



# Country Advisor

## Terms of Reference

### 1. Introduction

- 1.1 The Royal College of Surgeons of England (RCS England) is a professional membership organisation and registered charity (no. 212808). The College exists to promote excellence in the practice of surgery through its role in setting standards, providing quality assurance and supporting the training and professional development of surgeons to enable them to achieve and maintain the highest standards of surgical practice and patient care.
- 1.2 The College has a global multidisciplinary membership, supporting 30,000 members in the UK and internationally by improving their surgical skills and knowledge, facilitating research, setting standards and developing policy and guidance. Almost 25% of its members reside outside the UK in approximately 100 countries around the world. In addition, many members are engaged in a diverse range of international projects and collaborations, which include global surgical trials, capacity building initiatives to strengthen surgical care systems and overseas faculty training and development.
- 1.3 RCS England is committed to strengthening the involvement and participation of its international members in its work and activities.

### 2. Remit

- 2.1 Country Advisors act as key points of contact for members, both in the relevant country and in the UK. They will support the work of their Global Surgical Advisor by implementing regional priorities at country level, identifying opportunities for engagement, project collaborations and membership development. Key aspects of the role include, but are not limited to:
  - Developing and maintaining effective communications with members within the relevant country, including ascertaining the views and concerns of members on relevant issues and adequately representing/ communicating these views to their International Region Advisor.
  - Acting as a source of advice, guidance and expertise to the College on the nature and structure of surgical training, assessments, practice, research and professional development in the relevant country.
  - Identifying emerging issues and advising the Global Surgical Advisor on the implications of any policies, curricula changes, practice developments, research, strategies or discussions on the direction of the College's international activities within the relevant country.
  - Providing advice to the Global Surgical Advisor and Global Affairs Standing Committee generally, including identifying any opportunities that may exist to extend the influence of the



College, secure funding from external sources, strengthen or build its profile and consolidate its position.

- Promoting the College, its services, qualifications, courses, training programmes, examinations and standards.

### 3. Appointment

#### 3.1 Eligibility

At the time of taking up the position, Country Advisors must be:

- (a) A fellow or member in good standing or prepared to apply for *ad eundum* fellowship/ membership;
- (b) In good standing with their relevant national medical authority;
- (c) Up to date with their Continuing Professional Development (CPD)/ Continuing Medical Education (CME) requirements;
- (d) In current surgical practice; and
- (e) Residing in the country that they will be representing (desirable, but not essential).

#### 3.3 Procedure

- (a) The procedure for appointing Country Advisor(s) shall be determined by the Global Surgical Advisor for the region. The Global Surgical Advisor may also appoint more than one Country Advisor in a single territory, if this is deemed appropriate.
- (b) In determining the procedure and number of Country Advisors to be appointed, the Global Surgical Advisor shall consider a number of factors, including the following:
  - The number of College members within the country.
  - Country size and population;
  - The activities of the College within the country and any existing or proposed collaborations or partnerships.
  - Whether the country would be best served by holding elections, inviting expressions of interest or establishing an interview panel.
- (c) Members who wish to be considered for a Country Advisor position should demonstrate, amongst other things, the following skills and qualities:
  - A commitment to promoting the College, its services, qualifications, examinations and standards within the specified region.
  - Knowledge and understanding of surgical education, training, practice and research in the country.
  - Well established contacts with surgeons and relevant health institutions within the country.
  - Involvement in or membership of professional networks, forums or associations within the country.
  - Ability to work as part of a team and be proactive.
  - Ability to provide leadership, set goals and inspire others.

- An interest in developing new College-supported activities for Surgeons and other health care professionals in the country.

(d) Ideally, Country Advisors must reside within the country that they wish to represent.

#### 3.4 Approval

The appointment of County Advisors shall be approved by the Global Affairs Standing Committee and then forwarded to the RCS England Council (the 'Council') for final approval.

#### 3.5 Term

Country Advisors shall be appointed for a term of three years. Subject to approval by Council, the term shall be renewable for a further two years.

### 4. **Accountability and reporting**

4.1 Once appointed, Country Advisors shall be accountable to their Global Surgical Advisor and will be expected to:

- Represent the College in their respective countries in their professional relationships and through attendance at national and/or regional meetings. Advisors will represent the College by describing themselves as the 'RCS England Country Advisor for [Country]' and by promoting as appropriate the College's international activities, vision and mission.
- Actively contribute to the development and implementation of College projects within the country or region, providing written reports where appropriate.
- Build the profile and presence of the College within the country.
- Communicate and engage with members within the country on a regular basis.
- Promote and raise awareness of education, training, research and practice issues and developments within the country amongst the wider membership using the College website, Bulletin, Newsletter, social media and College events or meetings.
- Keep up-to-date with any rules, regulations and processes underpinning the work of the College in training, research, examinations and continuing professional development.
- Contribute to the Global Surgical Advisor's end of year report to the Global Affairs Standing Committee.

### 5. **College Support for the Role**

5.1 Country Advisors will be expected to work closely with their Global Surgical Advisor and the RCS England Global Affairs Office as they undertake their role. In return, Country Advisors will receive the following support:

- An induction programme;



- (b) Access to a Country Advisor Performance Toolkit and Framework<sup>1</sup>; and
- (c) Administrative and project support from the Global Affairs Office;

## 6. Review

6.1 The position of all Country Advisors shall be reviewed annually in order to ensure that they remain relevant and effective. Key review areas shall include:

- (a) Terms of reference for Country Advisors;
- (b) Performance in relation to successes, achievements and impact; and
- (c) Issues and challenges affecting a Country Advisor's ability to fulfil the requirements of the role.

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<sup>1</sup> Currently in development.