

New Consultants Development Lead



Role Description and Person Specification

Job Title:	New Consultants Development Lead
Responsible to:	Chair of the Education Committee
Department:	Education and Training
Main function:	To set up and deliver a New Consultants' Development Programme
Date reviewed:	March 2022

The importance of support for newly-appointed consultants is now widely recognised. This support is particularly crucial in developing the non-clinical aspects of the consultant role. New consultants need to develop a range of interpersonal and professional skills, and improve their knowledge of the structure and workings of the health service. The RCOphth can provide networks of support for new consultants, and signpost to external services which can be accessed if the need arises.

The New Consultants Development Lead post was first appointed in 2018, and following successful completion of the first term, the College wishes to again appoint a New Consultants Development Lead to further develop and deliver a Strategy for a New Consultants development and support programme.

CONTRIBUTION TO THE WORK OF THE EDUCATION COMMITTEE

As an Education Committee member, the new consultants development lead will be expected to:

- Contribute to the work of the Committee as a whole.
- Contribute to one or more working groups of the Education Committee, to work with and support the other Leads in their areas of responsibility.
- Identify areas of overlap with the other Leads, and work together to develop and deliver shared material, courses and other opportunities.
- Attend Education Committee meetings (3 per year.)
- Submit a brief report before each education committee meeting on the provided template detailing the achievements, challenges and aspirations of the New Consultants' Programme. Draw up an action plan after the meeting to be implemented prior to the next meeting and beyond.

SPECIFIC DUTIES AND RESPONSIBILITIES:

- Identify the development needs of New Consultants in ophthalmology.
- Communicate with new consultants about available RCOphth professional development opportunities.
- Identify resources, processes and events that already exist to support new consultants, and improve awareness and access to them for ophthalmologists. Develop new resources where these are lacking.
- Design a strategy for delivering a New Consultants Programme. This should include online learning resources and face-to-face events. Identification and development of relevant faculty may be required. The postholder should continue to run and develop the successful RCOphth New Consultants' Course. Working with regional teams to support new consultants throughout the UK is encouraged.
- Work with the Wellbeing & Mentoring Lead to develop support structures for new consultants and signpost them to programs already in existence.
- Serve as editor for a 'New Consultants development' area within the new RCOphth 'Inspire' Learning Management System (LMS). This may involve editorial oversight of submitted content, and commissioning and development of new content. Training will be given in use of the LMS platform and the new consultants lead will work with a senior trainee co-editor on this project.

KEY WORKING RELATIONSHIPS

- **Liaison with College:**

Chair of Education, Education Committee members, other College Committees, other council members where relevant, Head of Education and Training and other Department staff.

- **External Liaison:**

Health Education England (HEE), Deaneries, Other Royal Colleges, Professional support services.

REMUNERATION

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 Education.

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.

PERIOD OF OPERATION AND COMMENCEMENT

The post holder will commence their role in May 2022 for a period of three years with reviews held on an annual basis.

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

EDUCATIONAL REQUIREMENTS

Essential
Holder of substantive Consultant post in Ophthalmology of at least ideally 3 years' standing.
PROFESSIONAL/TECHINICAL AND OCCUPATIONAL TRAINING
Essential
Fellow or Member in good standing with the RCOphth
Up to date Equality and Diversity training
EXEPRIENCE
Essential
Active involvement in education and training in ophthalmology
Demonstrate experience of active participation in personal and professional support, such as appraising or mentoring
Ability to prepare written reports and present effectively at meetings
Desirable
Experience in an educational lead role, e.g.: College Tutor, Regional Advisor, Training Programme Director, Head of School
Experience of a management lead role with responsibility for personal and professional development, e.g.: Clinical Lead, Service Lead
Experience of designing and delivering courses or teaching programmes
SKILLS AND KNOWLEDGE
Essential
Broad understanding of the principles of personal and professional support
Broad understanding of the work of the College in Education and Training
Ability to engage clinicians in work requiring consultation
Ability to represent the RCOphth and present to people of all levels
Desirable
Specific training in methods of personal and professional support, e.g.: appraising, mentoring
Knowledge of the Health Service and how it works
PERSONAL ATTRIBUTES
Essential
Good interpersonal and communication skills
Hardworking, punctual, conscientious and thorough
Ability to work flexibly (with approval of local support) and independently under pressure and within deadlines
Comfortable with dealing with complex issues and direction setting
Good IT skills
ORGANISATIONAL COMMITMENT
Must have support of Clinical Lead