****

The European Council of Optometry and Optics

The European Diploma in Optometry

Accreditation Scheme

Appointment of Chairman

July 2015

**APPLICATIONS CLOSE AT 5.00 pm on MONDAY 31 AUGUST 2015**

The European Council of Optometry and Optics Appointment of Chairman of the Accreditation Panel of the European Diploma in Optometry

Due the retirement of Dr Adrian Jennings as Chairman of the Accreditation Panel for the European Diploma, ECOO is seeking to appoint a new Chairman to take office in September 2015.

ECOO established the European Diploma in Optometry as a stimulus to the harmonization of European optometric education and clinical practice. The member countries of ECOO have adopted the Diploma as the “Gold Standard” for European Optometry.

As harmonization progresses an increasing number of schools and universities now base their curriculum on the Diploma. To foster this harmonization ECOO has established an accreditation agency to invite training institutions to benchmark their programmes against the European Diploma. The intention is to exempt graduates of approved programmes from part or all of the examinations of the European Diploma.

The Chairman will have a background in higher level education with a knowledge of programme specification, competency based assessments and experience in accreditation processes. The role involves a time commitment of approximately 30 hours a month and carries an annual honorarium of €5,000 plus expenses.

Further details, including terms of reference, a person specification and details of the scheme and reports of completed accreditations may be found on the ECOO website at [www.ecoo.info](http://www.ecoo.info). If further information is required please contact the Secretary General, Fabienne Eckert at [secretariat@ecoo.info](mailto:secretariat@ecoo.info).

Completed application forms together with a CV should be sent by e-mail to the Secretary General by 5.00 pm on Monday 31 August 2015. Interviews will be arranged during September by conference call.

ECOO Accreditation Scheme

The European Council of Optometry and Optics (ECOO) has a vision of Europe where there is easy access to affordable eye care provided by opticians and optometrists who practise autonomously to conserve and improve human vision

The legal scope of practice within the countries of ECOO varies from assembling spectacles to the autonomous management of eye disease. In the spirit of the Bologna declaration ECOO established the European Diploma in Optometry as a stimulus to the harmonization of European optometric education and clinical practice. The European Diploma is set at the Bachelor level in European Higher Education and provides a qualification appropriate for Optometric practice at Category 3 of the World Council of Optometry’s four categories model. The countries of ECOO have adopted the Diploma as the “Gold Standard” for European Optometry.

As harmonization progresses an increasing number of schools and universities now base their curriculum on the Diploma. To foster this harmonization ECOO has established an accreditation scheme to invite training institutions to benchmark their programmes against the European Diploma. The intention is to exempt graduates of approved programmes from part or all of the examinations of the European Diploma. To test this scheme a Pilot Accreditation Scheme was devised and tested at three university optometric departments. The full report may be found at:

<http://www.ecoo.info/wp-content/uploads/2012/10/Accreditation_Pilot_Final_Report.pdf>

This Scheme has now been completed successfully and approved by ECOO’s General Assembly. This is now being developed into a Europe-wide organisation to which any Optometric and Optical training institution can apply to have their graduates exempted from all or part of the examinations of the European Diploma. The details of the scheme and the self-assessment form are given in Parts I, II, III IV and V of the Accreditation documents at:

<http://www.ecoo.info/european-diploma/information-for-institutions/>

The Self-Assessment Document completed by the training institution gives a basis for a provisional opinion as to the extent of any exemption. A visit to the institution is necessary to verify the self-assessment document, to observe the tuition and meet the students and staff. This visit is undertaken by four Visitors who are responsible to and report their findings and recommendations to the Diploma Board of Management.

Terms of Reference for the Chair of the Accreditation Panel

Appointment and term

The Chair of the Accreditation Panel is appointed by the Executive Committee of ECOO. The term of the Chair is limited to two years and is renewable by the incoming President following the biennial ECOO elections.

The Chair is also an ex-officio member of the Diploma Board of Management Committee (BOM)

Responsibilities

The Chair of the Accreditation Panel is expected to:

* Be the main contact point for educational institutions interested in the accreditation process or going through the accreditation process
* Coordinate the accreditation work between the Visitor members of the Panel
* Keep regular and good communication with the Visitors so as to ensure inclusion and clear delegation of tasks
* Give guidance on the claiming of expenses in accordance with Part V of the Accreditation Scheme
  + Facilitate contact between the ECOO Secretariat, Visitors and the institution to reclaim expenses
* Ensure the accreditation process is fair and transparent
* Manage the accreditation process i.e. ensuring that all the steps are followed, deadlines are met and the requirements are achieved
* Working with the ECOO Secretariat ensure that proper records are kept and maintained of :
  + The accredited courses and dates for re-accreditation
  + Annual returns from accredited institutions
  + A register of all Diplomates
* Identify institutions that could be accredited, build contacts and manage the workload of the accreditation panel
* Report to the BOM and the Executive Committee four times a year with a progress report. This may be combined with the report from the Chair of the Board of Management
* Keep the ECOO website section on the European Diploma accreditation updated i.e. inform ECOO Secretariat of any changes to the content or of any new documents to be uploaded

*Honorarium*

The Chair of the Accreditation Panel receives an annual honorarium of 5,000 EUR per year, to be invoiced to the Secretariat before the end of the year.

Person Specification

The successful applicant will be an experienced optometric educator who:

* Has experience of management and leading highly professional teams.
* Has experience of higher or degree level education.
* Has experience of accreditation processes
* Understands programme specification and credit weighting.
* Has experience of competency based assessment.
* Has sufficient experience to command the confidence and support of applicant institutions.
* Is able to build relationships and work effectively as part of a team.
* Is able to guide a team to a consensus view
* Has a good command of written and spoken English.
* Will maintain the confidentiality of all information and discussions.
* Has the ability to analyse large amounts of data and identify the key points.
* Has the ability to reach conclusions that are logically reasoned and evidence based.

Application Form

**Section 1.**

Surname: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Forename: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: Mr Ms Dr Prof Other

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Post Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Country: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone Home:

Mobile:

**Section 2. Present employment.**

Name and address of employer.

Post held and date of appointment.

Brief summary of duties and responsibilities.\*

**Section 3. Academic and Professional Qualifications.**

Details of qualifications relevant to this position.\*

**Section 4. Essential Criteria\***

Briefly indicate how you meet the criteria detailed in the person specification and role profile. Please give evidence of specific experience which you feel demonstrates each of the required criteria.

* Has experience of management and leading highly professional teams.
* Has experience of higher or degree level education.
* Has experience of accreditation processes
* Understands programme specification and credit weighting.
* Has experience of competency based assessment.
* Has sufficient experience to command the confidence and support of applicant institutions.
* Is able to build relationships and work effectively as part of a team.
* Is able to guide a team to a consensus view
* Has a good command of written and spoken English.
* Will maintain the confidentiality of all information and discussions.
* Has the ability to analyse large amounts of data and identify the key points.
* Has the ability to reach conclusions that are logically reasoned and evidence based.

\*Use separate sheet if necessary

**Section 6. References.**

Please detail TWO people to who can be approached to give references about your suitability for the post.

Are you happy for us to contact these referees now?

**Section 7. Criminal Conviction.**

Have you been convicted before a court or cautioned by the police for any criminal offence?

YES/NO

If no give details.\*

**Section 8. Declaration.**

I declare that the foregoing information is correct to the best of my knowledge and belief and in particular I have not omitted any material fact s which may have a bearing on my application.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_

Please return the completed application form and a copy of your CV by e-mail to:

The Secretary General [secretariat@ecoo.info](mailto:secretariat@ecoo.info). by 5.00 pm on Monday 31 August 2015

\*Use separate sheet if necessary