

## Recruitment Sub-committee member

### Volunteer Opportunity

**Name of Position:** Recruitment Sub-committee member

**Start Date:** As soon as possible

**Term:** 3 years

- **Time Commitment:** The time commitment will be attending Recruitment Sub-committee meetings 1-2 hours up to 3 times a year. Attend national recruitment, at least one day of portfolio review and one day of interviews annually. Review appeals post-portfolio review. These tasks are shared with all members of the Sub-committee and is expected to take 1 – 2 sessions.

**Number of Vacancies:** 2

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

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

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### **About the Position**

National Recruitment has now been part of the work of the College for 10 years and this has revolutionised the way national recruitment takes place not only by providing an efficient system but saving many hours of consultant time and impact on patient waiting lists as recruitment takes place in one place online.

As a full member of the Recruitment Sub-Committee, you will be involved in the annual review of the overall process including the person specification, application criteria, and scoring matrix for ST1 recruitment. Scenario writing and creation of marking matrices for ST1 interviews. Review appeals following portfolio scoring. Annually review national recruitment plans, including interview structure. Analyse data from the recruitment rounds.

### **Criteria for Position**

#### **Essential**

- Holder of consultant substantive post in Ophthalmology or SAS grade Ophthalmology doctor with over 5 years' NHS experience.
- Fellow or Member of good standing with the College
- Active involvement in teaching, education or training in ophthalmology

- Active involvement in education and training of postgraduate trainees in ophthalmology
- Knowledge and experience of the curriculum in ophthalmology
- Appointment to a recognised educational role e.g. Named Clinical Supervisor, Educational Supervisor, College Tutor, Training Programme Director
- Up to date Equality and Diversity training
- Communication skills

### **Desirable**

- Interest in recruitment
- Taken part in one round at national recruitment
- IT skills (proficient in Word and Excel)

### **Benefits**

You will be able to provide tangible evidence of your commitment to training and education as part of your annual appraisal and revalidation process.

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

By working with other clinicians, you will be able to make a positive contribution to the recruitment of ophthalmologists, thereby advancing the practice of ophthalmology.

### **How to Apply**

To apply for this exciting opportunity, please complete the volunteer application form included on our website. Please 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.

# Recruitment Sub-committee Terms of Reference

## 1. Introduction

On behalf of the Royal College of Ophthalmologists, NHSE (Severn Deanery) co-ordinates national recruitment into Ophthalmic Specialist Training at Level 1 (ST1).

The Recruitment Sub-committee reports to the Training Committee who are responsible to the Trustees of the College.

The Recruitment Sub-committee is a group of individuals who represent both the College and the regions to make sure that the recruitment process for Ophthalmology is run in a fair and transparent manner.

## 2. Responsibilities and Duties (Currently it meets three times a year)

- To annually review the overall process including the person specification, application criteria, and scoring matrix for ST1 recruitment
- Scenario writing and review of marking matrices for ST1 interviews.
- Review appeals following portfolio scoring.
- To annually review national recruitment plans, including interview structure.
- To analyse data from the recruitment rounds.
- To present regular reports to the Training Committee.

## 3. Composition

- Chairperson
- Recruitment and Selection Manager from the Lead Deanery for Recruitment
- Consultant and senior SAS grade doctors (at least 3 members)
- Members of the Training Committee
- Trainee Representative
- Lead Postgraduate Dean (ex officio)
- Member from the Lay Advisory Group
- RCOphth Staff

## 4. 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.

#### **5. General**

- The content of Recruitment Sub-committee notes 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 when dealing with recruitment interview questions.
- Membership of the Sub-committee can be terminated for repeated non-attendance at meetings.
- 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 Committee or the College.

**June 2024**