

# THE BRITISH ASSOCIATION OF UROLOGICAL SURGEONS

## BAUS DIRECTOR OF EDUCATION (BAUS OFFICE OF EDUCATION)

### JOB DESCRIPTION

The British Association of Urological Surgeons (BAUS) is an independent registered charity, founded in 1945, and based within The Royal College of Surgeons of England. Our aim is to promote the highest standard in the practice of Urology for the benefit of patients by fostering education, research and clinical excellence. We have a membership of 1,600 urological surgeons worldwide.

#### **Background**

In 1996, BAUS Council recognised that the standards of delivery of education in Urology in the UK and Ireland were uneven. As a consequence Council decided to found the new post of Director of Education. The initial remit was to oversee the quality, quantity and methods of education delivery to higher surgical trainees in Urology in the UK and Ireland, in order to raise the general standards of core knowledge, and ensure uniformity of teaching. Recent changes in urological training and the current plans for Recertification for those on the Specialist Register have emphasised the increasing importance of this post.

#### **The Office of Education**

The organisation of the Office of Education has gradually evolved over time. More recently, the relationship with the BAUS Sub-Specialty Sections has become increasingly important including the advent of Skills Training and liaison with The British Journal of Medical and Surgical Urology (BJMSU) launched last year.

Jill Field, the current Office of Education administrator, will retire in July 2010 and it is planned the administrative support for the Office will move back into the BAUS Offices in Lincoln's Inn Fields when the new Director takes up post. The increasing emphasis by the GMC on Recertification has challenged BAUS to look at new ways of developing Consultant CME. As a result BAUS proposes that the new Director of Education will hold the remit for both consultant and trainee educational activities including the assessment and recording of CPD activity.

#### **Mission Statement**

The Office of Education exists to provide high quality educational activities to trainees, established urologists and all professionals involved in the speciality of Urology in the UK and Ireland.

#### **Tasks**

Since its inception, the activities have expanded steadily and it is expected the new Director will maintain and further develop these activities. They encompass a number of areas as follows:

- 1, Attendance at BAUS Council Meetings, up to four each year as an ex-officio member.

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2. Organisation of educational seminars, skills courses and teaching courses at BAUS Annual Meetings.
3. Organisation and running of a bi-annual FRCS Urol Revision Course.
4. Organisation and running of an annual "Introduction to Urology" Course.
5. Development of an educational programme for CPD for all non-trainee Urologists.
6. Production of educational material, in the form of an annual self-assessment booklet with MCQs and spot tests.
7. Preparation and marking of an annual in-house national examination for urological trainees and consultants.
8. Provision of guidance and support for programme directors, and for failed FRCS Urol candidates.
9. Acting as the BAUS lead for CME and contributing to the development of policy for CME / CPD particularly in relation to requirements for appraisal, recertification and revalidation.
10. Contributing to the BAUS IT policy and provision of educational material for the BAUS website.
11. Contributing to the BAUS policy of e-learning for Revalidation, working with key partners as appropriate.
12. Work in close co-operation with the Editor of the BJMSU to look at educational opportunities for all BAUS members.
13. Liaising with a number of key organisations, including the SAC in Urology, the Intercollegiate Examination Board (for the FRCS Urol examination), the BAUS Sub-Specialty Sections, and the Raven Department of Education of the Royal College of Surgeons of England to assist in the development of an educational programme.
14. Identification of appropriate educational gaps in urology, which will have to be addressed to meet the requirements for Recertification. This will be a particularly important area in the coming years.

## **Budget**

The Office is financed by BAUS, which is prepared to offer support for the Director, the actual amount to be negotiated with the Trustees, together with further administrative support. BAUS recognises that the additional role for Consultant CPD activity may result in the need for additional support to help deliver the full remit of the Office.

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## Responsibility

The Director is answerable to the President and Trustees of BAUS. Regular progress reports are provided at Council meetings, of which the Director is an ex-officio member. The overall budget is administered by BAUS, and statements of accounts are regularly reviewed in conjunction with the Treasurer. In addition, close liaison and communication are essential with senior administrative staff, in particular the Chief Executive at the BAUS Office in London. This is particularly important during preparation of the BAUS Annual Meeting.

## Term of appointment

The Director is appointed for three years, with a first year probation period, at the end of which an appointed panel will assess progress and confirm the appointment. The position is renewable for a further two years, to a total of five years.

## Applications

Please send your application in writing, to include a 500 word proposal outlining your three year strategy for the Office, your current curriculum vitae and written confirmation of support from your employing Trust Medical Director. Shortlisted applicants will be required to develop a detailed strategic and educational plan (including potential costings) for how they see the overall management and delivery of this important role in order to meet the requirements detailed in the Job Description. Alignment to the overall strategy of BAUS is important. The Plan, which will be presented by shortlisted applicants at interview, must include proposals for the accreditation of CPD.

Applications should be addressed to:

Anne Bishop  
Chief Executive  
The British Association of Urological Surgeons  
35-43 Lincoln's Inn Fields  
London WC2A 3PE

Tel: 020 7869 6950

Fax: 020 7404 5048

by no later than **5.00 pm on Friday 17 July 2009**. Candidates will be informed of the shortlist for interview by **Monday 27 July 2009**.

Interviews will be held on the afternoon of **Friday 11 September 2009** in the BAUS Offices at The Royal College of Surgeons of England.