

Regional Education Advisors (REAs)

Job Description & Person Specification

Regional Education Advisors (REA) are the College's senior representatives promoting excellence in ophthalmic education for all clinical eyecare professionals within their region, at all stages of their career from students onwards.

The REA serves as a liaison between the College and ophthalmic educators in their region.

The REA helps to facilitate and deliver College educational activities in that region.

Responsibilities of the REA:

The exact role of the REA may vary depending on the needs of their region. The core responsibilities include:

- Regional promotion of College educational events, including courses and the Inspire online learning programme.
- Supporting educators and trainers in the region

Duties of REAs as part of these responsibilities include:

Regional promotion of College educational activities and events:

- Signposting local professionals to appropriate College courses and events
- Supporting access to educational events
- Feeding back regional educational needs to the College
- Encouraging submission of high quality regionally produced educational materials to the Inspire online learning platform.

Supporting Educators and Trainers in the Region by:

- Appointing College Tutors and identifying potential future College Tutors.
- Attending appropriate events where relevant, which might include School Board meetings, training visits by external agencies etc
- Supporting College Tutors to promote faculty development in the region, including College 'Training the Trainers' (TTT) program.
- Supporting the OPT lead in developing Ophthalmic Practitioner Training (OPT) for regional eyecare professionals.
- Promoting cooperative working within the region to facilitate delivery of education in the region; the exact way in which this is done will vary depending on regional requirements.
- Supporting members in the region to provide local educational activities within their areas of responsibility.
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- Raising awareness of available regional mentoring and buddying schemes.

REAs should have had EDI training and promote equity, diversity and inclusion within regional educational events.

Time Commitment

Fixed attendance:

New REAs will be expected to attend the **College Tutors' Training Day** provided by the TTT team, if they have not recently served as a College Tutor. This is free of charge and travel is reimbursed.

RCOphth Advanced Trainers and Educators Meeting: REAs are invited to attend this meeting (previously known as 'Advanced Training the Trainers'), which runs twice a year. It is provided free of charge by the Education & Training Department and features training and discussion on high level ophthalmic education topics. It is approved for CPD and typically fulfils the educator CPD requirement for appraisal purposes for any given year if both sessions are attended. The expectation is that REAs should attend at least one of the two meetings per year.

Flexible time commitment:

Most REAs spend around 2 hours per week on their role, but this does vary with regional needs. Time may be needed for the duties listed above, especially:

- Coordinating the Regional Team
- Supporting regional educational events
- Attending Specialty Training Committee meetings (if requested by your regional TPD / HoS)

Management and support of REAs

REAs are responsible to the Chair of Education and the Head of Education, Training and Events at the College. Support for the role is provided by the Education, Training and Events staff. Online meetings of REAs are held periodically to share ideas and support in the role. REAs are also supported by the Education Committee, which includes national leads corresponding to each interest area within the regional teams.

Appointment and term of office

One REA is appointed per region for a term of 3 years, renewable once.

Eligibility

Applicants should be

- Member of the College in good standing. Applications will be considered from non-members who agree to join the College on appointment.
- Substantive consultant or senior SAS doctor.
- Independent: REAs should not hold other posts that could constitute a conflict of interests, such as
 - RCOphth Regional Representative
 - Deanery appointment, eg: Training Programme Director, Head of School
 - Please contact the College Education & Training team if you are uncertain if another role represents a potential conflict.

Appointment Process

Nominations will be sought through College communications; self-nominations are encouraged. Applicants complete an application form accompanied by summary CV.

The application form should be countersigned by:

- Head of School – to confirm that the nomination has Deanery endorsement
- Clinical Lead – to confirm that their Trust / Hospital supports them in the role

Applications will be assessed by a panel at the College. If there is more than one applicant, decisions will usually be made based on the application form and CV.

Regional Education Advisor – Person Specification

Criterion

Eligibility: Essential

- Fellow or Member of the RCOphth in good standing
- Substantive NHS consultant or senior SAS doctor
- Licence to Practice
- Up-to-date appraisal and revalidation with demonstrable commitment to continuing professional development
- UK resident

Eligibility: Desirable

- Substantive post within relevant region for more than 1 year

Knowledge: Essential

Educational processes including planning, delivery and evaluation of curriculum based teaching and its assessment

Knowledge: Desirable

Familiarity with the College curricula and assessment structure of:

Ophthalmology Specialty Training (OST)

Ophthalmic Practitioner Training (OPT)

Familiarity with the principals of mentoring and buddying

Training: Essential

Up to date equality, diversity and inclusion training.

Training: Desirable

Training in educational supervision, appraisal and feedback

Experience: Essential

Prior involvement in ophthalmic education, ideally with different career stages and / or professions

Leadership of groups or projects at local level

Experience: Desirable

Organisation of an educational programme

Prior regional or national leadership roles

Support of learners/colleagues through appraisal, educational supervision and / or

Mentoring

Specific prior educational roles eg clinical or educational supervisor, College Tutor, TPD, postgraduate teaching lead etc

Communication Skills and Behaviours: Essential

Ability to communicate using good written and verbal English appropriate to a range of stakeholders

Good time management

Communication Skills and Behaviours: Desirable

Ability to chair discussions and meetings

Ability to encourage and influence colleagues

IT skills: Essential

Basic skills in Microsoft Office

IT skills: Desirable

Ability to learn to use IT systems such as Inspire online learning platform

Other:

Agreement from NHS Trust to give support to fulfil the role

Remuneration

This is a voluntary role with no payment attached. Training appropriate to the role is provided free of charge by the College. The College will support applicants wishing to negotiate with their Trusts or Health Boards for PA time allocation for the role, for example by certification of their appointment to the role, but the College cannot mandate that Trusts provide PA time for this role.