**CALL FOR APPLICATIONS FOR THE ROLE OF**

**CHAIR OF THE FACULTY OF PERIOPERATIVE CARE**

**OF THE ROYAL COLLEGE OF SURGEONS OF EDINBURGH**

1. **SUMMARY**

The current Chair of the Faculty of Perioperative Care (FPC), Mr Charles Auld, has held the position since the Faculty’s inception in 2016. Mr Auld will demit office later in 2022 and applications are therefore invited for appointment to the post of FPC Chair.

1. **ROLE DESCRIPTION**

The Chair of the Faculty of Perioperative Care (FPC) is a surgical Member or Fellow of the Royal College of Surgeons of Edinburgh (RCSEd) in good standing, appointed by the Hill Square Educational Trust (HSET). The Chair is responsible for leading, developing and steering the FPC in pursuit of its objectives and activities, which should be aligned with the wider strategic aims of the RCSEd and include:

* Championing the recognition of the roles of Surgical Care Practitioners (SCPs), Surgical First Assistants (SFAs), and other advanced practitioner roles in surgery such as Advanced Clinical Practitioners (ACPs) and Physician Associates (PAs);
* Promoting the professional and career development of SCPs, SFAs, ACPs and Pas.
* Working to develop and promote standards for members of the extended surgical team to the benefit of patients.
* Developing, maintaining and accrediting educational resources for the benefit of the Faculty and its members.
* Developing and providing a range of membership benefits, including training, advice and support for the extended surgical team and those who aspire to become members.
* Promoting the FPC as an authoritative voice in matters of professional, educational or public interest concerning the extended surgical team.

1. **SPECIFIC DUTIES**

The Chair of the FPC will undertake the following duties. These are illustrative and not exhaustive:

* Provide strategic leadership and direction to the FPC, driving forward its activities with vision and enthusiasm.
* Work closely and collaboratively with RCSEd Council members, office-bearers and staff to achieve the aims of the FPC, whilst maintaining alignment with the wider strategic objectives of the RCSEd.
* Act as a spokesperson on behalf of the FPC and the RCSEd in relation to issues concerning perioperative care and the extended surgical team.
* Represent the FPC and the RCSEd, as required, in discussions and joint projects with other medical royal colleges, healthcare organisations and other partners.
* Monitor and oversee the delivery of obligations set out within formal Memorandums of Understanding (MoUs) with UK higher education institutions (HEIs) delivering relevant MSc courses in Surgical Care Practice.
* Report regularly to Hill Square Educational Trust (HSET) via written reports (four times per annum) and presentations (twice per annum).
* Organise and support local and national events and encourage support for such events.
* Attend, chair and assist in organising an annual FPC Conference.
* Lead and/or contribute to the development and delivery of FPC educational resources relevant to the needs of advanced practitioners in surgery (via College platforms) including courses, webinars and podcasts.
* Assist with scoring applications for membership of the FPC; and
* Lead and work with the other members of the FPC Executive Committee and Advisory Board to grow both the influence and membership of the FPC.

1. **KEY RELATIONSHIPS AND SUPPORT**

The Chair of the FPC will work closely with a wide range of individuals and groups, across the UK and, where required, internationally. These will include:

* The members of the FPC Executive Committee and Advisory Board, who will individually and collectively support the Chair in their role.
* Office-bearers and Council members of the RCSEd, who will advise and support the Chair to ensure alignment of aims and objectives.
* Senior and professional administrative staff within the RCSEd, who will facilitate and support through faculty administration and development, education, examinations, membership engagement/processing, and marketing and communications activity.
* UK statutory education bodies, medical regulators, universities, NHS Trusts and Boards and their appropriate representatives.

1. **PERSON SPECIFICATION**

Applicants for the position of Chair of the FPC should be:

1. A surgical Member or Fellow of the RCSEd in good standing.
2. An active or recently active (i.e., in the last five years) consultant surgeon, based in the UK.
3. Demonstrably engaged in the development, support and/or promotion of members of the extended surgical team (SCPs, SFAs, ACPs or PAs).
4. In good standing with their relevant healthcare regulator; and
5. Able to demonstrate:
   * significant professional and clinical leadership qualities:
   * the ability to influence effectively at all levels; and
   * strong alignment with and commitment to the values and mission of the RCSEd.

Applicants should consider carefully that success in this role will require the ability and capacity to commit sufficient time and effort to the delivery of its duties, including attending regular meetings in Edinburgh and throughout the UK (both in person and virtual).

1. **APPLICATION PROCEDURE**

Individuals matching the criteria above and wishing to apply for the role of Chair of the FPC will normally provide, for consideration by an Appointment Panel:

1. A completed application form including a short supporting statement of up to 500 words, explaining the applicant’s motivation and how their skills and experience make them suitable for the role.
2. A full CV.
3. A signed note of support from the Chief Executive or Medical Director of the applicant’s employing institution; and
4. A declaration of probity.

**The above documentation must be submitted by the deadline for applications - 10:00 on Monday 20 June 2022 to** [**fpc@rcsed.ac.uk**](mailto:fpc@rcsed.ac.uk)**:**

1. **APPOINTMENT PROCEDURE**

The composition of an appropriate Appointment Panel will be determined by HSET. The Appointment Panel will review all applications received and may invite any suitable applicant to interview for the role. The decision of the Appointment Panel will be final.

Following a successful appointment, the name of the Chair of the FPC will be published by the RCSEd on its website and in appropriate documents.

1. **DURATION OF APPOINTMENT AND TIME COMMITMENT**

The Chair of the FPC shall be appointed for an initial three-year term and shall thereafter be eligible for re-appointment annually, at the discretion of HSET, for up to a further two years. It will be expected that the Chair of the FPC will attend and chair (in person or by virtual means) four meetings of the FPC Executive Committee each year. Up to two of these meetings may include a meeting of the FPC Advisory Board.

The minimum time commitment as Chair of the FPC is estimated to be 2-3 days (4-6 PAs) per month. Much of the work, aside from formal meetings, will be delivered remotely and may be completed outside of the normal working day.

1. **TERMINATION OF APPOINTMENT**

The Chair of the FPC may resign by giving at least three months’ notice in writing to the President of the RCSEd and the Director of Faculties and Governance of the RCSEd. Where, in the view of the RCSEd or HSET, the Chair of the FPC is deemed not to be satisfactorily meeting the expected standards of either the FPC or the RCSEd, they may be asked to demit office before the conclusion of their appointed term.

1. **FURTHER INFORMATION**

For further information about the role or the application process, please email [fpc@rcsed.ac.uk](mailto:fpc@rcsed.ac.uk)

The College’s membership is diverse, and we aspire to ensure that this diversity is represented through our internal governance and decision-making structures, whether this be via appointed or elected positions. In all cases, we particularly welcome applications or nominations from suitably qualified individuals from protected characteristic groups that are currently underrepresented on College boards, committees or groups, who may bring different experiences, skills and perspectives to our discussions and decision-making. Reasonable adjustments for disability will be implemented for those who require them.