

Role Description

Role Title:	Member of Paediatric Sub-committee
Reports to:	<i>Chair of Paediatric Sub-committee</i>
Term of office:	<i>Three years (renewable for a further three years) The post is unpaid, travel and other costs are reimbursed in line with the RCOphth expenses policy</i>
Time commitment	<i>Variable (includes email correspondence)</i>

Background information

The Royal College of Ophthalmologists (RCOphth) champions excellence in the practice of ophthalmology. We are the only professional membership body for medically qualified ophthalmologists and for those who are undergoing specialist training to become ophthalmologists, with over 4,000 members worldwide.

The College acts as the voice of the profession, we set the curriculum and examinations for trainee ophthalmologists, provide training in eye surgery, maintain standards in the practice of ophthalmology, and promote research and advance science in the specialty. Ophthalmologists are at the forefront of eye health services because of their extensive training and experience in the area.

The Paediatric Sub-committee aims to provide advice and support to the College and members on all matters related to paediatric ophthalmology and to promote safe high quality paediatric ophthalmology services in the UK.

Main Purpose and Deliverables

- To provide advice to the Paediatric Sub-committee in achieving its remit
- To ensure the Paediatric Sub-committee performs its duties set out in the Sub-committee's Terms of Reference and the College's strategic plan
- Be proactive in representing the College at a professional level in relation to his or her responsibilities

Main Areas of Work and Responsibility

- Respond to telephone calls/emails from Fellows and Members with assistance from the Professional Support Department at the College
- Liaison with NHS and other healthcare-related organisations with common interests in paediatric ophthalmology, the Medicines and Healthcare Regulatory Authority (MHRA), National Institute for Health and Care Excellence (NICE), the Academy of Medical Royal Colleges (AoMRC), Department of Health (DoH) and charities related to vision as necessary
- Ad hoc meetings: e.g. meetings with other officers or College members of staff, liaison with other bodies and so on. These are infrequent and can normally be arranged at times to suit the post holder. The College encourages the use of telephone conferencing wherever possible and appropriate and will arrange this on request.

Conflicts of interest

When the interest of a member conflicts, or appears to conflict, with the interest of the College, this must be declared.

General

In accordance with College policy, all correspondence and other dealings with professional and other organisations will be prepared within the College by College staff.

No sponsorship may be sought or accepted without prior permission of the Honorary Treasurer.

No member may be paid or accept payment in cash or kind for work undertaken on behalf of the Committee or the College.

Key Working Relationships

- Expert Colleagues – sharing information, working collaboratively, providing advice
- College Members and Officers – providing information and support
- Chair of Professional Standards and Head of Professional Support – the Chair reports to Professional Standards Committee
- Other Royal Colleges – networking, collaborating on joint projects
- External stakeholders – sharing information, working collaboratively, providing advice information and support

Scope and Accountability

Legal, regulatory and compliance responsibility	<ul style="list-style-type: none">• Compliance with health and safety procedures, including prompt reporting of any defects, risks or potential hazards• Compliance with the RCOphth's data protection and privacy policies
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Person Specification

	Criteria	Essential (E) Desirable (D)
Eligibility	<ul style="list-style-type: none">• Fellow or Member of the Royal College of Ophthalmologists in good standing	E
	<ul style="list-style-type: none">• Substantive NHS Consultant or SAS Ophthalmologist of at least three years	E
	<ul style="list-style-type: none">• UK License to Practise	E
	<ul style="list-style-type: none">• UK Resident	E
Knowledge, Qualifications and Experience	<ul style="list-style-type: none">• IT skills (proficient in Word and Excel)	D
Skills and Abilities	<ul style="list-style-type: none">• Confident communicator with written and verbal communication skills; the ability to relay key routine information and handle ad hoc enquiries	E

	<ul style="list-style-type: none"> • Good organisational, prioritisation and time management skills and meets deadlines in an accurate manner 	E
	<ul style="list-style-type: none"> • Solves problems logically and seeks additional information where necessary 	E
	<ul style="list-style-type: none"> • Produces 'plain English' written material that is error-free, grammatically correct, clear and concise 	D
	<ul style="list-style-type: none"> • Actively listens to what others say, responding professionally in all interactions 	E
	<ul style="list-style-type: none"> • Ability to build relationships and rapport, responding to enquires in a timely manner 	E
	<ul style="list-style-type: none"> • Ability to respond flexibly and adapt approach in response to changing policy and changing priorities 	E
	<ul style="list-style-type: none"> • Acts with honesty and integrity 	E
	<ul style="list-style-type: none"> • Commitment to equality and diversity and understanding of how this applies to own area of work 	E
	<ul style="list-style-type: none"> • Committed to own continuing professional development 	E
Other requirements	<ul style="list-style-type: none"> • Occasional requirement to work evenings or weekends or travel 	E