

Education and Training Department

Regional Education Adviser – Job Description



Regional Education Advisers (REA) are appointed to represent the College in the spheres of education and training within their LETB/Deanery regions. They will work closely with Postgraduate Deans, Training Programme Directors, College Tutors and The School of Ophthalmology to promote high standards of training, delivery of curriculum and excellence in education for consultants and career-grade posts. They are responsible for the development of College Tutors and other Trainers in their region. They also have a specific role in advising and assessing those in alternative training pathways and applying for CESR.

Appointment and term of office

Regional Education Advisers are appointed by the Council to act on behalf of the College. One REA is appointed for each of the regions*. The initial term of office is three years and REAs are eligible for re-appointment for a further three-year term.

When a term of office is nearing its end, nominations will be sought via advertisement in College News, the College website and newsletters. Self-nominations are encouraged and the College will email all consultants in the region to bring the forthcoming vacancy to their attention.

Applicants will be required to complete an application form and provide a summary CV. Application forms are to be countersigned by the Chair of the Specialty Training Committee (STC) or School Board as confirmation that the nomination has LETB/Deanery endorsement, although this is a College appointment and the Clinical Lead so that they are aware that the individual is taking on this role.

Applications will be assessed by a panel consisting of the Chair of the Education Committee, the Chair of the Training the Trainers Sub-committee and the relevant Regional Representative, and the most appropriate candidate selected where there is more than one application. The same procedure will be followed when REAs wish to seek re-appointment for a second term.

A retiring REA should inform the College of the date of retirement at the earliest opportunity; however, s/he is expected to continue the duties until Council has appointed a replacement.

Responsibilities and Duties

REAs are the College's senior representatives in education to local employers, trainers and educators, and professionals. Their overarching role is to promote high standards of ophthalmology in the region through training and education for trainees and career grade (staff, associate specialist and specialty SAS) doctors, and also for consultants and non-medical ophthalmic professionals. They have a special obligation to work with the local Postgraduate Dean to ensure the overall delivery of the competence-based training programme.

The candidate will need to be independent without conflicts of interest, and therefore it is preferable the REA is not currently in the following roles:

- A Deanery appointment such as the Head of School or Training Programme Director
- College Tutor
- Regional Representative

Their responsibilities include:

- Lead, support, develop and appoint College Tutors:
 - First point of contact for College Tutors.
 - Provide local leadership for the development and support of College Tutors and supervisors in the region on behalf of the Education Committee. Exercise a general supervisory role by assisting College Tutors in the resolution of problems that may be solved at regional level.
 - Oversee the local process of appointment of College Tutors. Submit to the College endorsed nominations or re-nomination forms accompanied by a summary CV whenever a College Tutor vacancy arises. The advisers should organise and chair a formal regional College Tutors' Meeting twice a year.
- Training the trainers:
 - Roll out the Training the Trainer programme in the region with the support of the Training Programme Director and the College Tutors. Training the Trainers courses cover a range of modules relating to postgraduate teaching specific to ophthalmology.
 - Member of the RCOphth Advanced Trainers & Educators Group, and to attend Advanced Training the Trainers Meetings twice a year.
- To be advised of and attend training-related visits by external agencies (eg: The School, LETB, The Royal College) to ophthalmology departments in the region.
- Be an active member of the regional Specialty Training Committee (STC) and/or School Board.
- Liaise closely with the regional education team, including Training Programme Directors, College Tutors, the School of Ophthalmology, the Simulation Lead and the Directors of Medical Education
- In co-operation with the Postgraduate Dean, Head of School and Training Programme Directors, be involved in the ARCP process and have the ability to chair panels if required.
- Act as an external representative outside their region for LETB/Deanery and hospital visits or ARCPs on request.
- Contribute to the region's quota of trainers attending national Recruitment as requested by the Head of School
- Support non-training grade doctors:
 - Support non-training grade doctors in seeking development and educational opportunities throughout their career, providing advice on opportunities for their development locally, regionally and nationally.
 - Provide information and advice to those College members in the region who are applying for CESR; to offer guidance, in conjunction with the Postgraduate Dean, on additional training requirements and, where appropriate, mentoring and counselling.
 - Review CESR applicants' portfolio of evidence prior to submission to the GMC and subsequently to the College, to ensure that evidence presented is not significantly below the standard required and so avoid the submission of a CESR application that is

sure to fail. It is recognised, however, that the GMC and the College are ultimately responsible for the determination of a successful application – the REA's role is purely as guidance.

- Assess CESR applications
- Support education in the region including mentoring
- Highlight to the College issues which create problems in delivering high quality training in the region, for example diversion of surgery to non-training independent units.
- Attend the relevant College meetings and committees to support their role and this should be adequately job planned.

Associate Regional Educational Advisors

In large regions, a n Associate REA may be needed. Application should be through the STC or School Board, and receive a majority vote.

The College must be informed and give approval prior to the take up of the appointment. All communications with the College and employing authorities should continue to be directed through the REA. Associate REAs must be Members or Fellows of the College. If this is required, a 0.5 PA is recommended for the Associate in formal job planning.

Time commitment

The REA role requires a specific time commitment for the following duties, totalling 10 days per year:

- Advanced Training the Trainers Meeting x2 full day per year
- Chair the Regional College Tutor meeting 3-4 x half day per year
- ARCPs - 2–4 days per year, including acting as an external to other regions
- Regional School/Training Board - 2–4x per year (usually half-day each)
- National Recruitment – 2-3 days every 3 years
- CESR Assessment (ie: formally assessing one application) – 1 day / year
- Hospital visits relating to training

In addition, the other duties are on-going and require a weekly time allocation of an average of 2 hours per week:

- Promote education of all ophthalmologists in their region
- Support of trainees in alternative pathways and applying for CESR
- Supporting local College Tutors and Supervisors
- Roll out of Training the Trainers
- Regional report to The College
- Work relating to the events attended (listed above): preparation and follow through

REAs should have sufficient time in their job plan to cover all the roles of the post. This should be officially job planned and trusts should recognise the senior contribution being made to education and training which justifies the remuneration.

***List of regions / Deanery representation**

East Anglia
East Midlands Healthcare Workforce Deanery – NORTH
East Midlands Healthcare Workforce Deanery – SOUTH
Mersey
Moorfields
North East Thames
North West Thames
North Western
Northern
Northern Ireland
Oxford
Scotland East (Dundee)
Scotland North East (Aberdeen)
Scotland South East (Edinburgh)
Scotland West (Glasgow)
South East Thames
South West Thames
South Western (Peninsula)
South Western (Severn)
South Yorkshire and South Humberside
Wales
Wessex
West Midlands
Yorkshire

Changes to the representation list must be agreed by the College Council.

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EDUCATIONAL REQUIREMENTS
Essential
Holder of substantive Consultant post in Ophthalmology of at least 3 years' standing
A substantive NHS consultant with an established contract in active practice. Advisers must stand down on retirement from their NHS post.
Knowledge of the ophthalmology curriculum and its assessment
PROFESSIONAL/TECHNICAL AND OCCUPATIONAL TRAINING
Essential
Fellow in good standing with the RCOphth
Registered with a Licence to Practise
Demonstrable commitment to a CPD programme (at least one fully completed CPD cycle)
A commitment to equality and diversity, confidentiality and high professional standards
EXPERIENCE
Essential
Active involvement in education and training of postgraduate trainees in ophthalmology
Understanding of the principles of adult learning and how ophthalmology competences can be used to enhance the delivery of training
Experience of teaching or managing ophthalmology education
Prior experience of a leadership role
Active involvement in teaching, education or training in ophthalmology
Previously held a recognised educational role e.g. Educational Supervisor, College Tutor
Desirable
Attendance at ARCP panels
SKILLS AND KNOWLEDGE
Essential
An active interest in Education and Training
Ability to prepare written reports and present effectively at meetings
Broad understanding of the work of the College in Education, Training and Standard Setting
Ability to represent the RCOphth and present to people of all levels
A good knowledge of the current curriculum requirements and standards for trainees
The ability to assimilate and comment in detail on large amounts of information
Attention to detail and the ability to make robust, consistent and objective judgements with reference to the curriculum standards and the quality of the evidence presented
PERSONAL ATTRIBUTES
Essential
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 employing Trust