
**Unit OLT Lead
for Ophthalmology Local Training (OLT) Programme
based on the Ophthalmic Specialist Training Programme (OST)**

Job Description & Person Specification

The Ophthalmology Local Training (OLT) Programme is a competency-based training programme based/mirrors on the current Ophthalmic Specialist Training Programme (OST). It develops doctors who have been working in a hospital setting who would now like to follow a structured training programme to allow them to complete a training programme allowing them to apply for the Certificate of Eligibility for Specialist Registration (CESR), and enabling them to take on a consultant role to support the delivery of ophthalmology.

The Unit OLT Lead is responsible for delivery of the OLT Training Programme in their Unit. They:

- Identify and organise educational and training opportunities for OLT trainees
- Ensure appropriate Clinical and Educational Supervision
- Promote the assessment of OLT trainees to the required standards, including leading an annual local 'ARCP' process
- Undertake annual CESR assessments on behalf of the RCOphth and GMC

In their unit they work with the Clinical and Educational Supervisors to plan how the OLT Programme fits with the future delivery of the service, and the training opportunities within it. In their region, they work with the Regional CESR/OLT Lead who is part of the RCOphth Regional Team coordinated by the Regional Education Advisor (REA), and with members of the Regional Team who can also provide them with support.

Responsibilities and Duties

Identify and organise educational and training opportunities for trainees

- Having identified with the Clinical Lead and College Tutor that the unit has the capacity to provide the necessary training, and clinical and educational supervision, plan a rotating programme for OLT trainees.
- Complete a self-declaration for the unit against the Standards set by RCOphth for OLT programmes, and inform RCOphth (in order to state that the unit is compliant with these standards in their recruitment process and to be listed on the RCOphth website.)
- Undertake a recruitment process to OLT which mirrors the values and requirements for OST recruitment
- Support OLT trainees in being familiar with the curriculum requirements.

- Advise OLT trainees and Trainers on queries relating to the portfolio.
- Advise on the availability of local education and training opportunities
- Work with members of the RCOphth Regional Team to identify and create educational opportunities suitable for OLT trainees.

Ensure appropriate Clinical and Educational Supervision

- Allocate an Educational Supervisor to every trainee
- Ensure that trainees have a named Clinical Supervisor
- Support and develop OLT Trainers and Assessors
- Act promptly on any concerns raised about the quality of training and assessment.

Promote the assessment of OLT trainees to the required standards

- Nominate Assessors and Educational Supervisors who are suitable for these roles
- Ensure standardisation of assessment by leading a local 'ARCP' process (Annual Review of Competency Progression) that mirrors the OST process. This should include:
 - supervising some Trainees during part of their training
 - assessing some WBAs for Trainees
 - supervising or assessing some evidence submitted in Trainees' portfolios
 - reviewing the quality of WBAs and CS and ES Reports in Trainees' portfolios
- Setting objectives for the following year's training, which may inform the OLT trainee's PDP delivering remedial training and pastoral support where required for an OLT trainee as needed.

Be a trained CESR Assessor for RCOphth

- Be familiar with the requirements for CESR applicants and the RCOphth curriculum and portfolio
- Undertake 1-2 CESR assessments per year

Time Commitment

Timing is flexible, and partially dependent upon the number of trainees in the unit.

Time will be spent:

- Planning and supporting OLT education and delivery of the OLT Programme
- Completing the self-declaration against RCOphth standards and submission to the College
- Recruitment of trainees to OLT programme
- Meeting with OLT Trainees and Trainers
- Educating, training, supervising and assessing OLT Trainees

Appointment and term of office

One Unit OLT Lead is identified for each unit. In their unit they work with the Clinical Lead, liaising with the College Tutor and other Trainers. In their region they work with the Regional CESR/OLT Lead and other members of the RCOphth Regional Team coordinated by the Regional Education Advisor (REA). It is suggested that the appointment is reviewed at intervals to give others the opportunity of holding the role.

Appointment Process

This is a local appointment process. For the unit to adhere to the RCOphth standards the OLT Lead should be a trained CESR assessor for the RCOphth and undertake 1-2 CESR assessments annually.

The appointee may also hold the Regional CESR/OLT Lead role and/or an OLT Educational Supervisor role; but should ensure that that for each OLT trainee, a variety of assessors is maintained, with externality of assessment where necessary.

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Ophthalmology Local Training (OLT) Unit Lead – Person Specification

Criterion	Essential	Desirable
Eligibility	<p>Ophthalmologist, member of RCOphth</p> <p>Recognised postgraduate trainer on the Specialist Register</p> <p>Up-to-date appraisal and revalidation, with demonstrable commitment to continuing professional development and education/training.</p> <p>Current certificate in equal opportunities and diversity training within their unit.</p>	<p>Evidence of training in educational supervision, feedback, appraisal and assessment</p>
Knowledge	<p>Detailed understanding of the curriculum, portfolio and assessment structure of OLT and OST</p> <p>Educational processes including planning, delivery, supervision and evaluation of curriculum-based teaching and its assessment</p> <p>Processes for global supervision of OLT trainees, including feedback, appraisal, portfolio review, personal support and managing OLT trainees in difficulty</p>	
Training	<p>Have attended RCOphth CESR Assessor training</p>	
Experience/Educational Roles	<p>Active involvement in teaching, supervision and assessment of ophthalmology trainees</p> <p>Appointment to recognised educational roles, i.e. clinical and educational supervisor</p>	<p>Organisation of an educational programme</p> <p>Leadership role in the department or region</p> <p>Support of learners/colleagues through appraisal, educational supervision or mentoring</p> <p>Appointment to recognised educational roles, e.g. educational lead</p>
Communication Skills and Behaviours	<p>Ability to communicate using good written and verbal skills with all stakeholders, e.g.: OLT trainees, trainers and colleagues</p> <p>Ability to work to tight timescales (CESR evaluations)</p>	<p>Ability to chair discussions</p> <p>Ability to encourage and influence colleagues</p> <p>Engenders respect from colleagues</p>
Other	<p>Agreement from NHS Trust to give support to fulfil the role</p>	