

THE ROYAL COLLEGE OF SURGEONS OF EDINBURGH (RCSEd) INTERNATIONAL SURGICAL ADVISER - ROLE DESCRIPTION

1. THE INTERNATIONAL SURGICAL ADVISER POSITION

This is a non-remunerated role open to Fellows of the Royal College of Surgeons of Edinburgh based outside of the UK, in countries or regions determined by the College.

The International Surgical Adviser (ISA) will act as an ambassador and key point of contact for the RCSEd's activity in the relevant region or country. They will act on behalf of, and with guidance from, the RCSEd to develop and promote effective and beneficial relationships with the relevant local surgical and education training organisations, boards and committees. Representing the RCSEd locally, the ISA will raise awareness of the RCSEd's activity with potential partners and members, as well as surgical trainees, by promoting membership of the RCSEd as well as its portfolio of surgical examinations and education courses. Additionally, they will provide career guidance and help with the training and professional development of current and future surgeons.

The ISA will be expected to manage or mitigate any conflicts of interest that may arise. In order to effectively promote and represent the RCSEd, the ISA must put the interests of the RCSEd ahead of those of any other surgical colleges that the Adviser may be engaged with. He/she should not engage in activities that would lead to a direct conflict with the interests of the RCSEd.

A similar RCSEd network of Regional Surgical Advisers (RSAs) operates throughout the UK in Scotland, England, Wales and Northern Ireland.

Role description

The International Surgical Adviser will report to the RCSEd Vice-President responsible for International Activity via the International Activities Manager. Duties will include (but are not limited to):

- Maintaining a high level of knowledge regarding developments in medical and surgical education, specialist training and examinations and keeping up to date with College activities and developments;
- Promoting the College's professional activities including examinations, educational courses, and Membership and Fellowship of the College and its faculties;
- Maintaining a high profile for the College at local level, and being a readily accessible point of contact and coordination for local Fellows, Members and Affiliates;
- Providing advice for training and aspiring surgeons on career development;
- Developing close links with medical schools/training institutions in their region;
- Supporting surgeons interested in pursuing further training leading to qualifications offered by the College and its faculties;
- Undertaking a liaison role in updating the College on local/national issues;
- Developing and submitting an annual work plan and six-monthly reports to the College

- detailing proposed actions and any organised activities;
- Submitting regular reports to the Vice-President responsible for International Activity via the International Activities Manager;
 - Mentoring individuals identified by the College as potential successor ISAs.

Person Specification: Qualifications and Eligibility Criteria		
Criterion	Relevance	Evidence
Actively practising consultant with at least three years' experience	Essential	CV
Active involvement in the delivery of surgical training	Essential	CV
Fellow or Member of the Royal College of Surgeons of Edinburgh (and in good standing with the College) *	Essential	RCSEd database
Letter of support from two local RCSEd Members or Fellows who are familiar with the work of the applicant	Essential	References
In good standing with their local professional regulatory authority.	Essential	Certificate or registration number
Current or recent examiner (within the previous three years) for the Royal College of Surgeons of Edinburgh	Highly Desirable	CV
Fellow or Member of the RCSEd's Faculty of Surgical Trainers (FST) **	Highly Desirable	CV and RCSEd database

*To be 'in good standing' a Fellow or Member must be paying the subscription fees appropriate for their country of residence and be up-to-date with those payments and have no restrictions on their practice in their own country.

**Active Membership or Fellowship of the RCSEd's Faculty of Surgical Trainers (FST) will provide strong evidence of involvement in the delivery of surgical training (essential requirement)

Personal Skills

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| Communication | <ul style="list-style-type: none"> • Ability to communicate effectively, professionally and sensitively with others |
| Leadership | <ul style="list-style-type: none"> • Willingness to act as a role model and mentor as appropriate • Demonstrable negotiation skills |
| Strategic Thinking | <ul style="list-style-type: none"> • Awareness of opportunities and ability to make suggestions for activities in line with the College's strategic objectives |
| Organisation and Planning | <ul style="list-style-type: none"> • Ability to prioritise and organise clinical work and College responsibilities • Willingness to take a lead in managing activities if required |

Probity

- Ability to demonstrate honesty, integrity and awareness of the importance of confidentiality
- Committed to act in compliance with the policies and procedures of the RCSEd and as an ambassador of the College, presenting a positive image.
- Conflicts or potential conflicts of interest must be declared at the earliest opportunity.

Appointment Process

Potential applicants are invited to apply through an open advertisement process. You are required to submit:

- an up-to-date CV (no more than three sides of A4);
- a brief personal statement explaining your motivation and how your experience and skills align with the Role Description required (no more than one side of A4)

These should be submitted via email to Mrs Catherine Thwaites, International Activities Manager c.thwaites@rcsed.ac.uk Applicants will be shortlisted for interview by matching the details given on their CV and personal statement against the Role Description. Shortlisted applicants shall be invited to participate in a panel interview via Skype or video conference.

All appointments shall be subject to ratification by the RCSEd's Council. The deadline for submission of applications is 10th April 2020. Interviews will be held on 6th May via Skype or video conferencing.

Post appointment

The names of the International Surgical Advisers will be published by the Royal College of Surgeons of Edinburgh in appropriate documents and on the College website. The preferred contact details of the International Surgical Adviser will be shared with Members and Fellows in their area, as well as with the other appointed International and UK Regional Surgical Advisers, as appropriate.

2. DURATION OF APPOINTMENT

The International Surgical Adviser will be appointed for a term of three years. Subject to performance and approval by Council, the term shall be renewable for a further two years.

3. TERMINATION OF APPOINTMENT

The Adviser may resign by giving two months' notice in writing to the Council of the College. The Council of the College will in turn give the Adviser two months' notice where circumstances prevent the continuance of the post and the reasons for termination will also be given clearly in writing. The authority of the Council shall be absolute in this matter.

4. COLLEGE SUPPORT

International Surgical Advisers will be expected to work closely with the RCSEd's Marketing and Communications Team and with International Activities Manager as they undertake their role. In return, ISAs will receive the following support:

- Contact by email with notice of relevant events and resources for Advisers and the membership;
- Summary of meetings of Council and the International Committee;
- Access to the RCSEd website with web pages dedicated to Adviser information and issues;
- A personalised email address and business cards;
- Access to online tools to support engagement, communication and information sharing.