

**Training Committee – Terms of Reference**

1. **Purpose**

The purpose of the Training Committee is to ensure delivery of all aspects of training for the ophthalmic community so that patients are treated by safe, competent and compassionate doctors. It is responsible for promoting excellence in training and working collaboratively with different stakeholders such as the GMC, Heads of School, Training Programme Directors, Deaneries and Resident Doctors. It is accountable to the Executive Committee.

1. **Main Activities**
   1. To develop publish and review the College’s Ophthalmic Training Curriculum in conjunction with the Curriculum Subcommittee to ensure that the highest quality of training is delivered through setting clear objectives, assessments and standards of performance.
   2. To monitor the standards of delivery of ophthalmic training and to support trainers and resident doctors by listening to feedback and support.
   3. To promote the design and delivery of sustainable eyecare as part of the resources and standards that the committee publishes.
   4. To develop, review and manage the ePortfolio for resident doctors by providing an ePortfolio that can record all aspects of training and manage the annual ARCP process for progression and completion of training.
   5. To co-ordinate, deliver and evaluate national recruitment in ophthalmology by working in partnership with NHSE (Severn Deanery).
   6. To quality assure the conclusion of training of resident doctors by reviewing all trainees’ applications for the Certificate of Completion of Training (CCT) and making appropriate recommendations to the GMC.
   7. To make recommendations to the GMC on applications for Specialist Registration under the Portfolio Pathway route by reviewing all applications received and assessing them against the knowledge, skills and experience standards.
   8. To develop, review and manage a SSG for applicants to the New Routes to Registration pathway in partnership with the GMC.
   9. To administer the Dual Sponsorship Scheme with the GMC for International Medical Graduates by reviewing all applications received and providing sponsorship for doctors to obtain limited registration to be able to take up a placement in the UK for a period of time before returning to their home country.

2.10. To develop, review and run skills courses for the ophthalmic community by working in partnership with the skills faculty.

2.11. To embed simulation and training by developing a strategy not just for practical and surgical training but including communication and immersive team simulation.

2.12. To provide quality assurance during the annual ARCP process by having Heads of Schools and TPDs acting as observers at ARCP panels across the 4 nations.

2.13. To develop, review and deliver a surgical skills lab within the college to both deliver courses and facilitate developing course delivery.

2.14. To oversee the design and delivery of Ophthalmic Local Training (OLT), to enable locally-employed specialty, speciality and associate doctors to work and train in a structured environment.

2.15. To manage and develop the Course Accreditation process

2.16. To promote diversity in all its forms, ensuring that decisions and outputs are inclusive and consider a range of perspectives, and that representation on the committee is appropriate to achieve this.

1. **Status of Committee**
   1. The Training Committee is not authorised to make decisions other than in accordance with these terms of reference.
   2. The Training Committee is a standing committee.
2. **Membership**
   1. The Training Committee shall consist of a minimum of 9 members and a maximum of 14 members. All members serve a 3 year term, with a further 3 years subject to confirmation. Those members shall be:
      1. Chair
      2. Leads of the Portfolio Pathway Faculty x2
      3. Chair of the Curriculum Sub-committee
      4. Chair of the Skills and Simulation Faculty/Sub-committee x2
      5. Chair of the International Medical Graduates (IMG) Sub-committee
      6. Chair of the Recruitment Sub-committee
      7. Lead Dean (ex-officio)
      8. Resident doctor representative from the OTG
      9. Academic representative
      10. SAS Committee representative

Others may be invited from time to time to support discussion on specific items of interest.

Two/three webinars type meetings will be held annually following the Training Committee with Heads of Schools and all Training Programme Directors to attend and feed into the training strategy. The Training Committee wishes to strengthen and continue its links with this group of individuals. The Training Committee recognises that the TPD/HoS group has work streams requiring this discrete group to meet and manage independent of the Training Committee. The Training Committee will ensure that this group will be informed of all relevant information.

The Chair shall be responsible for chairing meetings, liaising effectively with the Director of Education, Training and Events/Education and Training Manager, and ensuring it meets the key progress indicators outlined in the annual workplan.

1. **Meetings**
   1. Meetings will occur face to face twice annually. Some work is expected to be undertaken in-between meetings.
   2. Notices of meetings shall be given in writing/email.
   3. Repeated absence of 2 or more missed meetings and/or inability to contribute to the work of the Committee will result in removal subject to review by the Chair.
   4. The Chair shall preside at every meeting or if they are unable or unwilling to do so, another member appointed shall preside as Chair in their place for that meeting.
   5. Two/Three webinars will be held annually following the Training Committee for all Heads of Schools and all Training Programme Directors. This Chair of the Training Committee will set the agenda for these meetings and this group will feed back to the Training Committee.
2. **Quorum**

All members are expected to attend meetings; however, the quorum is half the members plus one.

1. Representation on College Committees
   1. The Chair shall also attend meetings of Council and the Executive Committee
   2. Representatives shall serve on committees throughout their tenure, unless otherwise agreed with the Chair. It is permissible to send deputies where necessary.
2. Reporting requirements
   1. The Training Committee shall keep minutes of its meetings and a copy of these minutes shall be sent promptly to the Board of Trustees.
   2. The Training Committee shall adhere to the key progress indicators outlined in its annual workplan including the reporting of risk through the completion of a risk register.
   3. The Training Committee shall report annually Board of Trustees.
   4. The Board of Trustees may, from time to time at their discretion seek any further information in relation to the discharge of its functions.

**9. Confidentiality**

All discussions and materials related to the selection process are considered confidential and should not be disclosed outside of meetings or meeting related work.

**10. Conflicts of Interest**

All members must submit a declaration of interest. It is the responsibility of members to inform the Chair if a new conflict of interest arises. Members with a direct or perceived conflict of interest shall recuse themselves from the meeting.

**11. General**

11.1. All correspondence and other dealings with professional and other organisations shall be prepared by College staff and shall have the approval of the Chief Executive officer, Honorary Secretary or, in their absence, the Vice- President, whose committee(s) cover the matter in question.

11.2. The operational management of the Committee, and any work arising from it, are the responsibility of College staff; the role of members is to advise and provide a wider perspective.

11.3. No sponsorship shall be sought or accepted without the involvement and agreement of the Partnerships and Sponsorship Manager or the Chief Executive.

* 1. No member may be paid or accept payment in cash or kind for work undertaken on behalf of the Committee without the prior approval of the President, Vice President, Honorary Treasurer, Honorary Secretary, or Chief Executive officer.
  2. Expenses to attend meetings shall be met at the usual College rates. Expenses for any other meetings either in the College or outside will only be paid with the prior approval of the President, Vice President, Honorary Treasurer, Honorary Secretary, or Chief Executive officer.
  3. As a group set up within the College, and under the terms of its Charter, the Committee may not support any objective that would make it a Trade Union, nor shall its objectives extend to the regulation of relations between workers and employers or organisations of workers and organisations of employers.

1. **Variation or Termination**

These terms of reference shall be reviewed every two years and will remain in force until varied or revoked by the Board of Trustees.

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