**Job Description and Person Specification**

**Job Title:** Digital Learning Sub-committee Member

**Responsible to:** Chair of the Digital Learning Sub-committee

**Department:** Education and Training Department

**Main function:** To develop and coordinate the provision of digital learning for the College and its members. This primarily involves the ongoing development of the INSPIRE online learning platform, but the Digital Learning Sub-committee will also have oversight of other RCOphth digital learning projects such as the EyeSite component of the e-LfH platform. This requires engagement with Editors, Contributors, Members and College staff to facilitate the creation and collation of educational materials, integration with College events and resources, and understanding of learner requirements.

**Date reviewed:** March 2023

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Digital learning is becoming an increasingly important modality, and offers a way to reach all College members with high quality education. The College Education Committee is committed to improving our digital learning provision, and in early 2023 was successful in obtaining College agreement to form a Digital Learning Sub-committee.

INSPIRE is the College’s online learning platform for members which was launched in November 2022. Its purpose is to stimulate and support the development of ophthalmologists and colleagues in eye care. Multimedia materials are planned to cover the full spectrum of clinical subjects, and provide personal and professional development tailored to every step of one’s career and each of the roles. INSPIRE content is organised in three areas, as shown in the following table:

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| --- | --- | --- |
| **Clinical Knowledge***(in the subspecialties)* | **Professional Development***(in all the different roles)* | **Personal Development***(in each career stage)* |
| Cornea & Ocular Surface | **Clinician** | Wellbeing and mentoring |
| Cataract | Fundamental Eye Care | Students GPs & Specialists (OGT) |
| Glaucoma | Clinical Skills | Ophthalmic Practitioners (OPT) |
| Medical Retina | Clinical Decision Making | Trainees (OST & OLT) |
| Vitreoretinal | Surgical skills and Simulation | Staff & Associate Specialists (SAS) |
| Oculoplastics | Curriculum-based learning | New Consultants |
| Neuro-ophthalmology | Trainer (Training the Trainers) | Established Ophthalmologists |
| Paediatric Ophthalmology | Researcher | Historical Ophthalmology |
| Emergency Eye Care | Manager |  |
| Community Eye Care | Leader |  |
| Global Eye Care |  |  |

E-Learning for Health (e-LfH) is a national NHS-wide multi-specialty platform funded by NHSE. Its content is freely accessible to all NHS staff. EyeSite is the Ophthalmology section which contains courses of relevance to eye care professionals. The Digital Learning Sub-committee will be responsible for planning of any future courses for e-LfH and maintenance of existing courses, as well as ensuring that EyeSite and INSPIRE remain complementary.

**PURPOSE**

All the Digital Learning Sub-committee members contribute to the overall purpose of the Sub-committee as a whole. This is to:

* continue to develop the INSPIRE platform and content
* encourage creation and contribution of digital educational materials
* coordinate Editor Teams, Editors, Instructors, Contributors and Authors
* promote engagement in digital learning

Each sub-committee member will also take responsibility for a particular area of digital learning:

* Clinical Knowledge Lead
* Professional Development Lead
* Personal Development Lead
* Courses and Seminars Materials Lead
* Congress Materials Lead
* Exam Materials Lead
* Written Materials Lead

Each sub-committee member will also represent the group of Eye Care Professionals to which they belong, and applicants are welcomed from all types of members including associate members:

* Consultant Ophthalmologists
* SAS Ophthalmologists
* Trainee Ophthalmologists
* Ophthalmic Practitioners

If any of these groups are not represented in the appointments above, an appropriate member can be added as a Representative on the Sub-committee.

**ROLES & RESPONSIBILIITES**

**The general duties of the Sub-committee Members** to support the purpose of the Sub-committee as a whole are to:

• Maintain an overview of current digital materials available on the platforms and identify the priorities for developing new materials

• Ensure that the direction of development of the platforms aligns with the principle educational purposes of the College

• Ensure that Editors review materials in their Programmes and update them when necessary

• Appoint Editor Team members and others as necessary, using College processes

• Support Editor Teams in the acquisition and development of the necessary knowledge and skills to be able to deliver their role to a high standard

• Liaise with Event Chairs and Faculty to facilitate the provision of preparatory and consolidation materials for participants, and to capture and generate new digital materials from the event itself

• Liaise with College staff to identify how College activity can be used to support the creation of learning materials, and how learning materials can support College activity

• Liaise with the College Communications Team to promote engagement with the platform by both Contributors and Learners

• Encourage contributions to the platforms from a wide range of members and others, and equip them with the necessary information to be able to do so

• Seek opportunities to collaborate with external individuals, groups and organisations to include diverse materials on the platforms

• Enquire what members would like from the platforms and determine whether and how this can be delivered

• Evaluate digital education provision with a view to improving and developing it

• Consider the financial stability of digital education provision and contribute to discussions on pricing and funding

• Respond in an effective and timely manner to queries from individuals and professional organisations on matters within the remit of the Sub-committee

• Present regular reports to the Education Committee, and to other College Committees when requested

**The specific duties of Sub-committee members for their own area of responsibility include to:**

• Liaise with specific groups of Editor Teams, Contributors, Learners and Staff members relevant to their area of responsibility to deliver the roles above. The specific remit of each sub-committee member is as follows:

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| --- | --- |
| **ROLE** | **AREA OF RESPONSIBILITY** |
| Clinical Knowledge Lead | Clinical Knowledge materials and their Editor Teams, Contributors and Learners |
| Professional Development Lead | Professional Development materials and their Editor Teams, Contributors and Learners |
| Personal Development Lead | Personal Development materials and their Editor Teams, Contributors and Learners |
| Courses and Seminars Materials Lead | Materials supporting or generated by live Courses, Seminars and Webinars, and the associated Faculties, Contributors and Learners |
| Congress Materials Lead | Materials supporting or generated by Congress, and the associated Faculties, Contributors and Learners |
| Exam Materials Lead | Materials associated with learning and revision for exams, arising from exams and for support of examinees and examiners |
| Written Materials Lead | Materials associated with written College outputs, including Guidelines, Guidance, selected articles in ‘Eye’ and other College publications. Podcasts are also included in this remit. |

• Represent their professional group in discussions of the Sub-committee and to liaise with the Editor Teams and Staff members relevant to that group

**KEY WORKING RELATIONSHIPS**

* **Liaison with Editor Teams, Contributors and Learners** of the College’s digital learning platforms
* **Liaison within College:** Chair of Digital Learning Sub-committee, Chair of Education, Chairs and Leads of College Committees, Event Chairs & Faculty, Regional Teams
* **To work closely with:** Head of Education and Training, Education and Training Coordinator other staff in the Education and Training Department, Head and Staff in the Communications and IT Departments, Head and Staff in other departments
* **External Liaison:** Health Education England (HEE/NHSE), Deaneries, e-Learning for Health (e-LfH), Other Royal Colleges, Colleges/Societies of other professions, Specialist Societies/Associations/Groups, Providers of educational resources

**TIME COMMITMENT** (mostly remote)

* Attendance at 3/4 Sub-committee meetings (mostly remote)
* Meetings with Editor Teams, College Committee Members and Staff, Education Providers
* Flexible time to work on course planning and project development.

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

**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 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 role will be endorsed for the purposes of personal appraisal and revalidation.

**PERIOD OF OPERATION AND COMMENCEMENT**

The post holder will commence their role immediately following appointment for a period of three years with reviews held on an annual basis. Posts may be renewed for a further period of 3 years.

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| **EDUCATIONAL REQUIREMENTS** |
| **Essential** |
| Holder of substantive posts as an Ophthalmologist or Ophthalmic Practitioner for a total of at least 3 years |
| Understanding of the RCOphth Curriculum for ophthalmologists or ophthalmic practitioners |
| **Desirable** |
| Training in creation or management of digital learning materials |
| **PROFESSIONAL/TECHNICAL AND OCCUPATIONAL TRAINING** |
| **Essential** |
| Fellow or Member in good standing with the RCOphth |
| Up to date Equality and Diversity training |
| **EXPERIENCE** |
| **Essential** |
| Active involvement in education or training |
| Experience of creating or managing digital learning materials |
| Experience of working in teams to deliver projects |
| Leadership of projects and small groups |
| **Desirable** |
| Understanding of sound educational principles |
| A formal role in Education or Training |
| A formal leadership role |
| **SKILLS AND KNOWLEDGE** |
| **Essential** |
| An active interest in Education or Training |
| Ability to prepare written reports and present effectively at meetings  |
| Broad understanding of the work of the College in Education and Training  |
| Ability to represent the College and present to people of all levels |
| **PERSONAL ATTRIBUTES** |
| **Essential** |
| Approachable, friendly manner |
| Hardworking, punctual, conscientious and thorough |
| Have an aspiration to further the development of digital learning materials |
| Ability to work flexibly (with approval of local support) and independently under pressure and within deadlines |
| Good interpersonal skills in dealing with ophthalmologists, other eye care workers, managers, College staff and patient representatives |
| Able to encourage, motivate and support colleagues |
| Comfortable with dealing with complex issues and direction setting |
| Good IT skills |
| **ORGANISATIONAL COMMITMENT** |
| Must have support of employing Trust |