**A logo for a college

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**Joint Specialty Fellowship (JSF) Committee**

The Royal College of Surgeons of Edinburgh (RCSEd) has a longstanding reputation for offering the highest standards of surgical education and training activity, both nationally and internationally.

In conjunction with our international partners in Hong Kong, Singapore and Malaysia, Joint Specialty Fellowship (JSF) examinations are offered in the specialties of:

- Cardiothoracic surgery

- ENT

- General surgery

- Neurosurgery

- Paediatric surgery

- Plastic surgery

- Urology

- Trauma and Orthopaedics

- Vascular surgery

**The Role of JSF Specialty Lead**

The role of JSF Specialty lead is to oversee activity relating to their specialty particularly relating to JSF accreditation and examinations. The objectives of the lead will include but not be limited to:

* Leading the delivery of the JSF examinations with our partners
* Leading the accreditation of training programmes and centres with our partners
* Organising the examination team in collaboration with the Colleges
* Ensuring the examination meets the standards of the JSF Board and Colleges
* Producing reports on examinations as part of quality assurance

**Responsibilities and duties**

Working with the JSF Coordinator:

* Liaise with contacts representing international partners regarding future arrangements e.g. accreditation and examination activity.
* Compile the exam/accreditation team to undertake the activities.
* Report relevant specialty specific information to JSF Committee (at least twice per year).
* Act as liaison for JSF activity and attend the relevant College Surgical Specialty Board (SSB) (at least twice a year).

**Applicant Specification**

* Fellow of RCSEd in good standing with no restrictions on practice
* Current or previous examination experience with Joint Committee in Intercollegiate Examinations (JCIE) or Joint Surgical Colleges Fellowship Examination.
* Experienced JSF Examiner
* Current with relevant examiner training
* In clinical practice or within two years of retirement from clinical practice
* Knowledge and understanding of the College relationship with international partners.

**Person Specification**

* Demonstrate the qualities of courtesy, fairness and non-discrimination.
* Have high professional standards and a commitment to surgical training and assessment
* Committed to the ongoing development of the JSF examinations and accreditation processes
* Be able to lead the specialty examination team and collaborate with the College and international partners.
* Have excellent communication skills
* The ability to commit time to delivery of the JSF objectives including question writing, standard setting, calibration, examiner training and support, quality assurance and analysis of examination data.

**Term of Appointment**

The JSF Lead is appointed for an initial term of three years and is eligible for reappointment for one additional year with the approval of the Committee Chair and Council.

Please note that this position is voluntary, however travel, accommodation and subsistence for

activities relating to the role will be reimbursed in accordance with the applicable College Travel Policy.

Following an appointment, the successful candidate will be expected to shadow the incumbent JSF Lead for a period of three months to familiarise themselves with the role.

**Application and appointment process**

Interested parties are asked to complete and submit an application form via email.

The appointment shall be made following a suitably shortlisting and panel interview process and will be subject to ratification.

The deadline for receipt of application is 16:00 hours on Friday 10 January 2025. All applications and subsequent correspondence should be via email to: c.mills@rcsed.ac.uk

The date of the interview will be determined after the closing date for applications.

For a confidential discussion about the role, please contact, Professor Tim Graham, Vice President ([officebearerpa@rcsed.ac.uk](mailto:officebearerpa@rcsed.ac.uk)) in the first instance.

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| **Application to join the Joint Specialty Fellowship Committee** |
| **Position applied for: JSF Lead in Plastic Surgery** |

1. **Personal Details**

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| --- | --- | --- |
| **RCSEd College Reference Number**  *\*This is a five-to-six-digit reference number that can be found by logging in to your RCSEd online account* |  | [www.rcsed.ac.uk](http://www.rcsed.ac.uk) |
| **First Name** |  | |
| **Last Name** |  | |
| **Title** |  | |
| **Mobile number** |  | |
| **Email address** |  | |

1. **Professional Details**

|  |  |
| --- | --- |
| **GMC number** |  |
| **Specialist register** | Yes / No |

1. **Current or most recent employment**

|  |  |
| --- | --- |
| **Job title** |  |
| **Specialty** |  |
| **Employer** |  |
| **Place of employment** |  |
| **Date commenced** |  |

1. **Evidence in support of application**

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| **Why do you want to be a JSF Specialty Lead and what relevant skills and experience will you bring to the role to enable you to be an effective JSF Lead. (Max 1000 words)** |
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1. **CV**

Please include with your application a CV or no more than two pages.

1. **Probity declaration**

I declare that **I have not,** in the UK or outside:

* Been convicted of a criminal offence (including any spent convictions) or have proceedings pending against me.
* Been subject to disciplinary proceedings, reprimand or suspension by the General Medical Council in the United Kingdom or any equivalent Regulatory or Licensing Body elsewhere.
* Been erased from the Register of the relevant registering body or failed to comply with conditions or qualifications imposed by the relevant registering body under performance review procedures.
* Had any disciplinary actions taken against me by an employer or contractor or have had any contract terminated or suspended on grounds relating to my fitness to practice.

By signing below (an e-signature is sufficient), you confirm that all the information provided on the application form is correct.

**Signature:**

**Date:**

Please return the completed form to:

Colin Mills

Joint Specialty Fellowship Coordinator

Education Development Department

c.mills@rcsed.ac.uk

By submitting this application, you understand that RCSEd will process your personal data in accordance with the terms of the UK General Data Protection Regulation (UK GDPR). We will not share your data with any third party unless there is a statutory requirement for us to do so or unless we require to do so to deliver our services. Further details may be found on our website at <https://www.rcsed.ac.uk/privacy>.