**Expression of Interest**

**DIPLOMA & MSc COMMITTEE MEMBERSHIP**

**3 year tenure: September 2023-Dec 2026**

**(with period of remote mentorship for your successor)**

Three vacancies are arising on the Hand Diploma Committee.

The Committee requests expressions of interest from BSSH Members who would like to be considered.

The Committee comprises a Chair, 8 module leads (elected members), the Internal Advisor to the programme and the Diploma Coordinator.

The remit of the Diploma Committee is to develop and refine the postgraduate courses in Hand Surgery; these comprise the Diploma in Hand Surgery and the Masters in Hand Surgery. The courses are delivered by the BSSH in partnership with the University of Manchester.

Committee activities include the writing, moderating and collating of materials for the annual diploma examination. In addition, the committee shall ensure compliance with the regulations and quality assurance standards of the University.

At present we are looking for people to take over responsibility for:

* Module 1, Basic Science and Rehabilitation
* Module 3, Fractures, joint injuries & wrist instability
* Module 4, Osteoarthritic & inflammatory disorders

Membership incurs a considerable commitment of time and effort for planned events and for tasks that are to be completed at home. Attendance at the Committee days is essential to ensure a balance of specialities and expertise.

Duties include:

1. Attending 3 full-day committee meetings (usually in Birmingham). These dates are usually provided 12-18 months in advance and there is opportunity to swap with other members if dates clash. We often have a short pre-exam evening Zoom meeting as well.
2. Allocated “homework” to prepare questions for each committee meeting e.g. refining previous MCQ/EMQ/Skills stations or devising original material to present to Committee. Developing examination materials including the donation of supporting information such as clinical images or radiographs and providing input for exam logistics and planning.
3. Qualifying as an examiner for the Diploma (applicable if you have been a substantive consultant for 5 years or more and have completed the 1 day FRCS examiners course)
4. Attend the Diploma Exam as an examiner or observer which runs for 2.5 days over a Wed/Thursday/Friday once a year in Birmingham

We are organising for there to be a period of remotely delivered mentorship with outgoing committee members in order to ensure quality and improve consistency as well as handover. This will be for 6-12 months.

The following credentials are required:

1. Membership of the BSSH
2. Substantive Senior Clinical post
3. A demonstrable interest in education and training
4. An enthusiasm to actively participate in the duties detailed above
5. It is essential that you have the ability to commit the necessary time to meetings, the exam and allocated workstreams.\*
6. Further credit is given for any past or existing involvement in the delivery of the Diploma.

\* Professional leave and SPA time may need to be agreed in advance with your clinical managers unless you are using your own free time. We suggest that Diploma duties comprise 48hrs per year of private study (“homework”), 3 days of Professional Leave for meetings and 2.5 days of Professional Leave for examining + associated travel time per year.

We provide a yearly letter for your Appraisal detailing these figures.

If you are interested being considered for membership of the Diploma Committee, please register your expression of interest by completing the attached form and emailing it to **diploma@bssh.ac.uk**by 9am Wednesday 14th June 2023.

Please do not feel daunted by this application form – no-one is expected to be able to complete every box. Please contact me directly at diploma.director@bssh.ac.uk if you require further information or alternatively contact any of the committee members listed on the BSSH website.

I can assure you that, despite the hard work, the Diploma Committee is an enjoyable and fruitful experience. I would highly recommend it and look forward to receiving your application and welcoming new members onto the committee.

Applications will be formally considered by committee at the end of June 2023.

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**Helen Hedley**

**Chair Diploma and Masters Committee**

**Expression of Interest**

**Diploma and Masters Committee Membership September 2023-Dec 2026**

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| **Name** |  |
| E-mail address |  |
| Phone Number |  |
| Town/City/Country |  |
| Particular areas of expertise in Hand Surgery |  |
| Year consultant post commenced |  |
| Please rank your strengths in three main areas of activity undertaken by the committee |  |
| Have you been or are you involved in education and training of Diploma candidates?If so please provide brief details |  |
| Have you completed any education degrees/diplomas/certificates?If so please state here |  |
| Are you an examiner for the Diploma or FRCS? |  |
| What other skills do you possess which would be beneficial to this role (20 word max) |  |
| Personal statement (50 -100 words) |  |
| Modules of main interest to me |  |
| I am flexible RE module allocation | Yes/No |
| Do you have sufficient time to contribute to this committee? |  |

Please email form back to diploma@bssh.ac.uk by 9am Wednesday 14th June 2023

***Please title the email “Diploma Committee - Expression of Interest”***