

Regional Representative Job Description

There are 20 Royal College of Ophthalmologists Regional Representatives (RR) who are Council members elected by their regional colleagues. Being a Council member enables an ophthalmologist to contribute to the work of the College and to take part in the national debate about ophthalmology. Regional representatives should be seen as ambassadors and advocates for the work of the College and the main channel of communication between regional colleagues and the College.

Appointment and term of office

Elections for Regional Representatives are conducted at least two months in advance of the Annual General Meeting.

Nominations are sought from current Fellows, Members or Diplomates of the relevant region. The initial term of office is three years and RRs are eligible for re-appointment for a further three-year term. If the incumbent representative is entitled to serve a second term, and wishes to do so, this information is included in the notification. All nominations must be supported by a proposer and seconder. If only one nomination is received, then the applicant is duly elected. If there is more than one applicant for the post then an election will be held by ballot. Only Fellows, Members and Diplomates (and not affiliates) are entitled to vote in the region elections.

Person specification

To be eligible to stand as Regional Representative the candidate must be:

- A Member, Fellow or Diplomate of the Royal College of Ophthalmologists of good standing.
- Representatives must stand down if they move from the area.
- Compliant with annual appraisal and have a GMC licence to practise.
- Up to date (within 3 years) of training for equal opportunities and diversity.

Responsibilities and duties

- Attendance at Council, to participate in the debate and to represent the views of their constituents.
- Facilitate a sustained dialogue with constituents:
 - Capture regional members' views and feedback to College
 - Use the lead up to Council meetings effectively, e.g. issue a feedback template for completion before the meetings to build up a picture of regional priorities and concerns.
 - Disseminate information on College business to their constituents, assisted by "short notes" of Council minutes which are emailed to members.

- Help to disseminate and encourage use of College communications, guidance and publications such as The Way Forward.
- Highlight both positive and negative issues that impact on hospital eye services in their region to facilitate the College's regional or national activities.
- To attend regional teaching days to keep the membership informed about the working of the college.
- Contribute local case studies and initiatives that demonstrate best clinical practice.
- Capture feedback either directly or via colleagues from key local policy or decision makers such as clinical commissioning groups, STPs, LOCSU.
- Share local relationships that may be of value such as trust Chief Executives, Health Board chairs, MPs or peers.
- Approve job descriptions for consultants and other career-grade ophthalmologists within their region.
- Help to ensure that every AAC has an assessor by encouraging members in the region to volunteer.
- To encourage members in the region to volunteer as examiners and CESR assessors to ensure that the region is contributing to the work of the College.
- Participate in standing committees: Council members are expected to join at least one standing committee (Education, Examinations, Finance, Professional Standards, Scientific and Training). Members' preference will be taken into account but the Honorary Secretary will ensure sufficient Council representation on each committee.
- Prepare for meetings: Council members are expected to read the meeting papers in advance. They are sent a week in advance by email or hard copy and may include a number of attached documents.
- Review submissions of Fellowship and Membership by Election applications to recommend whether they should be approved, or not, by Council.
- Conduct in meetings: To promote free and open debate the discussions in meetings should be regarded as confidential. The minutes of meetings are a matter of record.
- Attendance at the Admissions Ceremony, usually in September.
- Attendance at the Council Dinner, in June.
- Attend Annual General Meeting (AGM) at College Congress.

- Declaration of conflict of interests. Council members are expected to complete a declaration of interest form each June and to declare any conflict of interest that at the start of committee meetings and to withdraw from the ensuing discussions, if appropriate.

In addition, the Welsh representative on Council attends meetings with Welsh Government, Academy of Medical Royal Colleges in Wales, Welsh Ophthalmic Planned Care Board, National Ophthalmology Specialist Advisory Group and Specialty Training Committee for Wales amongst others.

Scottish and Northern Ireland representatives attend the Academy of Scottish Royal Colleges' meetings and Academy of Medical Royal Colleges for Northern Ireland respectively.

Regional representatives are not paid for their services. Travel expenses are reimbursed on production of receipts and claims should be submitted within three months of the meeting

Time commitment

Meetings are usually held in clusters in the second week of the month. Council meets quarterly, on a Friday morning, concluding with lunch. Current time commitment is approximately 8 days a year away from trust along with time spent liaising with members in the area and preparing for Council and other meetings.

REGIONAL REPRESENTATIVE REQUIREMENTS
Essential
A Member, Fellow or Diplomate of the Royal College of Ophthalmologists in good standing
Candidates should have the following skills, knowledge and personal attributes
Broad understanding of the work of the College
Ability to engage clinicians in work requiring consultation
Ability to represent the RCOphth and present to people of all levels
Ability to liaise with the membership regarding bringing their concerns to the college and informing them about the College work
Approachable, friendly manner
Hardworking, punctual, conscientious and thorough
Ability to work flexibly (with approval of local support) and independently under pressure and within deadlines
Good interpersonal skills in dealing with ophthalmologists, other healthcare workers, managers, College staff and patient representatives
Comfortable with dealing with complex issues and direction setting
Good IT skills

ORGANISATIONAL COMMITMENT

Must have support of Clinical Lead/ Medical Director