Portfolio pathway (CESR) Assessor

Job Description and Person Specification

Job Title: Portfolio pathway Assessor
Responsible to: **Portfolio pathway** Lead
Department: Training
Main function: To evaluate applications from those doctors seeking entry onto the Specialist Register via the knowledge, skills and experience (KSE) route

There are two routes to being placed on the Specialist Register. This register is held by the General Medical Council (GMC) and is a requirement for doctors applying for substantive, fixed term or honorary consultant contracts in the UK. Doctors in the UK who have successfully completed an approved training programme are awarded a Certificate of Completion of Training (CCT) which allows placement on the Specialist Register.
The KSE route allows doctors from anywhere in the world to apply via the Portfolio pathway route to join the specialist register. The standard is therefore of someone who has recently obtained a CCT in Ophthalmology. This standard is set in law by order of parliament and is to ensure the highest standard of patient care and safety. It is important as an assessor to ensure that this standard is maintained as the decision to grant a Portfolio pathway application will allow the applicant to be appointed a Consultant in the NHS and become an independent practitioner and supervise and teach others.

SPECIFIC DUTIES AND RESPONSIBILITIES
Evaluate applications according to the guidance set by the GMC and the College.

Ensure that the best interests of the patient are protected and that the applicant receives a fair assessment of their application in accordance with relevant legislation, the current process and advice.

Required to ensure that the evaluation (including discussions by teleconference call) are conducted in a fair and transparent manner and in accordance with relevant legislation, the current process and advice.

Assessors must sign a Confidentiality Agreement before participating in the work of the Portfolio pathway Faculty, and are expected to take appropriate steps to ensure confidentiality of the application.

Attend the Assessor Training Day prior to undertaking evaluations.

KEY WORKING RELATIONSHIPS

- **Liaison with the College:**

Portfolio pathway Faculty members, Portfolio pathway Faculty Lead, Chair Training Committee, Head of Education and Training, Education and Training Co-ordinator and other Departmental staff.

- **External Liaison:** General Medical Council (GMC). **RENUMERATION**

There is no direct payment for the role.
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 on appointment for a period of three years.

Assessors are reviewed annually by the Portfolio pathway Faculty Lead to confirm continued eligibility for the role. Assessors will receive an annual feedback report on their evaluations.

Administrative support will be provided by the Education and Training Department.

EDUCATIONAL REQUIREMENTS
Essential
Practising consultant/Fellow Ophthalmologists in the NHS with at least five years NHS appropriate experience who is entered on the specialist register
Desirable
Have held or currently holding a post as College Tutor or similar educational role
PROFESSIONAL/TECHINICAL AND OCCUPATIONAL TRAINING
Essential
Fellow or Member in good standing with the RCOphth
Registered with a Licence to Practise and registered on the GMC Specialist Register
A commitment to equality and diversity, confidentiality and high professional standards
Evidence of completion of annual appraisal
EXPERIENCE
Essential
Understanding of the principles of adult learning and how ophthalmology competences are assessed in training
Experience of teaching or managing ophthalmology education
Desirable
Active involvement in education and training of postgraduate trainees in ophthalmology
SKILLS AND KNOWLEDGE
Essential
A good understanding of the principles of education and training in ophthalmology
A good knowledge of the current curriculum requirements and standards for trainees
The ability to assimilate and comment in detail on large amounts of information
Attention to detail and the ability to make robust, consistent and objective judgements with reference to the curriculum standards and the quality of the evidence presented
Desirable
A working knowledge of, or willingness to familiarise him/herself with, the General and Specialist Medical Practice (Medical Education, Training and Qualifications) Orders 2003 and 2010, the 1994 European Requirements Regulations, Good Medical Practice, the Specialty Specific Guidance for Ophthalmology
PERSONAL ATTRIBUTES
Essential
The ability to meet timescales, work under pressure and organise work effectively
Good IT skills (to download large files and for basic word processing)
ORGANISATIONAL COMMITMENT
Must have support of Clinical Lead to undertake role