



## BSSH Hand Diploma and Masters Committee Terms of Reference

### **Purpose:**

- To deliver the examination for the BSSH Diploma in Hand Surgery
- To write, develop and collate materials for the exam
- To care for the candidates over the duration of the course and ensure compliance with the regulations of the University of Manchester
- To promote and deliver the MSc in Hand surgery

### **Diploma Director:**

Appointed by BSSH Council from the existing elected committee members.

The applicant will have to indicate they have sufficient time available to commit to chairing the committee meetings, arrange associated activities, construct the exam and examination papers and attend council meetings. The Director will be an ex officio Council member with a responsibility to attend the Spring and Autumn council meetings in person or virtually. The Director will vet new applications of Candidates and Tutors.

### *Term of office:*

3 years

Overlap of 24 months with previous Director

### **Committee composition:**

- Director
- BSSH President
- BSSH Secretary
- Elected members
- Invited Representatives
- The Internal Advisor to the programme (Immediate past president)
- Student representative

### **Elected members** (7-8 in number)

#### *Term of office:*

3 years (optional extension in exceptional circumstances to a maximum total of 5 years).

To appoint new members expressions of interest will be sought from the BSSH membership.

They will have to have sufficient time available to commit to attending the committee meetings and associated activities.

During the period of membership failure to make a satisfactory contribution through committee work and attendance at meetings may result in termination of the appointment at the discretion of the chairman, with justification made to BSSH Council. If four consecutive meetings are missed this will result in termination of the committee membership.

Similarly, a change in personal or professional circumstances resulting in the inability to make the required contribution should be discussed with the chair and the appointment suspended or the member to demit as appropriate.

The committee should attempt to reflect the make-up of the society in terms of numbers of orthopaedic/plastic surgeons and geographical mix.

### **Working Methods:**

Email and telephone. Wherever possible, taking annual leave etc. into consideration, a response should be made within seven days.

Meeting times and venue to be set 1 year in advance.

### **Meetings:**

There are 5 business and academic meetings per year held at the RSCEd in Birmingham. They are scheduled on a rolling day principle. These meetings are primarily for the purpose of discussing and developing examination materials. This work requires a quorum of opinion in order to maintain appropriate standards

There will be one annual examination per year in March consisting of written paper, skills stations and examiners meetings.

There will be one examination preparation course per year.

There will be one examination board meeting per year, held by teleconference.<sup>1</sup>

### **General responsibilities of the Committee:**

To write, develop and collate materials for the Diploma in Hand Surgery final examination.

To administer the MSC through promotion to diplomats, running of the research workshop and facilitation of student-supervisor matching.

Advance the course, care for the candidates and ensure compliance with the regulations of the University of Manchester.

### **Examination Board:**

The membership of the examination board differs from that of the committee itself. The Examination board is a contractual requirement of the validated programme agreement with

the University of Manchester, its composition and terms of reference are governed by University regulations.

- Chair of Examiners (Immediate Past Chair of the committee)
- Chief Examiner (Current Chair of the committee)
- External Advisor to the Programme
- External Examiner (University of Manchester appointment)
- Academic Advisor (University of Manchester Academic Staff member)
- Chair of the Education & Training Committee
- Chair of the Training Interface Group in Hand Surgery
- Chair of the Instructional Courses in Hand Surgery
- Diploma Programme Administrator (Secretariat member)
- Membership totals 9 of whom only the External advisor is a BSSH appointment not necessarily be expected to attend the Scientific Meeting and is therefore the only one eligible to claim travel expenses from the society.