

Surgical Skills Faculty Lead

Job Description and Person Specification

Job Title:	Surgical Skills Faculty Lead
Responsible to:	Chair of the Education Committee
Department:	Education
Main function:	To develop and co-ordinate surgical skills teaching to enable all doctors to gain either basic microsurgical skills or further/advanced skills on the various different College run courses to be able to practice safely in Ophthalmology. All sub-specialties in Ophthalmology are covered by these courses and selecting appropriate faculty members to help develop and run courses is an important part of this post.
Date reviewed:	September 2018

Basic knowledge and skills in ophthalmology are essential for all doctors during training, regardless of their intended final career path. Most trainees will never have used an operating microscope before starting in Ophthalmology and this basic set of skills and knowledge will help facilitate them in starting on their operative careers. Basic suturing skills relating to materials and techniques in Ophthalmic practise are also taught as is an introduction to the workings of the phaco machines.

In addition, more advanced courses are run to help more senior trainees and consultants to further develop skills and to learn new techniques. For example a course for teaching DSEK was developed to help shorten the learning curve for consultants taking up this more modern technique.

Innovative teaching techniques are often employed by the various faculty members and the development of source material such as surgical videos and presentations is important. Liaison with other Colleges has occurred over the years including RANZCO to help develop their courses and international collaboration is seen as a part of this role.

The College would now like to appoint a Surgical Skills Faculty Lead to further develop and deliver a Strategy for courses for trainees and other doctors.

CONTRIBUTE TO THE WORK OF THE EDUCATION COMMITTEE

- As an Education Committee member, to be committed to and contribute to the work of the Committee as a whole.
- As a member of one or more working groups of the Education Committee, to work with and support the other Leads in their areas of responsibility.
- Identify areas of overlap with the other Leads, and work together to develop and deliver shared material, courses and other opportunities.
- Identify and contribute to areas of mutual interest with other College Committees.

- Attend at least 60% of Education Committee meetings per year.
- Before each Education Committee meeting, submit a template detailing the achievements, challenges and aspirations. By the end of the meeting draw up an action plan to be implemented prior to the next meeting and beyond.
- Contribute to outputs of the Education Committee, for example the Annual Report.

SPECIFIC DUTIES AND RESPONSIBILITIES:

- To be responsible for the organisation and delivery of surgical skills courses. This includes the Microsurgical Skills courses, Curriculum based courses and other courses in the UK and for overseas.
- The programme of courses and course content is expected to change in line with current Ophthalmic practice. The post holder is responsible for ensuring that the courses available reflect demand, and course content is up to date.
- To ensure that written, video and e-learning material is developed and up to date.
- To be responsible for organising the Faculty to deliver the surgical skills courses, including training days for the Faculty. Currently an annual Faculty development day is held for any faculty member wishing to attend and this in conjunction with committee type decision making to run the committee.
- To appoint Faculty members and to make sure they are able to lead on courses.
- To be responsible for equipment, instruments and consumables, ensuring the Skills Centre equipment is suitably equipped for all courses.
- Promote simulation training to try to encourage it to be mandatory and work with the College Simulation Lead (who is a faculty member) to involve simulation training in the various courses.

KEY WORKING RELATIONSHIPS

- **Liaison with College:**

Chair of Education, Education Committee members, other College Committees, Skills Faculty, Head of Education and Training, Education and Training Co-ordinator (Skills) and other Department staff.

- **External Liaison:**

Pharmaceutical companies, suppliers of consumables.

RENUMERATION

There is no direct payment for the role other than reimbursement of expenses related to attendance at specified meetings or events as agreed in advance by the Chair of Education.

The post holder will be supported by the RCOphth in applying for recognition of any time commitment within the job planning process but any outcomes will remain a local decision. Evidence of activity within this leadership role will be endorsed for the purposes of personal appraisal and revalidation.

PERIOD OF OPERATION AND COMMENCEMENT

The post holder will commence their role in **January 2019** for a period of three years with reviews held on an annual basis.

The Surgical Skills Faculty Lead will function within a Working Group of the Education Committee to define, develop and roll out the work.

Administrative support will be given from the Education and Training Department.

EDUCATIONAL REQUIREMENTS
Essential
Holder of substantive Consultant post in Ophthalmology of at least 3 years' standing
PROFESSIONAL/TECHINICAL AND OCCUPATIONAL TRAINING
Essential
Fellow or Member in good standing with the RCOphth
Registered with a Licence to Practise
Demonstrable commitment to a CPD programme (at least one fully completed CPD cycle)
A commitment to equality and diversity, confidentiality and high professional standards
EXEPRIENCE
Essential
Understanding of the principles of adult learning and how ophthalmology competences are assessed in training
Experience of teaching or managing ophthalmology education
Prior experience of a leadership role
Active involvement in teaching, education or training in ophthalmology
Active involvement in education and training of postgraduate trainees in ophthalmology
Appointment to a recognised educational role e.g. Educational Supervisor, College Tutor
Desirable
Appointment to a recognised senior educational role, e.g. Training programme Director, Head of School
Experience in an education management or support role, e.g.: College Tutor
Experience in a teaching role and the development of educational materials
SKILLS AND KNOWLEDGE
Essential
Ability to prepare written reports and present effectively at meetings
Broad understanding of the work of the College in Education and Training
Ability to engage clinicians in work requiring consultation
Ability to represent the RCOphth and present to people of all levels
Desirable
Knowledge of the OST curricula
PERSONAL ATTRIBUTES
Essential
Approachable, friendly manner
Hardworking, punctual, conscientious and thorough
Have an aspiration to further the development of courses run by the College
Ability to work flexibly (with approval of local support) and independently under pressure and within deadlines
Good interpersonal skills in dealing with ophthalmologists, pharmaceutical companies, suppliers, managers and College staff.
Comfortable with dealing with complex issues and direction setting
Good IT skills

ORGANISATIONAL COMMITMENT
Must have support of Clinical Lead