

Regional Representative Job Description

There are 19 Royal College of Ophthalmologists Regional Representatives (RR) who are Council members elected by their regional colleagues. Being a Council member enables an ophthalmologist to contribute to the work of the College and to take part in the national debate about ophthalmology. Regional representatives should be seen as ambassadors and advocates for the work of the College and the main channel of communication between regional colleagues and the College.

Appointment and term of office

Elections for Regional Representatives are conducted at least two months in advance of the Annual General Meeting.

Nominations are sought from current Fellows, Members, Diplomates and Affiliates of the relevant region. The initial term of office is three years and RRs are eligible for re-appointment for a further three-year term. All nominations must be supported by the applicant's Clinical Lead/Medical Director, a proposer and seconder. Proposer and seconder must themselves be Fellow, Member, Diplomates or Affiliate members of the College. If only one nomination is received, then the applicant is duly elected. If there is more than one applicant for the post, then an election will be held by ballot. Fellows, Members, Diplomates and Affiliates in good standing with their recorded address in the region are entitled to vote in the elections.

Person specification

To be eligible to stand as Regional Representative the candidate must be:

- A Member, Fellow, Diplomate or Affiliate of the Royal College of Ophthalmologists in good standing.
- Compliant with annual appraisal and have a GMC licence to practise.
- Up to date (within 3 years) of training for equal opportunities and diversity.

Please note: Regional Representatives must stand down if they move from the area.

Responsibilities and duties

Council

- Attendance at Council meetings, to participate in the debate and to represent the views of their constituents. Please note: To promote free and open debate the discussions in meetings should be regarded as confidential. The minutes of meetings are a matter of record.

- Prepare for meetings: Council members are expected to read the meeting papers which are distributed a week before meetings take place. RR should prepare data and insights that contribute to the agenda items.
- Capture feedback either directly or via colleagues from key local policy or decision makers such as clinical commissioning groups, Health Boards, Sustainability & Transformation Plans [STPs], and Local Optical Committee Support Units [LOCSU].
- Share local relationships that may be of value such as trust Chief Executives, Health Board chairs, MPs or peers.

In the region

- Facilitate a sustained dialogue with constituents in collaboration with the College staff.
 - Capture regional members' views and feedback to College
 - Use the lead up to Council meetings effectively, e.g. issue a feedback template for completion before the meetings to build up a picture of regional priorities and concerns.
 - Disseminate information on College business to their constituents, assisted by "short notes" of Council minutes which are emailed to members.
 - Help to disseminate and encourage use of College communications, guidance and publications.
- Highlight both positive and negative issues that impact on hospital eye services in their region to facilitate the College's regional or national activities.
- To attend regional teaching days to keep the membership informed about the working of the College.

Supporting the work of the College

- Review submissions of Fellowship and Membership by Election applications to recommend whether they should be approved, or not, by Council.
- Approve job descriptions for consultants and other career-grade ophthalmologists within their region.
- Contribute local case studies and initiatives that demonstrate best clinical practice.
- Help to ensure that every Advisory Appointments Committee [AAC] has an assessor by encouraging members in the region to volunteer.
- To encourage members in the region to volunteer as examiners and Portfolio Pathway (formerly known as Certificate of Eligibility for Specialist Registration [CESR]) assessors to ensure that the region is contributing to the work of the College.
- Participate in standing committees: Council members are expected to join at least one

standing committee (Education, Examinations, Finance, Professional Standards, Scientific and Training). Members' preference will be considered, but the Honorary Secretary will ensure sufficient Council representation on each committee.

- Attendance at the Admissions Ceremony, usually in September.
- Attendance at the Council Dinner, in June.
- Attend Annual General Meeting (AGM) at College Congress.

Declaration of Interest

Declaration of conflict of interests. Council members are expected to complete a declaration of interest form each June and to declare any conflict of interest that at the start of committee meetings and to withdraw from the ensuing discussions, if appropriate.

Expenses

Regional representatives are volunteers and not paid for their services. Travel expenses are reimbursed on production of receipts and claims should be submitted within three months of the meeting. Travel expenses incurred by the RR in Wales in their role as Llywydd will be reimbursed by their employer.

Time commitment

Meetings are usually held in clusters in the second week of the month. Council meets quarterly, alternating between online and in-person meetings, on a Friday morning. Current time commitment is approximately 8 days a year away from trust along with time spent liaising with members in the area and preparing for Council and other meetings.

REGIONAL REPRESENTATIVE REQUIREMENTS
Essential
A Member, Fellow, Diplomate or Affiliate of the Royal College of Ophthalmologists in good standing
Candidates should have the following skills, knowledge and personal attributes
Broad understanding of the work of the College
Ability to engage clinicians in work requiring consultation
Ability to represent the RCOphth and present to people of all levels
Ability to liaise with the membership regarding bringing their concerns to the College and informing them about the College work
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/ Medical Director

Role and responsibilities of the Regional Representative / Llywydd in Wales

In addition, the Welsh representative on Council holds the position of Llywydd (lead) for the Royal College of Ophthalmologists in Wales (a Royal College of Ophthalmologists [UK] sub-committee). The Llywydd will be elected as are all regional representatives and will attend meetings with the Welsh Government as the acknowledged spokesperson for Ophthalmology in Wales

As clinical lead of the Welsh Ophthalmic Planned Care Board (WOPCB) and Chair of OSAG (Ophthalmology Specialist Advisory Group) the Llywydd / RR will be responsible for advising the Welsh Government, (via the deputy Chief Medical Officer) as to how services may be optimally provided and service models improved to best serve the needs of the people of Wales. They will provide high quality, evidence-based advice on best practice and innovation. The Llywydd will work closely with the Welsh Government Optometry Adviser and other professional leads.

The Llywydd / RR will work closely with the Welsh Government, Health Boards and multidisciplinary teams to deliver real improvements in services to patients where needed. They will also work collaboratively with the Welsh Government Planned Care and Eye Care Policy teams to help implement transformational change.

They will also attend the Academy of Medical Royal Colleges in Wales, the Welsh Ophthalmic Planned Care Board (as its clinical lead), the National Ophthalmology Specialist Advisory Group (as its chair) and the Specialty Training Committee for Wales amongst others.

As for other regional representatives, the RR / Llywydd is not paid directly for their regional representative role, but given the quantity of additional work they undertake, they will have two sessions per week in their job plans recognised and funded by their employing Health Board as Additional NHS Responsibilities and/or External Duties, as defined in the National Consultant Contract in Wales (2003).

Role of the Regional representatives in Scotland and Northern Ireland

Scottish and Northern Ireland representatives attend the Academy of Scottish Royal Colleges' meetings and Academy of Medical Royal Colleges for Northern Ireland respectively.