



British Orthopaedic Trainee Association

Regional Representative Guide 2019



BOTA Regional Representative Guide

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What is BOTA?

The British Orthopaedic Trainees' Association, BOTA, was set up under the direction of Mr Richard Rawlins in 1987 following a meeting in Oxford when 45 Senior Registrars met at a symposium entitled 'Planning a career in Orthopaedic Surgery'. It subsequently became affiliated to the British Orthopaedic Association. Since its foundation, the membership has increased from the founding 45 to the current level of in the order of over 1000 Specialist Registrars, Core Trainees, Foundation Doctors and medical students.

Orthopaedic Surgeons make up around 40% of the membership of the Royal Colleges, and as the largest surgical subspecialty we devolved from ASiT, the Association of Surgeons in Training, to represent the views of Trauma and Orthopaedics specifically. However, ASiT and BOTA have a very strong working relationship, and work together on many issues to represent surgical trainees as a collective.

The BOTA Committee

The BOTA committee are elected by members at the Annual General Meeting (AGM) held at BOTA Congress every year and are responsible for the day-to-day running of BOTA related business. Each training region has a local regional representative that acts as a link between the committee and that training region.

The Vice President

The Vice President of BOTA is a member of the Executive committee and can only be elected in the role if they have had served at least 12 months on the BOTA committee. One of their key responsibilities is to act as a point of contact for advice, support and assistance to the Regional Representatives.

The Vice President will liaise with Regional Representatives on important matters such as regional nominations for **Trainer of the Year and Training Programme Director of the year** as well as regional reports for the annual JOINT Publication.

Regional Representatives are encouraged to contact the Vice President for any issue that BOTA should discuss as part of the wider BOTA committee or as relevant to the training committees BOTA has representation at including the BOA Council, JCST and Intercollegiate Basic Surgical Examinations (ICBSE) committees.

Their email is vicepresident@bota.org.uk and the Vice President for the 2018-2019 committee is **Alastair Faulkner, East of Scotland Trainee**

Regional Representatives

Role definition

Formerly known as "Linkmen" before the change in term in 2016, Regional Representatives are a point of contact for each training region and act as local representatives of BOTA.



Roles and Responsibilities of Regional Representatives

Regional Representatives have a number of important roles:

- 1) Represent BOTA locally. This means that if a trainee has an issue or concern the BOTA regional representative can act as a point of contact for that trainee and escalate as appropriate to the wider BOTA committee
- 2) Engage in the Trainer of the Year and Training Programme Director of the Year nominations
 - a. Regional Representatives are essential in collating nominations for the Trainer of the Year which is run annually and Training Programme Director of the Year which is run every two years
 - b. They are responsible for co-ordinating nominations from the region, collating this information and providing the Vice President who organises the competition with the necessary information.
 - c. **These will follow strict deadlines**
- 3) Produce a report for the annual JOINT Publication
 - a. JOINT is essentially the BOTA Yearbook that provides members with an update on committee activity over the year. Regional Representatives are required to submit a report on their region for this publication to be read at a national level
- 4) Attend BOTA Congress
 - a. Regional Representatives are strongly encouraged to attend the annual BOTA Congress to engage with the trainee community and also meet face-to-face with the other BOTA committee members
- 5) Forward any relevant BOTA communications to local trainees
- 6) Meet expected BOTA deadlines

Exceptions

Regional Representatives may assume additional leadership roles in relation to their training rotation for example as a Clinical Leadership Fellow that aren't affiliated with BOTA. In these roles that aren't affiliated with BOTA, their views and actions are not representative of BOTA.

Regional Representatives may be asked to forward correspondence to their local trainee network from persons or groups other than the BOTA Vice President or BOTA committee. This action is at the discretion of the Regional Representative. The views and opinions expressed in these communications are not attributed to the BOTA Vice President, BOTA Committee or BOTA organisation.

Regional Representatives should avoid use of the generic Regional Representative mailing list and if they intend to use this they should discuss with the Vice President in the first instance.

Election Process and Tenure Period

As a guide, we expect Regional Representatives to be elected locally through a fair, democratic process. The gold standard of conducting a local election should involve:

- 1) Multiple candidates standing for the post with the winner elected through a simple majority as elected by trainees
- 2) Democratic election with >50% trainee participation in voting
- 3) Outcome of the election to be conveyed to the Vice President of BOTA



The tenure period for any regional representative is **2 years** from election to allow the role to be circulated among other trainees interested in the position.

From November 2019 onwards all regions will be expected to conduct fresh elections to allow the new tenure period to start nationally.

Complaints Procedure

Although we expect the vast majority of Regional Representatives to act in their trainees' and BOTA's best interest there are a few who fall short.

If a Regional Representative is not participating in their roles as described above then several options are open to them:

- 1) Trainees in that region can lodge an anonymous complaint on the BOTA website on <http://www.bota.org.uk/regional-representatives/> - all complaints are forwarded the Executive Committee
- 2) The Vice President can directly investigate those regional representatives who aren't engaging in their roles outlined above.

All anonymous complaints will be investigated and the Regional Representative will be contacted to explain the situation in the hopes of resolution.

The Vice President acting on behalf the BOTA committee reserves the right to remove a Regional Representative from their post at any time. Fresh elections will be required for that region to appoint a new Regional Representative.