

IMG Subcommittee – Chair Volunteer opportunity

Name of position: IMG Subcommittee Chair

Start date: 1 October 2025 (or sooner)

Term: 3 years

Time commitment: 4 to 6 hours per month

Number of vacancies: 1

Meetings: None, but regular contact is required with the Dual Sponsorship Manager

Contact: Robert Hulston, robert.hulston@rcophth.ac.uk

About the position

The College is seeking a new Chair for the International Medical Graduates (IMG) Subcommittee. The current Chair's role is due to end on 31 October 2025. This is an ideal opportunity for anyone with an interest in both international matters and those interested in the Dual Sponsorship Scheme (DSS).

The Royal College of Ophthalmologists act as a sponsoring body for International Medical Graduates (IMG) who wish to spend time undertaking part of their training in ophthalmology in the United Kingdom. The College established a Dual Sponsorship Scheme in April 1994 to enable International Medical Graduates of exceptional ability to come to the UK for a period of training.

The International Medical Graduates' Training Sub-committee of the College is responsible for administering the Dual Sponsorship Scheme on behalf of the Trustee Board of The Royal College of Ophthalmologists.

Responsibilities are:

- To administer the Dual Sponsorship Scheme (DSS) and any other related scheme in conjunction with the General Medical Council including publication and regular updating of the Dual Sponsorship Scheme booklet.
- To respond in an effective and timely manner to queries from individuals and professional organisations on matters within the remit of the Sub-committee.
- To regularly review and audit the Dual Sponsorship Scheme and any other current related schemes.
- To receive and disseminate information relevant to the College Membership.
- Contribute to the work of the Training Committee.

Criteria for position

- Holder of consultant substantive posts in Ophthalmology of at least 1 years' duration, registered with a licence to practice.
- Prior experience of a leadership role
- Active involvement in teaching, education or training in ophthalmology
- Broad understanding of the work of the College in Education, Training and Standard Setting

Benefits

All the work of the subcommittee is done by email. The new Chair will be expected to be involved in email correspondence, DSS applications and drafting and refining proposed documentation concerning IMGs/overseas doctors and work with committee members.

This is a great opportunity to promote the Dual Sponsorship Scheme, to influence and direct the scheme's future, support the college with leadership in management skills and expand your professional network.

How to apply

To apply for this exciting opportunity, please complete the [volunteer application form here](#) or on our website together with an abridged CV and an up to date equality and Diversity Training certificate. Please also feel free to email Robert Hulston, Dual Sponsorship Scheme Manager at: robert.hulston@rcophth.ac.uk if you have any questions. All eligible individuals will be contacted via email and asked to attend an online interview.

International Medical Graduates (IMG) Subcommittee – Terms of Reference

1. Purpose

The purpose of the IMG Subcommittee is to successfully implement the DSS (dual sponsorship) scheme and the MTI (medical training initiative) scheme. The subcommittee considers the applications from IMG's and the NHS trust accepting the IMG to work in their trust for 1-2 years usually as Fellows; reviews the robust application process including recommendation from overseas sponsors and referees, approvals from local sponsors and if satisfied approves the application and recommends the candidate to General medical council to get GMC registration.

It is responsible for ensuring suitably trained IMG's get GMC registration so they can work in UK usually on Fellow posts with NHS trusts which are expected to provide a required level of training, supervision and support to IMG's

It is accountable to the training committee

2. Main Activities

- 2.1. Approve applications from IMG's wishing to work in UK for a period of training and been successful in being selected for such a post
- 2.2. Monitor and develop IMG's coming to UK for training
- 2.3. Ensure college continues to meet the GMC's standards for its role as an approved sponsor
- 2.4. Successfully run the DSS and MTI schemes
- 2.5. Ensure the posts are of a reasonably high training value with promotion of IMG's development
- 2.6. Ensure feedback is received from IMG's and address any concerns

3. Status of Committee

- 3.1. IMG subcommittee is not authorised to make decisions other than in accordance with these terms of reference.
- 3.2. The IMG subcommittee is a Sub Committee

4. Membership

- 4.1. IMG subcommittee shall consist of a minimum of 7 members and a maximum of 10 members. Those members shall be sub committee members and a Chair)
- 4.2. The Chair/ representative of the IMG sub committee is a member of the Global Sub committee
- 4.3. The Chair gets a seat on the training committee meeting

The Chair shall be responsible for chairing meetings, liaising effectively with the Dual Sponsorship Manager, and ensuring it meets the key progress indicators outlined in the annual workplan.

5. Meetings

- 5.1. Meetings will occur virtually annually. The majority of work is expected to be undertaken in-between meetings.
- 5.2. Notices of meetings shall be given in writing/email.
- 5.3. Repeated absence of 3 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.
- 5.4. 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.

6. Quorum

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

7. Representation on College Committees

- 7.1. The Chair shall attend training committee meetings
- 7.2. Representatives shall serve on committees throughout their tenure, unless otherwise agreed with the Chair. It is permissible to send deputies where necessary.

8. Reporting requirements

- 8.1. The IMG subcommittee shall keep minutes of its meetings and a copy of these minutes shall be sent to training committee
- 8.2. The IMG subcommittee shall adhere to the key progress indicators outlined in its annual workplan including the reporting of risk through the completion of a risk register.
- 8.3. The IMG subcommittee shall report 1 times per year to training committee chair.
- 8.4. The training committee 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/Sub-Committee/Working group, 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.
- 11.4. No member may be paid or accept payment in cash or kind for work undertaken on behalf of the Committee/Sub-Committee/Working Group without the prior approval of the President, Vice President, Honorary Treasurer, Honorary Secretary, or Chief Executive officer.
- 11.5. 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.
- 11.6. As a group set up within the College, and under the terms of its Charter, the Committee/Sub-Committee/Working Group 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.

12. Variation or Termination

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

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