

## **Role description**

### **Course director, Advanced Nephrology Course**

#### **Appointment process**

Expressions of interest for a course director are sought from within the UKKA membership.

The course director is appointed by a transparent, balanced and appropriate panel. Appointments are made on the basis of merit, and applications from all suitably qualified and eligible candidates are encouraged.

The appointment is ratified by the UKKA trustees.

#### **Term of office**

The co-chair normally serves for three years and may be offered the opportunity to serve a further term of three years.

#### **Role of the course director**

With other course directors:

- Agrees a workplan and objectives at the start of the course planning period with the event manager, ensuring alignment with the strategic direction
- Leads on programme development for the Advanced Nephrology Course, ensuring the development of an educational programme that covers relevant topics relating to the kidney curriculum and exams.
- Supported by the events manager, convenes meetings as necessary.
- Supported by the events manager, ensures accurate recordings or proceedings are kept either in the form of minutes or action notes.
- Reports significant financial or reputational risks to the CEO

#### **Qualities of an effective course director**

Communication skills

- Demonstrates ability to communicate with course directors, staff, faculty members and other groups
- Demonstrates willingness to listen, remains open-minded and encourages free expression of ideas, opinions and recommendations.

#### Participation

- Knowledgeable about and committed to the course's area of activity and demonstrates an understanding of the key issues it faces
- Demonstrates active participation in the affairs of the association and/or the renal community
- Ability to think in terms of the UKKA's overall goals and apply the course's role and objectives to the UKKA's wider strategy.

#### Leadership

- Commands attention and inspires others
- Demonstrates ability to create a positive work atmosphere
- Controls without dominating
- Understands power relationships within the faculty, and of groups within the association
- Demonstrates an understanding of how to ensure delivery of the course objectives.

#### Administrative skills

- Understands, and able to work effectively with, the events team
- Has the ability and capacity to self-motivate and deliver the course objectives
- Understands and supports orderly procedures for conducting work.

#### Relationships

- Course directors
- Faculty members and speakers
- UK Kidney Association events team

**Date agreed** 5/9/23

**Date for review** 5/9/26