

International Medical Graduates Sub-committee Chair

Job Description and Person Specification

Job Title:	IMG Sub-committee Chair
Responsible to:	Chair of the Training Committee
Department:	Education and Training
Main function:	To administer the Dual Sponsorship Scheme (DSS)
Date reviewed:	July 2021

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.

The recurrent work-streams of the Training Committee have been split into Recruitment, Curriculum, Certificate of Eligibility for Specialist Registration (CESR) Skills, Simulation and the Dual sponsorship Scheme (DSS). Each of these groups work with their Sub-committees/Faculty and report to the main Training Committee where wider issues are also debated.

SPECIFIC DUTIES AND RESPONSIBILITIES:

- 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

- As a Training Committee member, to be committed to and contribute to the work of the Committee as a whole.
- As a member of the Training Committee, to work with and support the other Sub-committee Chairs/Leads in their areas of responsibility.
- To attend one ARCP as an external assessor per year.
- To undertake one CESR evaluation per year.
- To attend the Training Committee meetings per year (two), or if unable to attend, to provide a deputy for the meeting and one of the Advanced Training the Trainers Meeting (these are held twice a year).
- Contribute to outputs of the Training Committee, for example the work on the curriculum.

KEY WORKING RELATIONSHIPS

- **Liaison with College:**

IMG Sub-committee members, Chair of Training, Training Committee members, Education and Training Co-ordinator, Head of Education and Training and other Department staff.

- **External Liaison:**

General Medical Council (GMC), Academy, Health Education England (HEE), Deaneries, Other Royal Colleges.

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 Training.

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 on **1 October 2021** for a period of three years with reviews held on an annual basis.

The IMG Sub-committee chair will function within its sub-committee to define and develop the work.

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

EDUCATIONAL REQUIREMENTS
Essential
Holder of consultant substantive posts in Ophthalmology of at least 1 years' duration.
PROFESSIONAL/TECHINICAL AND OCCUPATIONAL TRAINING
Essential
Fellow or Member in good standing with the RCOphth
Registered with a Licence to Practise
Up to date Equality and Diversity training
Demonstrable commitment to a CPD programme
EXEPRIENCE
Essential
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
Knowledge and experience of the curriculum in ophthalmology
Appointment to a recognised educational role e.g. Clinical Supervisor, Educational Supervisor
Desirable
Experience in supervision of IMGs
Appointment to a recognised educational role e.g. College Tutor, Training Programme Director
SKILLS AND KNOWLEDGE
Essential
Broad understanding of the work of the College 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
Desirable
Knowledge of adult learning theory to support the presentation of material for the rapid and effective acquisition of learning
PERSONAL ATTRIBUTES
Essential
Approachable, friendly manner
Hardworking, punctual, conscientious and thorough
Ability to work flexibly (with approval of local support) and independently under pressure and within deadlines
Good interpersonal skills in dealing with ophthalmologists, other healthcare workers, managers, College staff and patient representatives
Comfortable with dealing with complex issues and direction setting
Good IT skills
ORGANISATIONAL COMMITMENT
Must have support of Clinical Lead