Chairs of the RCVS Fellowship Credentials Panel: role description

Background summary

1. The Royal College of Veterinary Surgeons (RCVS) will be launching a new Fellowship scheme in 2016. The new style Fellowship will open up more routes for veterinary surgeons who have demonstrated significant contributions to clinical practice, to the profession or to veterinary science. The main objective of the new Fellowship will be to advance veterinary standards for the benefit of the veterinary profession, animal health and the public. Full information about the new Fellowship proposals can be obtained by reading the June 2015 Council papers (agenda item 6c) (http://www.rcvs.org.uk/document-library/rcvs-council-papers-june-2015/).

2. The new Fellowship will be governed by a Fellowship Board which will comprise the Chair, a Vice-Chair from the RCVS Operational Board, a Vice-Chair from the Fellowship, three Credentials Panel Chairs and a lay observer. Each Credentials Panel Chair will co-ordinate a team from the 30 member (approx) Credentials Panel.

3. The College is therefore seeking to appoint three experienced and high profile veterinary professionals to serve as Chairs of the Credentials Panel

4. The advertised position provides an opportunity for highly experienced veterinary professionals to make an important contribution to improving the College’s capability to make more of the collective knowledge and experience of its members.

Location and reporting arrangements

5. Credentials Panel Chairs will co-ordinate and oversee a review of Fellowship applications, chair any required appropriate panel meetings and work with the other Credentials Panel Chairs and the Chair of the Fellowship Board. The Credentials Panel will consist of three sub areas based upon the three new routes to Fellowship: Meritorious Contributions (MC) to Knowledge, MC to the Clinical Practice, and MC to the Profession. One Chair will be appointed for each of these sub areas.

Honorarium

6. Post-holders can claim a loss of earnings allowance, and reasonable out-of-pocket expenses will be reimbursed.

Scope of the post

7. Chairs of the Credentials Panel should be high profile individuals who can make informed assessments of applicants within the relevant panel area, chair any required appropriate panel meetings. Chairs would co-ordinate and oversee a review of each application, within their panel area, by at least five Panel members. Chairs will ultimately list all the applicants that meet or exceed the required criteria within their Panel area, and make appropriate recommendations to the Fellowship Board.

8. Panel Chairs will report to the Chair of the Fellowship Board.
9. Credentials Panel Chair appointments will be for a period of 3 years starting in spring 2016. Membership may be renewed for a further period if the incumbent wishes to seek re-election.

10. Applications will begin to be considered by the Appointment Group for the Fellowship in March 2016.

Specific tasks.

11. Co-ordinate and oversee a review of each application, within their panel area, by at least five Panel members.

12. Serve on the Fellowship Board which will eventually meet on an annual basis. Panel Chairs will submit a list of provisionally successful Fellowship candidates to the Fellowship Board for consideration and approval. Initially, in 2016, two or three Board meetings may be required to complete the processing of an anticipated higher than average number of applications for Fellowship (there has been a hiatus in the RCVS Fellowship since August 2015).

Person specification

13. Experienced and high profile veterinary professional who has made a significant contribution to clinical practice, to the profession or to veterinary science. Candidates may be existing RCVS Fellows, but other suitably qualified people who would fulfil the new criteria for Fellowship, will be given full consideration.

14. A strong familiarity with the roles of the Fellowship governance appointees.

15. Ideally has experience of serving on credentials panels and/or nominating committees.

16. Experience of reviewing applications/nominations for professional recognition/awards.

17. Enthusiasm for the advancement of veterinary medicine/science and the recognition of achievement in the veterinary profession.

18. Ability to work to deadlines.

19. Ability to apply good diplomacy skills and behave with probity.

20. Excellent communication skills.

To apply, please send an application form and CV to the Fellowship Officer, Dr Simon Wallace, by email on s.wallace@rcvs.org.uk or by post to Royal College of Veterinary Surgeons, Belgravia House, 62-64 Horseferry Road, London, SW1P 2AF.