

Job Description for SCTS Education Secretary

TERM: 5 years

SELECTION: By ≥ 3 Trustees

Duties include:

- Developing and implementing an SCTS Education strategy for trainees, consultants and non-consultant career grades.
- Promoting cardiothoracic surgery at undergraduate level.
- Administering SCTS scholarships.
- Approving courses for CME
- Developing and implementing criteria by which SCTS approves courses
- Representing SCTS on SAC and Intercollegiate Exam Board
- Involvement in Revalidation process.
- Linking education strategy with affiliated professionals

This list is not exhaustive.

The Education Secretary may co-opt other Trustees or Members of SCTS to assist in the performance of his/her duties as they see fit.

WORKING RELATIONSHIPS: Chair SAC, SCTS Tutor, Cardiothoracic Dean

RESPONSIBLE TO: President

REPORTS TO: Executive, Trustees, Representative Board