

## **Job Summary / Scope:**

### **CHAIRPERSON OF THE CERTIFICATION & TRAINING COMMITTEE (CTC) OF THE BSCCP**

Position to commence Spring 2018

## **Responsibilities:**

### **General Responsibilities**

- Provide leadership to the Certification and Training Committee of BSCCP
- Provide leadership for the BSCCP Training Programme Curriculum update.
- Provide leadership and support for Trainers.
- Continue to develop and implement quality assurance measures for Colposcopy Trainers

### **Specific Responsibilities**

1. To oversee the recertification process of Colposcopists and Trainers.
2. To liaise with the secretariat to organise and chair 2 CTC sub-committee meetings annually.
3. To liaise with the secretariat in the organisation and approval of Basic and Advanced colposcopy courses
4. To write the programme for the annual BSCCP Trainers Seminar.
5. To be available to advise on the OSCE exam and OSCE Preparation Course where necessary.
6. To deal appropriately with questions or complaints arising from the OSCE exam or the Joint Training Programme.
7. To liaise closely with the Chairperson of the IT Committee to ensure that the educational content of the digital platforms of the BSCCP is appropriate and complimentary to the aims of both committees and the Society in general.
8. **To report back to the Secretary directly and Trustees/President of the BSCCP at the BSCCP Executive Committee.**
9. To sit as a co-opted non-voting member on the BSCCP Executive Committee

### **General**

1. This job description is not definitive and may be periodically reviewed

The previous Chair of the CTC would be an ex officio member of the CTC for 1 year to ensure continuity

### **Tenure**

2. The appointment to Chair of the CTC would be for 3 years. On completion of this term of office the chair would be able to reapply to be considered for a further 3 year term. The re-application would be via the open competitive process

### **Essential Experience:**

- BSCCP Certified Colposcopist and Trainer (current)
- Actively involved in training colposcopists
- Excellent verbal and written communication skills
- Educational supervisor experience
- Willing to work in a team environment

### **Extra Desirable Skills/Competencies**

- Research Experience/Publication in Medical Education
- Diplomas/higher degree in Medical Education
- Knowledge/Experience of quality improvement principles
- Knowledge/Experience of quality management of a training programme
- Demonstrated commitment to clinical audits and peer review
- Experience in teaching at undergraduate and/or postgraduate levels