honorary Fellows

- a) Those recommended for Honorary Fellowship shall be persons outstanding in Pain Medicine or an allied science, or shall have been of signal service to that science or to the Faculty.
- b) Proposal shall be made only by members or ex-members of the Board and the candidate shall be known professionally by the proposer.
- c) Proposal shall be considered by the Board of the Faculty, which shall submit a recommendation thereon to the President of the College.
- d) The Dean shall be the first to inform the candidate when the candidate has been approved by the Council of the College. The Honorary Secretary will then issue the written invitation to the candidate in the name of the Faculty.
- e) Honorary Fellowship shall not confer any corporate privileges.
- f) The acronym for an Honorary Fellow of the Faculty of Pain Medicine College of Anaesthetists in Ireland shall be FFPMCAI (Hon)

3.4 Ad Eundem fellows

Ad Eundem Fellows may be granted at the discretion of the board. The decision must be unanimous.

4. ADMISSION TO FELLOWSHIP

Every Fellow shall make the following declaration to the Dean in the presence of the President of the College or their designated representative:

"I,..... do solemnly and sincerely declare that I will pursue the highest standards of practise in Pain Medicine and promote the aims and objectives of the faculty. I promise to maintain my skills with commitment to lifelong learning and professional development to the benefit of patients, the profession and the faculty"

The Dean shall admit the Fellow in the following terms:

"By virtue of my Office as Dean and in the presence of the President, I admit you a Fellow of the Faculty of Pain Medicine, College of Anaesthetists of Ireland."

The Fellow shall then sign the Register of Fellows

Fellows other than Honorary Fellows, may be admitted in absentia, with the consent of the Dean and on complying with the conditions laid down from time to time.

5. SENIORITY OF FELLOWS

The names of all Fellows shall be entered upon the Register of Fellows of the Faculty and they shall take precedence according to the date of their admission to the Fellowship of the Faculty.

When more than one Fellow is admitted on the same day, the Fellows shall take precedence from the priority of their primary medical qualification.

6. DESCRIPTION OF FELLOWS:

- a) The description of a Fellow of the Faculty of Pain Medicine other than an Honorary Fellow, shall be **FFPMCAI**
- b) No candidate may describe themselves as a Fellow of the Faculty of Pain Medicine or use the above mentioned letters until they have made the declaration and been admitted a Fellow
- c) A Fellow must maintain continuing medical education and satisfactory professional development consistent with the Medical Practitioners Act 2007 and subsequent amendments thereof.
- d) The academic robes of the Dean, Vice Dean and Fellows elected to Board shall be the Faculty gown

7. FEES:

- a) All Diplomats and Fellows shall pay such examination, conferring or admission fees as shall be recommended by the Board of the Faculty and approved by the College Council
- b) Fellows other than Honorary Fellows are required to pay an annual subscription to the college. The Board can extend the privilege of no annual fee to a distinguished fellow as an honour for service to the specialty of pain medicine
- c) No fees or other expenses shall be charged to Honorary Fellows.

8. MEMBERSHIP OF THE BOARD OF THE FACULTY:

- a) The President, Vice president, Hon Secretary, Hon Treasurer, Chair of College exams and Education committee. The Postgraduate Dean of the College of Anaesthetists and the College Registrar shall be non-executive members (non voting)
- b) The Dean, Vice Dean, Hon Secretary and Hon Treasurer of the Faculty of Pain Medicine
- c) Eight additional fellows of the Faculty of Pain Medicine, elected by the Fellows in accordance with the regulations specified in Section 9 below. Therefore the elected Board after the Foundation period 2012 shall comprise of 12 fellows plus the immediate past dean for one year after his/her deanship.
- d) A representative of the trainees in Pain Medicine in Ireland to be elected from the complement of Pain Medicine trainees registered with the Faculty as part of a national pain medicine training programme.
- e) The Faculty of the board may co-opt individuals on to the board for specific purposes/expertise for a defined period of no more than 2 years.
- f) The terms of office of the College officers will be concurrent with their terms of office in the College

9. ELIGIBILITY OF CANDIDATES FOR ELECTION AS MEMBERS OF THE BOARD:

- a) The Foundation Board of the Faculty shall comprise the existing Pain Medicine Committee, College of Anaesthetists in Ireland
- b) For the first 2 years of the new Faculty Board, all Fellows other than Honorary Fellows shall be eligible for election to the Board. Election to the Board shall comprise two new members in each of the first three years of the Boards existence. After that date, the rules defined from 9 (c) onwards shall apply.
- c) All Fellows of the Faculty of not less than two years standing on the date fixed for the election and being in good standing, shall be eligible for election to the Board on complying with the Standing Orders

10. ELECTION AND ADMISSION OF MEMBERS OF THE BOARD:

- a) Elections to the Board can be held annually.
- b) The time appointed for every election of Members of the Board shall be announced in such manner as the Board shall determine not less than ninety days before the date of election, in such manner as the Board shall determine
- c) Every eligible Fellow desirous of a seat on the Board shall, within twenty-one days of the announcement of the election, transmit or deliver to the Honorary Secretary of the Faculty a notice signed by themselves in the following terms.

"I A.B. of C..., Fellow of Faculty of Pain Medicine, College of Anaesthetists in Ireland, do hereby declare that I am a candidate for a seat on the Board of Faculty of Pain Medicine".

together with a nomination signed by two Fellows of Faculty in the following terms:

"We, the undersigned Fellows of the Faculty of Pain Medicine, do hereby certify that A.B. of C..., is in our estimation, a fit person to be elected to the Board of the Faculty and we do hereby nominate him / her a candidate for a seat on the said Board".

- d) Not less than thirty days prior to the date set for such election, the Honorary Secretary shall deliver or send by post to every Fellow of the Faculty whose last known address is in Ireland or overseas, a voting paper in such forms as the Board may from time to time direct. Fellows who have not paid their Faculty Subscription shall not be entitled to receive a voting paper.
- e) Every such Fellow, if desirous to vote at the election, shall return the voting paper marked, enclosed, sealed, authenticated and attested in such manner as the Board shall from time to time direct and require, so that it be received by the Honorary Secretary or person acting for him / her, not later than the time appointed for the receipt of such voting papers.
- f) At the time appointed for any election the Dean or his Deputy shall attend together with two Fellows of the Faculty whom he/she shall have appointed to as Scrutineers and the Registrar or their Deputy. The voting papers having been removed from the sealed envelopes in their presence, the Dean shall with the concurrence and assistance of the two Scrutineers and the Registrar, ascertain the result of the voting, and shall forthwith declare the names of the Fellows elected into the vacancies and thereupon the election of such Fellows to the Membership of the Board shall be deemed to be complete
- g) If at any election two or more candidates for one or more vacancies shall obtain an equal number of votes, the right of such candidates to be elected shall be determined by seniority. In the event of their seniorities being equal, the Board shall decide between them by drawing lots.
- h) The candidates who are declared elected shall become Members of the Board at the Next Board meeting immediately following the election.

11. TENURE OF OFFICE OF MEMBERS OF THE BOARD:

- a) Save as hereinafter provided, each Member of the Board shall serve for a term of five years, at the end of which period, he / she shall retire and shall be eligible for re-election to the Board for one further term.
- b) A Board member who has served for two consecutive five year terms shall not be eligible for re-election until after a lapse of one year
- c) The Dean shall be appointed for a period of 3 years and thereafter shall not ordinarily be eligible for re-election as Dean. The Vice-Dean shall be appointed for a period of 3 years and ordinarily thereafter shall succeed as Dean.

- d) On the expiry of his / her term of office as Dean, the Dean shall continue as a Member of the Board for one year. He / she shall then retire and shall not be eligible for re-election to the Board until after the lapse of one year.

12. OFFICERS OF FACULTY BOARD:

- a) The chairman of the college pain medicine committee shall become foundation Dean. The foundation Vice Dean shall be elected by the college pain medicine committee/interim faculty board. The Vice Dean will succeed as Dean after 3 years
- b) The mode of election of Vice-Dean shall be as follows:
 - c) The election shall be made by the faculty Board from the Members of the Board and shall take place at the Board Meeting on formation of the interim faculty, and thereafter at the board meeting immediately after the Annual General Meeting of the Faculty, unless otherwise ordered
 - d) Any Member of the Board who has been a Member of the Board for the preceding two years or who has served as a Member of the Board for three years at some previous time, shall be eligible for election as Vice-Dean.
 - e) Co-opted members or non-executive members of the Board shall not be eligible to stand for the offices of Vice Dean or be appointed Honorary Secretary or Honorary Treasurer and shall not be eligible to vote in such elections and appointments.
 - f) Those eligible to vote in the election for Vice-Dean shall be those who are Members of the Board for the electoral year which is at that time terminating.
 - g) Election shall take place by self nomination. Board members in turn sitting to the left of the Dean shall declare if they wish to self nominate. If more than one board member self nominates, a secret paper vote shall take place.
 - h) Every Member of the Board present at the meeting for such election shall place the name of their desired candidate on the voting paper. The papers shall be examined by the Dean or the presiding Member and the person attaining an absolute majority of votes shall be declared to be duly elected Vice Dean.
 - i) The candidate attaining the number of votes representing an absolute majority shall be elected Vice Dean. In this paragraph the expression "an absolute majority" shall mean a number of votes greater than half the number of Members of the Board present at such meeting, whether voting for a candidate or not.
 - j) If no candidate obtains an absolute majority (as defined above), a second ballot shall be taken, omitting the name of any candidate who obtained no votes as well as the name of the candidate who received the smallest number of votes in the first ballot, and so on with subsequent ballots until some candidate obtains such absolute majority when that candidate shall be declared to be duly elected as Vice Dean.
 - k) If on any ballot the fewest number of votes shall be shared by two or more candidates, seniority of Membership of the Board shall decide and the name or names of the other or others of them shall be omitted from the next ballot. If the seniorities of such candidates are equal, the name of the Member to placed on the list for the next ballot shall be decided by lot.
 - l) The newly elected Vice Dean shall take office at the commencement of the next Board Meeting.

- m) The appointment to the office of Vice Dean shall be concurrent with the period of election of that member to the Board of the Faculty. The duration of elected membership is not suspended pending completion of that office.
- n) If the Vice Dean is elected during his/her last year as a member of the Board, he/she shall stay on as a voting member of the Board until completion of his/her term of office as Vice Dean and Dean
- o) The Vice Dean shall serve for a period of three years and immediately thereafter shall ordinarily succeed as Dean. The Dean shall be eligible to remain a non-executive member of the faculty board for a period of one year immediately after such term of office. During that period of one year he shall be entitled to attend all meetings of faculty board and Committees and to participate in all discussions thereat but shall not be entitled to vote on any resolutions, elections or decisions.
- p) If the Dean shall die or resign office during the period of office, the Vice-Dean shall automatically become the Dean of the Faculty for the remainder of the current term of that office and subsequently as dean for a 3 year term when a new Vice-Dean shall be elected. If the Vice-Dean shall die or resign during his period of office a new Vice Dean shall be similarly elected.
- q) The Dean shall appoint from amongst its members an Honorary Secretary and a Treasurer, who will ordinarily hold office on a yearly basis up to a maximum of three years. It is recommended that these appointments overlap with the outgoing Dean.
- r) The appointment or re-appointment of these officers shall normally be done at the first meeting of the Board following the election.
- s) The Honorary Secretary and Treasurer shall be subject to the same retirement rule as are ordinary Members of the Board.
- t) In the event that the Member of the Board holding the office of Honorary Secretary is due to retire from the Board at the next election then it shall be the duty of the Dean and failing him, of the Vice-Dean to draw the Board's attention to the matter six months before the retirement becomes operative.

13 ABSENCE OF MEMBERS OF THE BOARD:

- a) Should any Member of the Board be absent from more than four consecutive meetings, without leave of the Board, he / she shall, *ipso facto*, cease to be a Member of the Board unless a reason satisfactory to the Board be assigned.
- b) If the Dean or Vice-Dean ceases to be a Member of the Board by virtue of the preceding clause, 13 (a), he / she shall also cease to hold the office of Dean or Vice Dean.

14. Board Chairpersons:

- a) The Dean shall set up the following Standing Chairpersons:

Training
Education
Exam
Credentials
Competence assurance
Finance
Academic medicine

and such further chairpersons as the Board or college council from time to time may deem necessary.

- b) The Chairpersons shall work within, and will be co-opted onto the relevant College Committee:

The chair of faculty examinations to the College examinations committee
The chair of faculty education to the College education committee
The Chair of faculty training to the College education committee
The chair of faculty credentials to the college credentials
The chair of faculty finance to the College finance & general purpose committee
The chair of competence assurance to the College competence assurance committee
The chair of academic pain medicine to the College academic anaesthesia committee

- c) The Dean shall appoint annually, the above Chairpersons. The Chairperson shall report to the Faculty Board
- d) No Member of the Board may hold the position of Chairperson for more than three consecutive years.
- e) Every casual vacancy of chairperson shall be filled at the next meeting of the Board for the remainder of the current year.

15 MEETINGS OF THE BOARD:

Unless otherwise ordered by the Board, meetings shall be held quarterly.

- a) The Dean may call a Meeting of the Board whenever he shall judge this be necessary.
- b) The Dean shall call a meeting upon a resolution signed by four or more Board members.
- c) Upon the demand of two Members, any questions under consideration by the Board shall be decided by ballot.
- d) Meetings of the Board shall be convened by the Honorary Secretary, by summons to each member seven clear days before the Meeting. Copies of the Agenda and Reports of Committees and other documentation, to be considered, shall be posted where possible to each Member not less than seven clear days before the Meeting.
- e) The quorum for meetings of the Board shall be five. If no quorum is present half an hour after the time for which the meeting was summoned, the meeting will be adjourned.

- f) No business other than that specified in the Agenda shall be transacted at the Meeting, except at the discretion of the Dean.
- g) The Board may adjourn a Meeting to any day or hour but no business shall be transacted at an adjourned Meeting which was not on the Agenda at the original Meeting. Notice of the adjourned Meeting shall be sent to every Member of the Board .
- h) Unless otherwise ordered, all decisions of the Board shall be made by a show of hands by the majority of such members as are present (including the Dean). The names of the votes for or against a motion put from the Chair shall be entered in the Minutes when a desire to that effect shall be expressed by two Members of the Board, after the vote is taken, except in the case of questions decided by ballot.
- i) In the event that votes cast for and against a motion are equal, the Dean shall have a double or casting vote, except in the case of a ballot for the election to the office of Vice Dean.
- j) The recommended order of business of the Meetings of the Board shall be as follows, unless varied by the Chairman with the consent of the Members present.

Apologies for absence
 Minutes
 Resolution of condolences
 Matters arising from the Minutes
 Reports on College affairs and statements by the Chairmen
 Reports on Committees
 Motions of which notice has been given
 Communications received

- k) The Minutes of the last Meeting shall be submitted to the Board for confirmation as to their accuracy, and when agreed shall be signed by the Dean.
- l) Every notice of motion shall be in writing, signed by the Member giving the notice, and shall either be given at the preceding Board Meeting or be received by the Honorary Secretary at least 21 clear days before the Meeting at which it has be considered. It shall be specified in the Summons for the Meeting.
- m) The ruling of the Dean on a point of order shall be final.
- n) A motion which has been stated from the Chair, or which has been postponed may be withdrawn by the mover with the assent of the Meeting and an amendment may be withdrawn by the mover and seconder with the assent of the Meeting.
- o) When a motion is under discussion no further motion shall be received except a proposal for amendment.
- p) When an amendment on an original motion has been moved and seconded, no other amendment shall be moved until the first amendment shall have been disposed of. If an amendment be carried, the motion as amended shall become the substantive motion in place of the original motion and shall be the question upon which any further amendment shall be moved.
- q) In the case of a question relating to a Member on the Board being discussed, such Member may be asked by the Dean to retire and remain absent until such question be determined, or have ceased to be under consideration provided always that such Member shall not retire until he shall have had an opportunity of replying thereto.
- r) At the ordinary Meeting of the Board prior to an election, the Honorary Secretary shall present a report on the number of Meetings of the Board held in the past year and the

number of such meetings which each Member of the Board shall have respectively attended. This record of attendance shall appear on voting papers and the Annual Report.

16 MEETINGS OF THE FACULTY:

- a) A Meeting of the Fellows shall be summoned annually at such time as the Board may determine.
- b) The Chairman shall be the Dean of the Faculty or in his / her absence the Vice-Dean or the senior Board Member shall preside. At the Annual General Meeting, the Report of the Board shall be presented by the Honorary Secretary or his / her deputy.
- c) Other Meetings shall be summoned either with or without a requisition at such times and for such reasons as may by the Board be thought desirable.
- d) Such requisitions shall be signed by not less than eight Fellows and shall contain a statement of the object or objects for which the meeting is requested.
- e) Motions introduced by Fellows:
 - Shall have direct reference to the object or objects for which the meeting has been convened.
 - Shall be signed by the proposer, and
 - Shall be received by the Secretary not less than thirty days before the meeting.
- f) The Dean shall determine what Motions are in order and direct the arrangement of the Agenda.
- g) Adequate notice of each Meeting shall be given.
- h) A record of proceedings shall be kept.

17 ANNUAL REPORT OF THE BOARD

- a) The Report shall be made annually by the Board and presented to the Annual Meeting of the Faculty.
- b) The Report shall be drawn up by the Honorary Secretary and shall be submitted to the Board for presentation of the Faculty.
- c) The Report shall be made available to all Fellows and Members of the Faculty.

18. Governance structure

Formation of Faculty board

- a) The foundation faculty board will be formed by the members of the College Pain Medicine Committee as constituted in 2007 session. (APPENDIX 1)
- b) The Chairman of the college pain medicine committee will become the foundation Dean. After 3 years the elected vice dean shall succeed as Dean
- c) The faculty board will Comprise:
 - President COA
 - Secretary COA
 - Treasurer COA
 - Post graduate Dean (non exec)
 - Registrar COA (non exec)
 - Chairman of Exams
 - Chairman of Education

The following will be elected in accordance with the faculty standing orders:

Vice-dean

The following officers will be decided by the Dean and with agreement within the faculty board

- Secretary
- Treasurer
- Chairman of Examinations
- Chairman of Education
- Chairman of Training
- Chairman of Credentials
- Chairman of competence assurance
- Chairman of academic pain medicine

The faculty board will meet 4 times each calendar year. One meeting will be an annual general meeting to which all faculty board, college council and fellows will be invited

Ordinarily the Dean and Vice dean shall serve a 3 year term in the respective position. Faculty board members shall serve a 5 year term and are eligible for re-election for a second term.

Operation of the Faculty

- a) The main functions of the faculty will be co-ordinated by the faculty Chairpersons: Examination, education, training, competence assurance, finance and credentials
- b) The faculty chairpersons will work within the College committees and report back to the faculty board.
- c) The respective chairs will be members of the relevant College committees:

- The chair of faculty examinations to the College examinations committee
- The chair of faculty education to the College education committee
- The Chair of faculty training to the College education committee
- The chair of faculty credentials to the college credentials
- The chair of faculty finance to the College finance & general purpose committee
- The chair of competence assurance to the College competence assurance committee
- The chair of academic pain medicine to the College academic anaesthesia committee

- d) The faculty board will report to the College Council. The Dean and Vice Dean if not council members themselves, will be co-opted onto College council

Relationship of the Faculty to the College of Anaesthetists

- a) The faculty will co-operate and work within the College of Anaesthetists structures and committees.
- b) All recommendations of the Pain Medicine Faculty will require the approval of the College Council
- c) The faculty will only concern itself with matters related to the speciality of pain medicine in Ireland. The faculty will subject itself to the code of conduct and disciplinary procedures as prescribed by the College of Anaesthetists

Activity and discussions

The faculty will always attempt to achieve consensus to guide its activities and policies. Where consensus has not been achieved, decisions will be guided by the majority of the members of the faculty board. The Council of the College of Anaesthetists reserves the right of final say in matters of dispute that may potentially affect the reputation of the College

Administration

The faculty will be supported by a minimum of 1 administrative officer from the pool of College staff. They will report to the college registrar and will have annual appraisal.

Finances

- a) The administration and governance of finances shall fall within the College financial structure. After 5 years this financial structure shall be reviewed.
- b) The College and faculty treasurers shall provide an annual report of the faculty finance to the faculty board.
- c) Fellows of the faculty will be responsible for an annual retention fee. The diploma examination, submission of dissertation and award of fellowship shall incur a fee

Reporting

The faculty shall prepare an annual report of activity and future plans to be incorporated into the College Annual report

Appendix 1

Members of Pain Medicine Committee to succeed as interim faculty board

Chairman David Hill

Members: 2007 -2012

Liam Conroy
Roisin MacSullivan
Declan O'Keeffe
Camillus Power
John Browne
Connail McCrory
Joe Fitzgerald
Frank Chambers
Donal Harney
Paul Murphy
Josh Keaveny
Ray Victory
Hugh Gallagher
Valerie Pollard
Frank Chambers
Dominic Harmon
Ken Patterson
David O'Gorman