**Job Description and Person Specification**

**Job Title:** Recruitment Sub-committee Chair

**Responsible to:** Chair of the Training Committee

**Department:** Education and Training

**Main function:** To deliver national recruitment with the Severn Deanery

**Date reviewed**: November 2021

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On behalf of the Royal College of Ophthalmologists, Health Education England (Severn Deanery)

co-ordinates national recruitment into Ophthalmic Specialist Training at Level 1 (ST1) and also currently at Level 3 (ST3). From 2023, recruitment will only be into Level 1 (ST1).

National Recruitment has now been part of the work of the College for 10 years and this has revolutionised the way national recruitment takes place not only by providing an efficient system but saving many hours of consultant time and patient waiting lists as recruitment takes place in one place in one day. (this was virtual for 2021 and will be in 2022).

The recurrent work-streams of the Training Committee have been split into Recruitment, Curriculum, Certificate of Eligibility for Specialist Registration (CESR) Skills, Simulation and the Dual sponsorship Scheme (DSS). Each of these groups work with their Sub-committees and report to the main Training Committee where wider issues are also debated.

**SPECIFIC DUTIES AND RESPONSIBILITIES:**

• Question setting and creation of marking matrices for ST1 and ST3 interviews - these tasks should be shared with other members of the Sub-committee.

• Liaising with the Severn Deanery (HEE South West) recruitment team regarding the following;

- dates of job adverts, Specialty Recruitment Assessment (SRA) tests, ST1 and ST3

 interviews

- interviewer recruitment from all Deaneries

- double checking questions and marking schemes before they are sent for electronic

 formatting.

- developing preparation station video for candidates.

- liaising with the actors regarding the format of the communication station and filming of

 mock “consultations”.

- Interviewer training before interviews.

- debriefing candidates on the day of the interview.

- liaising with Lay observers during the interviews to ensure consistency of marking and

 questioning by interviewers.

- dealing with queries and complaints post-interview.

* Liaising with Lead Dean regarding the analysis of marks for each question

 and presenting these findings to the Sub-committee.

* Attend national recruitment and take leadership role with Lead Dean and Chair of Training.
* Chair Sub-committee meetings.
* Attend the Training Committee and present regular reports to the Committee on the

 work of the Sub-committee.

**CONTRIBUTE TO THE WORK OF THE TRAINING COMMITTEE**

• As a Training Committee member, to be committed to and contribute to the work of the Committee as a whole.

• As a member of the Training Committee, to work with and support the other Sub-committee Chairs/Leads in their areas of responsibility.

• To attend one ARCP as an external assessor per year.

• To undertake one CESR evaluation per year.

• To attend the Training Committee meetings per year (two) or, if unable to attend, to provide a deputy for the meeting, and one of the Advanced Training the Trainers Meeting (these are held twice a year).

• Contribute to outputs of the Training Committee.

**KEY WORKING RELATIONSHIPS**

* **Liaison with College:**

Sub-committee members, Chair of Training, Training Committee members, Head of Education and Training, Deputy Head of Education and Training and other Department staff.

* **External Liaison:**

Health Education England (HEE) particularly Severn Deanery, Deaneries, Other Royal Colleges,

**RENUMERATION**

There is no direct payment for the role other than reimbursement of expenses related to attendance at specified meetings or events as agreed in advance by the Chair of Training.

The post holder will be supported by the RCOphth in applying for recognition of any time commitment within the job planning process but any outcomes will remain a local decision. Evidence of activity within this leadership role will be endorsed for the purposes of personal appraisal and revalidation.

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**PERIOD OF OPERATION AND COMMENCEMENT**

The post holder will commence their role following National Recruitment in March 2022 for a period of three years with reviews held on an annual basis. The post holder will be expected to attend National Recruitment in 2022 so that they can shadow the current Recruitment Chair. This will take place on the 11 March 2022.

The Recruitment Sub-committee chair will function within its sub-committee to define and develop the work.

Administrative support will be given from the Education and Training Department.

**TIME COMMITTMENT**

* Estimated at 2 days per year for essential RCOphth meetings (Recruitment Sub-committee

 meetings with the potential for ad hoc meetings if required).

* In addition, attendance at the Training Committee (two meetings) and Advanced

 Training the Trainers’ Days (two) are a priority.

The RCOphth intends for a proportion of meetings to be held virtually/remotely. Ad hoc

 recruitment meetings could be held virtually, including early evening meetings if required.

* Liaison with the Severn Deanery in the running of National Recruitment (to include 5 days for national recruitment which consists of 2 days of delivery and 3 days of training and liaison).
* Two days for ARCP Advisor and CESR evaluation.

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| **EDUCATIONAL REQUIREMENTS** |
| **Essential** |
| Holder of consultant substantive posts in Ophthalmology totalling at least 3 years’ duration |
| **PROFESSIONAL/TECHINICAL AND OCCUPATIONAL TRAINING** |
| **Essential** |
| Fellow or Member in good standing with the RCOphth |
| Registered with a Licence to Practise |
| Up to date Equality and Diversity training |
| Demonstrable commitment to a CPD programme (at least one fully completed CPD cycle) |
| **EXEPRIENCE**  |
| **Essential** |
| Prior experience of a leadership role |
| Active involvement in teaching, education or training in ophthalmology  |
| Active involvement in education and training of postgraduate trainees in ophthalmology |
| Knowledge and experience of the curriculum in ophthalmology  |
| Appointment to a recognised educational role e.g. Clinical Supervisor, Educational Supervisor, College Tutor, Training Programme Director |
| **SKILLS AND KNOWLEDGE** |
| **Essential** |
| Broad understanding of the work of the College in Education, Training and Standard Setting |
| Ability to engage clinicians in work requiring consultation  |
| Ability to represent the RCOphth and present to people of all levels |
| Ability to prepare written reports and present effectively at meetings  |
| **Desirable** |
| Knowledge of adult learning theory to support the presentation of material for the rapid and effective acquisition of learning |
| **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 Clinical Lead |