



## Medical Microbiology CSTC Chair Role description

<b>Appointed by:</b>	Council
<b>Accountable to:</b>	Director of Training and Assessment
<b>Term of office:</b>	3 years from the AGM in November of the year of appointment Can be extended by one year on approval of Trustee Board/Council

### Introduction

The College is a professional membership organisation dedicated to the advancement of the science and practice of pathology. There are currently approximately 10500 members, all of whom are pathologists and scientists based in hospitals, universities and laboratories in the UK and overseas. The College's main tasks are to set and maintain training standards for doctors and scientists, to advise on the appointment of consultants, to ensure the membership is kept up to date with current practice through the continuing professional development scheme, and to promote the latest developments in pathology by holding scientific meetings.

The College's mission is to promote excellence in the practice of pathology and to be responsible for maintaining standards through training, assessments, examinations and professional development.

### Training and Assessment

The Training and Assessment Departments are in the Learning area of the College and work closely with the Examinations and International Departments that are within the same area. They contribute to a coherent stream of work that dovetails with related work in postgraduate assessment and examinations.

The Training Department is responsible for:

- the establishment and maintenance of regulated curricula
- training standards/guidance for trainee doctors and scientists
- registration and monitoring of trainees
- certification (Certificate of Completion of Training [CCT] and Certificate of Eligibility for Specialist Registration [CESR])
- quality assurance of training
- provision of support for careers fair and development
- provision of support for CSTCs.

The Assessment Department manages the development of workplace-based assessments for trainees across the full range of pathology professions. It also provides a trainee ePortfolio, contribute to others and provides training the trainer sessions for trainers, trainees and assessors within the pathology specialties.



## Key Duties

- To jointly chair the Medical Microbiology and Virology College Specialty Training Committee (with the Virology CSTC Chair):
  - providing effective and responsive leadership and direction for the Committee to communicate effectively with members of the Committee/Committee Administrator and to ensure coordinated and integrated delivery of developments and strategy for/within the specialty. Effective communication with the Committee Administrator is essential to ensure accurate definitions and monitoring of activity.
  - chairing all meetings (2 times per year) and any subgroup/working group meetings as necessary.
  - liaising with the Committee Administrator to set the agenda of the meeting at least one week in advance of the meeting date
  - attend college in advance of meeting start date for a pre-meeting with Committee Administrator
  - liaising with the Committee Administrator to ensure the recording of accurate minutes of each meeting by reviewing them for accuracy, before circulation within an absolute maximum of four weeks of the meeting
  - formulating action points to monitor progress towards achieving agreed objectives and programmes of work.
- To ensure that training standards are maintained in that specialty and raise matters of importance or concern as required.
- To contribute to the development of training policy within the College, encouraging active participation within the CSTC.
- To keep the CSTC in the specialty informed of curriculum, assessment and training standard developments and requirements.
- To contribute to the development of the GMC National Trainee Survey with regard to their particular specialty.
- To contribute to the production of the College's Annual Specialty Review for the GMC.
- To liaise with the relevant College Specialty Advisory Committee to ensure training matters are represented in discussions.
- Where relevant for the specialty, attend and/or liaise with the relevant JRCPTB committee for a related specialty.

## General Duties

- To attend the relevant SAC or provide a written report.
- To attend the Joint Training Committee as required to provide an update on the specialty with regard to training and assessment.

## Specialty specific duties

- To attend the Joint CIT SAC (held on the same day as the Medical Microbiology and Virology CSTC).
- To ensure a consistency of approach with the related specialties of Medical Virology, Infectious Diseases and Tropical Medicine, and in particular ensuring that the Combined Infection Training curriculum remains consistent in all specialty curricula.

## Key Relationships

- Director of Training and Assessment and VP for Learning.
- Training Manager, Assessment Manager and Head of Educational Standards
- Training Department staff
- CSTC members
- Heads of Pathology Schools
- Chair of Panel of Examiners
- Relevant Specialty Advisory Committee(s)
- Trainees in Specialty (teaching and examining)

- Educational supervisors and trainers
- Joint Royal Colleges of Physicians Training Board (if relevant)

## CSTC Committee Chair Person specification

Requirements	Essential	Desirable
<ul style="list-style-type: none"> <li>• Fellow of the College</li> <li>• In active practice (at time of appointment), with current GMC license to practice and specialist registration</li> <li>• Participating in a CPD scheme</li> <li>• Not currently subject to any investigations related to professional performance or probity</li> <li>• Trained and up to date in all issues relating to equality and diversity</li> <li>• Experience of chairing committee/board/working group meetings</li> <li>• Previous or current appointment as a Training Programme Director or equivalent</li> <li>• Approved GMC Trainer</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> </ul>	
<p><b>Skills and Abilities</b></p> <ul style="list-style-type: none"> <li>• Ability to communicate effectively and develop effective working relationships on an individual basis with College colleagues and staff</li> <li>• Excellent verbal and written communication skills with the ability to write clear and concise reports, letters and communications</li> <li>• Ability to make decisions and give guidance</li> <li>• Ability to present effectively to an audience, using a variety of methods, and to respond to questions and queries</li> <li>• Ability to take responsibility and show evidence of leadership</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> </ul>	
<p><b>Qualities</b></p> <ul style="list-style-type: none"> <li>• Excellent interpersonal and communications skills</li> <li>• Flexible and proactive attitude</li> <li>• Awareness of personal limitations</li> <li>• Proven experience of working constructively as part of a team</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> </ul>	