**Committee/Honorary post**

Role description

|  |  |
| --- | --- |
| **Role title** | Vice Chair of the Trainees’ Committee for Education |
| **Reporting to** | Trainees’ Committee |
| **Duration and dates of appointment** | 2 years (commencing October 2023) |
| **Faculty Development Tier (educational roles only)** | 1 if pre-MRCOG, 2 if post-MRCOG |
| **Purpose and description of role** | |
| **Overview of role:**  This Vice Chair will be the lead for education and training, one of the key functions of trainees’ committee, ensuring trainees’ views are well represented. They will primarily represent trainees directly at SEAC and education board and indirectly through oversight of the other trainees’ committee representatives as listed below.  **Background Information:**  In December 2013 the Finance and General Purpose Committee approved the establishment of a Trainees’ Executive Team to support the Chair of the Trainees’ Committee to cover responsibilities across multiple areas of trainee involvement at the College. Members of the Trainees’ Executive Team relinquish their regional roles and have more direct responsibility and accountability to different work streams of the RCOG.  The purpose of the role is to support the Chair and the Trainees’ Committee and represent the Trainees’ Committee in various fields. Specific duties of the executive lead are listed in the main responsibilities. | |
| **Main responsibilities** | |
| Vice Chair of Trainee’s Committee for Education would be expected to:   1. Work with the Chair and other Vice Chairs and liaise over work 2. Attend and contribute as appropriate to the following on behalf of the trainees committee    1. Education Board    2. Specialty Education Advisory Committee (SEAC)    3. Training Evaluation Committee (TEC) Group and be Vice Chair of TEC (in conjunction with another member of the trainees committee)    4. Curriculum Committee as required (in conjunction with another member of the trainees’ committee) 3. Maintain oversight of trainees’ committee representation on the RCOG committees listed below, ensuring effective trainee representation, recruiting to unfilled posts and ensuring issues of interest to trainees arising from these committees is fed back to the trainees’ committee.    1. Advanced Training Committee    2. Curriculum Committee    3. Education Quality Assurance Committee    4. Equivalence Advisory Group (no direct trainee representation)    5. Examination and Assessment Committee    6. ELearning Editorial Board    7. Subspecialty Committee 4. Lead on the following work streams on behalf of the trainee’s committee:    1. Training evaluation form (TEF): trainee lead is responsible for ensuring TEF is successfully implemented each year alongside the chair of SEAC, sitting on the TEC. Duties also include ensuring data obtained is used for the benefit of training. 5. Take on other dedicated pieces of work when the need arises 6. To liaise with relevant Committees 7. Should be a representative of the RCOG Trainees’ Committee and report both to and from the Trainees’ Committee on areas for responsibility. 8. To liaise with EPQ concerning strategy and its implications | |
| **Key working relationships** | |
| * Trainees’ Committee   Other Committees as above, including:   * Training Evaluation Committee * Curriculum Committee * SEAC * Education Board | |
| **Time commitment** | |
| Flexible, but it should be noted this is a substantial role that requires a significant time commitment. The expectation is that the successful applicant will be needed to attend meetings at the RCOG on a monthly to bimonthly basis (meetings can be attended remotely). As the role involves a substantial time commitment outside of the formal meetings, potential applicants are asked to consider if this role can be accommodated alongside their other commitments. | |
| **Evaluation of the role and succession planning** | |
| This role reflects the present requirements of the post. As duties and responsibilities change and develop the role description will be reviewed and be subject to amendment.  The role description will be re-evaluated at the end of the term. | |

Person specification

|  |
| --- |
| **Qualifications / training** |
| **Essential**   * Registered with a licence to practice with GMC, in good standing * Specialty Trainee in Obstetrics &/or Gynaecology in UK NHS Practice * Evidence of engagement in O&G training or delivering O&G training * Evidence of equal opportunities and diversity training within previous 3 years |
| **Previous experience** |
| **Desirable**   * Involvement in a RCOG work stream (e.g. clinical quality, global health, audit & research) * Experience with trainee representation at a local, regional or national level * Experience with delivering collaborative projects at a local, regional or national level |
| **Key skills / attributes** |
| **Essential**   * Enthusiasm * Commitment * Reliability * Excellent attention to detail * Good communication and networking skills * Excellent organisational skills |