

## Curriculum Sub-Committee Trainee member

Volunteer opportunity

**Name of position:** Curriculum Sub-Committee Trainee member

**Start date:** As soon as possible

**Term:** 3 years

**Time Commitment:** The time commitment will depend to some extent on the interests and commitment of the trainee, but likely no more than 20 hours per annum. As a core member, you will be expected to attend all the meetings of the CSC. You will also be expected to engage in any correspondence and contribute to any tasks in between meetings.

**Number of vacancies:** 1

**Meetings:** There will be three virtual meetings per year.

**Contact:** Alex Tytko, Head of Education, Training & Events

### About the position

As a full member of the Curriculum Sub-Committee, you will provide input from a trainee perspective into the OST Curriculum and Programme of Assessment.

### Criteria for position

REQUIREMENT	ESSENTIAL	DESIRABLE
Fellow or Affiliate Trainee of good standing with the College	Yes	
Evidence of a personal commitment to education and training such as: completed or ongoing Master's or Postgraduate Certificate in Education; Training the Trainers courses; project undertaken in relation to education or assessment		Yes
A minimum of two years' experience as a UK Ophthalmic Specialist Trainee and currently holding a training number in the UK	Yes	
A minimum of two years' training remaining	Yes	
Up to date Equality and Diversity training	Yes	
Communication skills	Yes	
IT skills (proficient in Word and Excel)		Yes

### Benefits

You will be able to provide tangible evidence to meet the curricular requirements for the Leadership & Team Working Domain.

You will be able to include the experience in your CV to enhance your career prospects.

You will be able to make a positive contribution to the training of ophthalmologists, thereby advancing the practice of ophthalmology.

### **How to apply**

To apply for this exciting opportunity, please complete the [volunteer application form](#). Please feel free to email Alex Tytko, Head of Education, Training & Events at [alex.tytko@rcophth.ac.uk](mailto:alex.tytko@rcophth.ac.uk) if you have any questions.

All eligible individuals will be contacted via email. Eligible individuals will be asked to attend an online interview with a selection panel.

## Curriculum Sub-committee Terms of Reference

### **Introduction**

The Curriculum Sub-Committee (CSC) is accountable to the Training Committee on all matters related to the OST curriculum, programme of assessment and ePortfolio.

### **Responsibilities and Duties**

- To have an overview of delivery of the OST curriculum and programme of assessment
- To review the content of the OST curriculum and the effectiveness of the programme of assessment at prescribed intervals
- To implement ad hoc changes to the OST syllabi and guidance documentation
- To liaise with the GMC on any proposed changes to the OST curriculum and programme of assessment
- To monitor the effectiveness of the ePortfolio system and work with the ePortfolio provider on any changes needed
- To ensure the RCOphth continues to meet the GMC's Standards for Curricula and Assessment System

- To provide leadership, direction and support for the development of training and guidance resources to support the OST curriculum and programme of assessment

### **Composition**

- The CSC will consist of a core membership and invited members.
- The core membership will be expected to attend all the meetings of the CSC. They will also be expected to engage in any correspondence and contribute to any tasks in between meetings.
- The invited members will be invited as appropriate for specific agenda items.
- The CSC should represent the entire ophthalmology community and should therefore have a spread of members from various regions and appropriate diversity in its composition.

#### Core members

- Chair of the Curriculum Sub-Committee
- Chair of Training Committee
- Ophthalmologists in Training Group (OTG) representative
- Consultants by appointment x 3 (one of whom will be appointed Vice Chair)
- Trainee by appointment x 1
- Clinical ePortfolio Lead

#### Invited members

- Chair of Education Committee
- Academic, Research & Innovation Sub-Committee representative
- Chair of Training the Trainers (TTT) Sub-Committee
- Chair of Examinations Committee

### **Conflicts of interest**

- When the interest of a member conflicts, or appears to conflict, with the work of the Committee or the interest of the College, this must be declared.

### **General**

- Each appointment will be for a three-year tenure with the possibility of a further renewal for one more tenure.
- Meetings will take place three times a year, normally virtually.
- Meetings will be recorded by a member of the College staff. The meetings should promote free and open debate and the discussions in meetings should be regarded as confidential.
- Membership of the CSC can be terminated for repeated non-attendance at meetings.
- Members can be co-opted to the CSC.
- In accordance with College policy, all correspondence and other dealings with professional and other organisations will be prepared within the College by College staff.



- No sponsorship may be sought or accepted without prior permission of the Honorary Treasurer.
- No member may be paid or accept payment in cash or kind for work undertaken on behalf of the CSC or the College.

**October 2024**