

## Education Committee - Chair

### Volunteer opportunity

**Name of position:** Chair - Education Committee

**Start date:** May 2025

**Term:** 3 years

**Time commitment:** Estimated at 15-20 days per year for meetings.

- Standing Committee Chairs are members of the Council and Executive Committees and have the opportunity to become a member of the Trustee board.
- In addition to required attendance at the Education Committee, Executive Committee, and Council; attendance at the standing committees (Training Committee, Examinations Committee and optionally, Professional Standards Committee, Scientific Committee and Finance Committee) is at the discretion of the Education Committee Chair. The RCOphth has committed to running at least half of these meetings virtually.
- Regular meetings/teleconference with the Director of Education, Training and Events; and the Education Co-ordinator.
- Ad hoc meetings: e.g. meetings with other officers or College members of staff, liaison with other bodies, representing the President at meetings. These can normally be arranged at times to suit the post holder. The College encourages the use of video and telephone conferencing wherever possible and appropriate and will arrange this on request.
- It is possible to conduct nearly all the Committee business between scheduled meetings electronically and remotely.

**Number of vacancies:** 1

**Meetings:** There will be 2 meetings of the Education Committee per year – 1 in person and 1 virtual.

**Contact:** Gareth Brennan, Education Co-Ordinator, [gareth.brennan@rcophth.ac.uk](mailto:gareth.brennan@rcophth.ac.uk)

### About the position

The purpose of the Education Committee is to lead the College's education programmes and strategy. It is responsible for the education related activities and strategies of the College, apart from those related to Ophthalmic Specialist Training (OST) which fall under the Training Committee. These activities include continuing professional development, educational courses and seminars, digital and online learning, faculty development, eyecare professional education, administration of awards and scholarships, and lifelong learning at all career stages. You will also support the Chair of the Digital Learning subcommittee to develop INPSIRE the College's online learning platform. It is accountable to the Executive Committee.

As Chair you will oversee the delivery of the RCOphth Educational Programme by the Education Leads and Representatives and have responsibility for ensuring that the Education Committee performs its duties set out in its Terms of Reference, as well as supporting and giving guidance to the Sub-committees and Education Leads.

You may be asked to represent the College on educational issues at meetings held by national bodies e.g.: The Academy of Medical Royal Colleges (The Academy), The General Medical Council (GMC), NHS Eng;and (MHSE), and any other appropriate national body.

You will work with the Director of Education, Training and Events, and Education Coordinator to ensure:

- equal opportunities are respected in all matters concerning education
- finance and ethical governance are adhered to in all matters concerning Education
- deliver the College and Department strategic plans
- prepare communications re Education, liaising with the Communications Team
- monitor the operational plan for the Education, Training and Events Department

The Chair of the Committee is recruited by interview through a fair and open process as stated in the Bye Laws. Selection is made by an appointment panel.

## **Criteria for position**

### **Essential**

- Fellow or Member of the Royal College of Ophthalmologists in good standing
- Substantive NHS consultant post for at least five years
- NHS consultants with an established contract in active practice. Chairman must demit office one year after retirement.
- Licence to Practice
- Demonstrable commitment to a CPD programme (at least one fully completed CPD cycle)
- UK resident
- Prior experience of a significant leadership role
- Evidence of equal opportunities and diversity training within previous five years
- Experience of planning and delivery of education at a local and regional level
- Ability to communicate (both written and verbally) with all stakeholders, e.g. RCOphth President, Trainers, staff, trainees etc.
- Ability to work to tight timescales
- Experience with Microsoft office incl. Excel and Word
- Understanding that this role requires a significant time commitment to the College
- Agreement from NHS Trust to be released to fulfil role

### **Desirable**

- Active member of an RCOphth Education Committee/Subcommittee
- Experience of chairing committees
- Other related experience e.g. educational supervision, appraisal and feedback, workplace based assessment, interview skills
- Familiarity with the RCOphth curricula and assessment structures
- Delivery of education at a national level, organisation of educational programmes, development of educators
- Evaluation of educational materials or events
- Held a recognised educational role e.g. Regional Team member, clinical supervisor, educational supervisor, college tutor, training programme director, Regional Education Advisor
- Flexibility in working practice and able to be responsive to College staff and officers
- Interest in progressing the strategy of the College and standing as a Trustee
- Qualification e.g. PGCert, Diploma, or Masters in Medical Education
- Evidence of recent CPD relevant to education roles
- Experience of education for a variety of healthcare professionals and students

### **Benefits**

This role affords the Chair of Education the unique opportunity to guide and develop education for all ophthalmologists during their term. It is one of the most rewarding and essential roles that the RCOphth provides as you can lead the education of colleagues at all stages of their career through this role.

You will be able to provide tangible evidence of your commitment to education and 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 education of ophthalmologists at all stages of their careers, thereby advancing the practice of ophthalmology for all.

### **How to apply**

To apply for this exciting opportunity, please complete the [volunteer application form here](#) or on our website along with your CV. Please feel free to email Gareth Brennan at [gareth.brennan@rcophth.ac.uk](mailto:gareth.brennan@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 on 3 April between 9.30am and 12.15pm.

### **Terms of Reference – Education Committee**

#### **Purpose**

The purpose of the Education Committee is to lead the College's education programmes and strategy. It is responsible for the education related activities and strategies of the College, apart from those related to Ophthalmic Specialist Training (OST) which fall under the Training Committee. These activities include continuing professional development, educational courses and seminars, digital and online learning, faculty development, eyecare professional education, administration of awards and scholarships, and lifelong learning at all career stages. It is accountable to the Executive Committee.

#### **Main Activities**

- To oversee the running of a programme of educational events and resources catering to the needs of the full range of College members.
- To administer all college awards and scholarships for the benefit of College members,
- To promote interdisciplinary education, training and team working among the professions in partnership in eye and vision care towards an effective multi-professional workforce
- To develop and coordinate the provision of digital learning for the College and its members. This primarily involves the ongoing development of the INSPIRE online learning platform and oversight of other RCOphth digital learning projects such as the EyeSite component of the e-LfH platform.

#### **Status of Committee**

- The Education Committee is not authorised to make decisions other than in accordance with these terms of reference.
- The Education Committee is a Standing Committee

- The following sub committees report to the Education Committee:
  - The Training the Trainers subcommittee
  - The Digital Learning subcommittee
  - The Eyecare Professionals Education subcommittee

### **Membership**

The Education Committee shall consist of a minimum of 15 members and a maximum of members. Those members shall be

- Chair of Education Committee
- Chair Training the Trainers subcommittee (3 year term)
- Chair Digital Learning subcommittee (3 year term)
- Chair Eyecare Professionals Education Subcommittee (3 year term)
- Awards and Scholarships Lead (3 year term)
- Undergraduate and Foundation Doctors Lead (3 year term)
- New Consultants Lead (3 year term)
- Leadership and Management Lead (3 year term)
- Established Ophthalmologists Lead (3 year term)
- Wellbeing and Mentoring Lead (3 year term)
- Academic Research and Innovation rep (while in post)
- OTG rep (while in post)
- SAS rep (while in post)
- Council representative(s) – usually two
- Lay representative

The Chair shall be responsible for chairing meetings, liaising effectively with the Head of Education, Training and Events and the Education Coordinator (who is also the Committee Manager), and ensuring it meets the key progress indicators outlined in the annual workplan.

### **Meetings**

- Meetings will occur once in person and once face-to-face annually. The majority of work is expected to be undertaken in-between meetings.
- Notices of meetings shall be given in writing/email.
- 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.
- 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.

### **Quorum**

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

### **Representation on College Committees**

- The Chair shall also attend meetings of Executive and Council.
- Representatives shall serve on committees throughout their tenure, unless otherwise agreed with the Chair. It is permissible to send deputies where necessary.
- The Education Committee shall keep minutes of its meetings and a copy of these minutes shall be sent to the Executive Committee
- The Education 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.
- The Education Committee shall report 2 times per year to the Executive/Trustees?
- The Trustees may, from time to time at their discretion seek any further information in relation to the discharge of its functions.

### **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.

### **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.

### **General**

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

### **Variation or Termination**

- These terms of reference shall be reviewed every 4 years and shall remain in force until varied or revoked by the Board of Trustees.
- Date of publication: 26 November 2024
- Review date: 26 November 2026