

British Cardiovascular Society

Chair of the Education Committee

Role Profile

Term of office

3 years

Context

The British Cardiovascular Society (BCS) is a membership organisation with charitable status. The BCS plays a pivotal role in the setting and advising on standards and through a variety of activities influences the quality of cardiology practice in hospitals. It has a broad education portfolio, contributes to training, professional examinations and research activities

The BCS is governed by a Board of Trustees which has oversight of the legal context and governance of the Society, setting and approving the strategy of the Society. The Executive implements the strategy and develops the operational policy. The Council addresses policy matters relating to the stakeholders of the BCS.

The work of the BCS is split in to a number of different functional divisions with a VP providing clinical leadership to each respective area. They, together with the President, Honorary Secretary and Non-Executive Directors form the Board of Trustees.

The functional divisions of the BCS are supported by various committees, as shown in Appendix 1 attached. The Education Committee is accountable to the Board of Trustees through the Division of Education & Research. It is primarily responsible for delivering and developing educational programmes to meet the needs of trainees, cardiologists (revalidation) and allied healthcare professionals ensuring appropriate and innovative modes of programme delivery.

The BCS has an ambitious strategy to enhance its services and membership communications. It has an ongoing vision to provide high quality education in the UK and overseas and to promote research in cardiovascular medicine in the UK in partnership with the BHF, NIHR and other stakeholders.

Responsibilities

General

The Chair of the Education Committee reports to VP for Education and Research. The post holder is responsible for providing leadership to the Education Committee in support of its remit and purpose and in line with organisational strategy and objectives. The Chair will work with Committee members, comprising the VP for Education and Research, elected and co-opted members, trainee and lay representatives and BCS ex-officio.

Specific duties

1. To Chair meetings of the education Committee and to ensure that a programme of meetings is planned and agreed as far in advance as possible.
2. Work with the Education Committee Administrator to ensure agendas, papers and minutes are prepared in support of the committee's work on a timely basis and in accordance with BCS target timelines.
3. Ensure Committee is managed in line with its defined Terms of Reference and constitutional requirements.



4. Provide and develop an educational programme to meet the needs of trainees, cardiologists (revalidation) and allied healthcare professionals (including industry) which is fit for purpose and financially viable.
5. Undertake iterative review of course programme, uptake, feedback, and financial data (income, expenditure, and outturn) to inform proposals and recommendations for future educational programme strategy and plans.
6. Ensure appropriate and innovative modes and methods of programme delivery to meet needs of stakeholders and maximise take-up.
7. Establish clear lines of engagement with Course Directors to ensure courses are developed and delivered in line with Education Committee requirements and strategic goals.
8. Facilitate development and delivery of education content of the annual BCS conference through membership of the Programme Committee
9. Develop any other aspects of education, including international educational strategy in collaboration with and as requested by the Vice Presidents and/or Executive of the British Cardiovascular Society and in line with the BCS's strategic goals.
10. To identify individual Education Committee members to undertake specific tasks or to be committee leads for specific topics.
11. Work collaboratively with the BCS Digital team to develop and update educational content on the BCS website.
12. Support and facilitate interaction between the Society and its members, including the associate members linked to the affiliated groups, in all aspects of education.
13. Provide bi-annual reports and / or presentations to the Board of Trustees of the British Cardiovascular Society through the Division of Education & Research on educational programme delivery and proposed plans.
14. To act as spokesperson for the Education Committee when required to do so.



Person Specification

Attribute or Skill	Essential	Desirable
Specialist Expertise in Education	<p>Thorough knowledge of the current medical training environment, at both core and specialist levels.</p> <p>Experience at a high level of administration/management of education.</p>	<p>Similar related experience to the role of Chair.</p>
Appropriate skills	<p>Demonstrable leadership qualities.</p> <p>Ability to work well in a team and communicate effectively.</p> <p>Evidence of commitment to the NHS.</p> <p>Effective clear verbal and written communication skills.</p> <p>Good knowledge of the Equality and Diversity principles contained in the Equality Act 2010 and how they apply to medical education.</p> <p>To have completed a formal course in Equality and Diversity.</p>	<p>Successful committee chair.</p> <p>Evidence of the use of initiative.</p> <p>Good IT skills (appropriate use of email, word, spreadsheets, version control etc)</p>
Education Expertise	<p>Demonstrable commitment to the development of specialist training.</p>	<p>Evidence of professional development in education e.g. courses / qualifications.</p> <p>Contribution to developments in organisation / delivery of education.</p>
Clinical Expertise	<p>To be in good standing with employer and GMC.</p>	<p>Achievement and additional contributions to specialty</p>
Specialist Representation	<p>To be a Member of the BCS.</p>	

Roles and responsibilities set out in this document will be reviewed every 2 years