**Member of the Recruitment Sub-committee (Consultant)**

**Job Description and Person Specification**

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

**Responsible to:** Chair of the Recruitment Sub-committee

**Department:** Education and Training

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

**Date reviewed**: October 2022

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**PURPOSE**

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 2024, 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 are shared with all members of the Sub-committee.
* Attend national recruitment.
* General queries that arise.

**TERM**

Duration of term as Member is three years, renewable for a further three years.

**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.

**PERIOD OF OPERATION AND COMMENCEMENT**

The post holder will commence their role from January 2022.

**TIME COMMITTMENT**

* The Sub-committee normally meets three to four times a year virtually for between 1 and 2 hours.
* Attend national recruitment. This is virtual and held on one day. There will be training session but again this is undertaken virtually.

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| **EDUCATIONAL REQUIREMENTS** |
| **Essential** |
| Holder of consultant substantive posts in Ophthalmology  |
| **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** |
| 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 |
| **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 |