

Curriculum Sub-committee Chair

Volunteer opportunity

Name of position: Curriculum Sub-committee Chair.

Committee: Curriculum Sub-committee, which is part of the Training Committee

Start date: May 2025

Term: 3 years

Time commitment:

- Estimated at three days per year for essential RCOphth meetings (Curriculum Sub-committee meetings with the potential for ad hoc meetings if necessary, including early evening meetings as required).
- In addition, attendance at the Training Committee (two meetings) is a priority. The RCOphth intends for a proportion of meetings to be held virtually.
- It is likely that there will be meetings with the GMC, Lead Dean and ePortfolio providers, as well as with any ad hoc working groups that may arise.
- Correspondence by emails in between meetings.
- There will be time required to edit the Curriculum Handbook and other guidance, as well as contribute to the resources for training (and potentially delivering some of that training).
- There will be time required to prepare for meetings and to coordinate the contributions of all committee members and, if possible, to attend the ePortfolio Delivery Groups and related meetings.

Number of vacancies: 1

Contact: Vanna Fadda, Training & Education Manager, vanna.fadda@rcophth.ac.uk

About the position

The Royal College of Ophthalmologists (RCOphth) submitted a rewritten Ophthalmic Specialist Training (OST) curriculum (Curriculum 2024) at the request of the regulator, the General Medical Council (GMC). All ST1-5 were moved to Curriculum 2024 when it went live in August 2024. Some trainees will remain on the 2010 (2016) Curriculum until August 2026.

The main work for the Sub-committee in the next three years will be to monitor the implementation of Curriculum 2024 and Programme of Assessment, consider any changes that need to be made and to report to the GMC accordingly. There are also a number of associated work streams.

Your responsibilities will be:

- To lead the monitoring of the implementation of Curriculum 2024 which includes:
 - Prepare a 'one-year on' report to the GMC in Autumn 2025
 - Carry out regular reviews of syllabi and/or learning outcomes via a defined curriculum review process and make changes as necessary
 - Carry out surveys on specific implementation issues and engage with stakeholders as appropriate
 - Make recommendations for improvement that are evidence-based
 - Oversee any submissions to the GMC as appropriate
 - Oversee the content of training resource and keep these under regular review
- To provide advice and ensure the RCOphth continues to meet the GMC's Standards for Curricula and Assessment Systems.
- To liaise closely with the GMC in order to ensure that the highest available quality of training is delivered through setting clear objectives, assessments, standards and criteria of performance.

- To work as necessary with the Examinations Committee to ensure that the Programme of Assessment is fit for purpose.
- To provide leadership, direction and support in the piloting of any new curriculum elements.
- To contribute to the ongoing development of the ePortfolio so that it meets RCOphth curriculum and assessment requirements.

Criteria for position

Essential

- Fellow or Member of the RCOphth in good standing
- Substantive NHS consultant post for at least 5 years' duration
- NHS consultant with an established contract in active practice – Chair must demit office one year after retirement
- UK resident
- Up-to-date Equality and Diversity training
- Demonstrable commitment to a CPD programme
- Prior experience of a leadership role
- Active involvement in teaching, education and training in ophthalmology
- Active involvement in education and training of resident doctors in ophthalmology
- Knowledge and experience of the curriculum in ophthalmology
- Previous appointment to a recognised senior educational role, i.e. Educational Supervisor, College Tutor, Training Programme Director or Head of School.
- Broad understanding of the work of the RCOphth in Education, Training and Standard Setting
- Ability to engage clinicians in work requiring consultation
- Ability to represent the RCOphth and present to people of all levels
- Ability to prepare written reports and present effectively at meetings
- Good interpersonal skills in dealing with ophthalmologists, other healthcare workers, managers, RCOphth staff and patient representatives
- Must have support of Clinical Lead

Desirable

- Knowledge of adult learning theory to support the presentation of material for the rapid and effective acquisition of learning

Benefits

- This role provides leadership in the oversight and development of the OST Curriculum and assessment blueprint on behalf of the RCOphth.
- You will be able to provide tangible evidence of your commitment to training 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 training of ophthalmologists, thereby advancing the practice of ophthalmology.

How to apply

- To apply for this exciting opportunity, please complete the volunteer application form [here](#) or on our website. Please feel free to email Vanna Fadda if you have any questions: vanna.fadda@rcophth.ac.uk
- All eligible individuals will be contacted via email. Eligible individuals will be asked to attend an online interview **in the afternoon of 14 May**.

Curriculum Sub-committee – Terms of Reference

1. Purpose

The purpose of the Curriculum Subcommittee is to maintain an overview of the content and delivery of the Ophthalmic Specialist Training (OST) curriculum, programme of assessment and Portfolio. It is responsible for ensuring that the OST curriculum and programme of assessment meets GMC standards. It is accountable to the Training Committee.

2. Main Activities

- 2.1. Ensure that the OST curriculum and programme of assessment meets the GMC Standards for Curricula and Assessment Systems by reviewing the content of the OST curriculum and the effectiveness of the programme of assessment at prescribed intervals, working with the Examinations Committee as appropriate
- 2.2. Ensure that the OST syllabi and guidance documentation remain up to date by implementing ad hoc changes
- 2.3. Manage the process for submitting proposed changes to the OST and programme of assessment to the GMC by completing the required paperwork and liaising with the GMC
- 2.4. Ensure the ePortfolio system effectively supports the OST curriculum and programme of assessment by working with the ePortfolio provider on any changes needed
- 2.5. Support the implementation of the OST curriculum and programme of assessment by developing and reviewing training and guidance resources
- 2.6. Promote the design and delivery of sustainable eyecare as part of the resources and standards that the committee publishes
- 2.7. Promote diversity in all its forms, analysing differential attainment and taking steps to address this, alongside ensuring that decisions and outputs are inclusive and consider a range of perspectives, and that representation on the committee is appropriate to achieve this.

3. Status of Committee

- 3.1. The Curriculum Sub-committee is not authorised to make decisions other than in accordance with these terms of reference.

4. Membership

- 4.1. The Curriculum Subcommittee shall consist of a maximum of 10 members. Terms of office for all members is 3 years, with a further 3 years subject to confirmation. Those members shall be:

- 4.1.1. Chair
- 4.1.2. Chair of the Training Committee
- 4.1.3. Representative of Ophthalmologists in Training Group (OTG)
- 4.1.4. Three Consultants
- 4.1.5. Representative Resident Doctor
- 4.1.6. Clinical ePortfolio Lead

Others may be invited from time-to-time to support the discussion of specific items.

- 4.1.2. The Chair shall be responsible for chairing meetings, liaising effectively with the Curriculum Subcommittee manager, and ensuring the Subcommittee meets the key progress indicators outlined in the annual workplan.

5. Meetings



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- 5.1. Meetings will occur virtually three times 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 core 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 also attend meetings of the Training Committee.
 - 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 Curriculum Sub-committee shall keep minutes of its meetings and a copy of these minutes shall be sent promptly to the Training Committee
 - 8.2. The Curriculum Sub-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.
 - 8.3. 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/Subcommittee, 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/Subcommittee 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



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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/Subcommittee 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 will remain in force until varied or revoked by the Board of Trustees.

Date of publication: January 2025

Review date: February 2027