

RCOphth Learning Management System

Programme Editors

Trainee & Practitioner Co-Editors



Job Description and Person Specification

Job Title:	Programme Editor Trainee Co-Editor Practitioner Co-Editor
Responsible to:	Tele-Learning Lead, Chair Education Committee
Department:	Education and Training Department
Main function:	To select, curate and present materials for a particular Programme of the RCOphth Learning Management System (LMS)
Date reviewed:	June 2021

RCOphth Learning Management System

The Royal College of Ophthalmologists has a role in quality assuring, curating and creating educational material for Ophthalmologists and Eyecare Professionals in the UK and overseas. Material should be relevant, reliable and of high quality. This is important for both maintaining the College's reputation for excellence, and for separating us from others, in particular those offering free content.

An additional benefit of the Learning Management System is that it provides structured learning pathways and coordinated educational programmes to support life-long clinical learning and professional development. Digital provision can integrate into on-line or in-person events, as part of the Tele-Learning Project.

Programme Editors will be responsible for one of the 25 programmes on the LMS (see list towards the end of the application form). They will be assisted by a Co-Editor who will be an Ophthalmology Trainee for most programmes, or an Ophthalmic Practitioner for the two programmes relating to Ophthalmic Practitioner Training (OPT).

CONTRIBUTION TO THE OVERALL LMS

- As an Editor for the LMS, to be committed to and contribute to the LMS as a whole.
- Undertake the specific training on the use of the LMS required to become an LMS Editor.
- Work with the Chief Editor, Education Committee and College staff to contribute to the overall direction of development of the LMS, and to maximise its potential.
- Work with other Editors in the relevant Area to identify mutual and complimentary topics and determine how these will be provided, linked and developed. This may be through meetings, discussions or correspondence.
- If required, help identify or develop funding streams for the LMS as a whole, or for individual Courses within the relevant Programme.
- Promote the LMS as widely as possible – to current and future learners, contributors, reviewers, funders and others.
- Contribute to outputs of the Tele-Learning project, for example communications with members and learners, and reports to The Education Committee, Trustee Board and other College groups.

SPECIFIC DUTIES AND RESPONSIBILITIES RELATING TO A PROGRAMME

- Design or develop an organisational structure for learning materials within the Programme. Identify topics that overlap with other programmes and gaps in provision.
- Encourage submission of educational materials from new and established Contributors. Commission educational materials on topics where it becomes apparent that there is a gap in provision and a specific need.
- Help recruit Reviewers and maintain a Reviewer Panel. Assign submissions to reviewers, and oversee the outcomes. Ensure review is performed in a timely fashion and following College guidelines. Offer feedback to reviewers when required. Ensure that reviewers' feedback to authors is constructive, and forward the feedback to authors.
- For accepted materials, assign their primary position on the organisational structure of the LMS, and identify how they link to other Programmes. Ensure completion of appropriate supporting materials (eg: aims & objectives, quizzes, log, links to materials of further interest).
- Liaise with the Leads of live RCOphth Courses, Seminars and Webinars about materials that could support or be derived from their events.

KEY WORKING RELATIONSHIPS

Liaison with College

Chief Editor / Tele-Learning Lead, Programme Editor / Trainee Co-Editor in the same Programme, Editors in the same Area, reviewers and contributors, Chair of Education, Head of Education and Training, Education and Training Coordinator, other Department staff, Communications team.

External Liaison

Regional Leads, Specialist Societies, providers of educational material, other specialties or professions where appropriate.

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 Tele-Learning Lead.

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

Programme Editors: the post holder will commence their role in August 2021 for a period of three years, renewable for a second period of three years, with reviews held on an annual basis.

Trainee and Practitioner Co-Editors: the post holder will commence their role in August 2021 for a period of two years, renewable for a second period of two years, with reviews held on an annual basis. The post will terminate when they are no longer a trainee.

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

Person Specification for:

- Programme Editors (PE),
- Trainee Co-Editors (TCE)
- Practitioner Co-Editors (PCE)

Criterion	Essential	Desirable
Eligibility	<p><u>PE & TCE:</u> Ophthalmologist <u>PCE:</u> Orthoptist, Optometrist or Ophthalmic Nurse</p> <p><u>PE:</u> Consultant or SAS doctor <u>TCE:</u> Trainee on the OST or OLT Programmes <u>PCE:</u> Practitioner Band 8 or above</p> <p>Member of their professional organisation (RCOphth, BIOS, CoO, RCN)</p> <p>Registration with their professional regulatory body (GMC, HCPC, GOC, NMC) with Licence/Fitness to Practice</p> <p>Up-to-date appraisal and revalidation, or professional performance review, with demonstrable commitment to continuing professional development</p> <p>Clinical experience in the UK</p>	<p>Support from their Trust / Employer / Educational Supervisor to apply for the post</p> <p><u>PE for the 2 trainee Trainee Programmes (for OST & OLT):</u> current or previous College Tutor, Training Programme Director or Head of School</p>
Knowledge	<p>Detailed knowledge and clinical / professional expertise in the relevant area</p> <p>Educational processes, including writing aims and objectives, planning educational materials, variety of educational modalities, tailoring materials to target audiences, assessing learning, evaluating teaching</p> <p>Detailed understanding of relevant curriculums, portfolio requirements, career pathways, and scope and levels of practice</p>	
Training	<p>Current certificate in equal opportunities and diversity training</p> <p>Commitment to attend necessary training about the LMS</p>	<p>Attendance at an appropriate RCOphth TTT Course, eg: Teaching and Learning, TTT for Trainees</p>

Experience	<p>Delivery of postgraduate and other relevant teaching</p> <p><u>PE</u>: Specialist clinical / professional experience in the relevant field</p> <p>Working as part of a team</p>	<p>Organisation of educational courses or programmes</p> <p>Significant leadership role (appropriate for PE or CE) in the department, region or nationally</p> <p><u>PE</u>: Support of learners/colleagues with the ability to provide feedback and supervision</p>
Educational roles	<p>Active involvement in teaching ophthalmology</p>	<p>Evaluation of written submissions / educational materials</p> <p><u>PE</u>: Appointment to recognised educational roles, eg: educational lead, teaching lead, clinical or educational supervisor</p>
Communication Skills and Behaviours	<p>Ability to communicate using good written and verbal skills with all stakeholders, eg: learners, educators and colleagues</p> <p>Ability to work to tight timescales</p>	<p>Ability to feedback the results of a submission / application</p> <p>Ability to encourage and influence colleagues</p> <p>Engenders respect from colleagues</p>
IT skills	<p>Microsoft office</p> <p>Website navigation</p>	<p>Video editing skills</p>