**Pro forma Curriculum Vitae for BSSH Diploma Supervisor**

***Please focus on teaching experience and training***

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| --- | --- |
| **Name** |  |
| **Email address** |  |
| **Telephone number** |  |
| **The following information is for diversity monitoring:** | Gender: Male Female Other Prefer not to say |
| Ethnicity: Prefer not to say |
| **Current main professional role and approximate percentage Hand and Wrist Surgery involved.** | **Job Title:**  **Date appointed:**  **Percentage of Hand and Wrist workload:** |
| **Name of Base Hospital/Hand Unit** |  |
| **Town + Region** |  |
| **Parent Specialty** | Plastic Surgery/Orthopaedics/Other (please detail) |
| **Main clinical Interests** |  |
| **Other professional roles Including dates of appointment** |  |

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| **Eligibility Criteria** | You must satisfy the eligibility criteria to be considered as a Diploma Supervisor | |
| Substantive Consultant or senior most SAS surgeon in a hospital recognised by the SAC for teaching hand surgery at FRCS (Orth/Plast) level | Yes/No | |
| Have a major interest in hand surgery and be from an Ortho or plastic surgery background. | Yes/No | |
| Be an AES or CS | Yes/No | |
| Be an BSSH Fellow / full member appropriate for grade | Yes/No | |
| Be aware of what is involved in the Diploma (you must be able to reply YES to one of the 3 criteria) | Have been awarded the BSSH Hand Diploma Yes/No  Have been a Diploma tutor for >12 months Yes/No  Have attended the Diploma prep course as faculty/observer Yes/No | |
| **Additional information** |  | |
| **Diplomate?** | **BSSH Diploma:**  Date of qualification. ………………  **European Board of Hand Surgery Diploma (FESSH)**  Date of qualification ..……………. | |
| **Relevant teaching qualifications**  **(E.g. Training the Trainers or other courses to meet GMC domain 7.)** | **Date** | Title |
| **Pertinent teaching courses** | **Date** | Title |
| **Training/Examining experience**  **(E.g. college or medical school examiner, deanery appointment etc.)** |  |  |
| **Teaching Experience**  **Including brief description of roles and level,**  **(E.g. medical student, surgical training, specialist training AES/CS etc.)** |  | |
| By including my name below I confirm that the information provided above is an accurate reflection of my suitability for teaching the BSSH Hand Diploma and that I agree to this information being shared with the University of Manchester. | | |
|  | | |
| **Name** |  | |
| **Date** |  | |

Responsibilities of a Diploma supervisor

The diploma supervisor is expected to facilitate the smooth undertaking of the Candidate Diploma journey by:

* Attending regular meetings to outline how the Diploma work may be tackled, including discussion of realistic timeframes for completion of work.
* Facilitate its undertaking by recommending locally registered Diploma tutors for each module or offering advice regarding how to contact virtual tutors via the secretariat.
* Be the first point of contact for the candidate regarding any concerns or queries relating to the Diploma and in particular its support in the local area.
* Act as a mentor.
* Act as a Diploma tutor for up to 2 modules.
* Support marking of ‘Rehabilitation lecture’, ‘Meeting Critique coursework’ and pre- submission review of the ‘Algorithm’ coursework
* Vet new local Diploma tutors to assure they can deliver the standard of teaching required and are formally registered with the BSSH/UoM

Hand Diploma Supervisor Declaration

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ as a supervisor of the British Society for Surgery of the Hand

& University of Manchester Postgraduate Diploma in Hand Surgery declare that:

* I have a copy of and have familiarised myself with the course manual
* I have read and understood the guidance notes for tutors (Section 8.3), the book list (Section 11) and the relevant module syllabus (Section 4) and reading list(s) (See BSSH Website).
* I will uphold the philosophy and standards of the course in tuition, assessment and guidance of my student(s) to the best of my ability.
* I will apply the standard of knowledge and skills expected of the qualification, namely that of a consultant in the first day of consultant practice, to my involvement with the course and its students.
* I understand the course is delivered as a distributed learning programme, administered by the BSSH and validated by the University of Manchester.
* I know where to seek guidance and support for my involvement should this be required, for example where a trainee is in difficulty (Section 20).

Signed: Date: