

## CONTINUING PROFESSIONAL DEVELOPMENT LEAD



Applications are invited for this newly created honorary role within the Faculty. These should be made on the [application form](#) and returned to [sara.shortt@fom.ac.uk](mailto:sara.shortt@fom.ac.uk) by **5 00 pm on Friday 28 June 2013**.

Please read the following information before making your application

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### The role

The main purpose of the Continuing Professional Development Lead is to oversee the Faculty's Continuing Professional Development (CPD) Scheme and to support the Revalidation Governance Sub-committee with regards to Continuing Professional Development and revalidation.

### Responsibilities

It is anticipated that the CPD Lead will:

- 1) Assume responsibility for CPD, which will include:
  - developing and maintaining supporting guidelines on the content and recording of such activities within the Faculty's CPD scheme
  - overseeing the system under which participants in the scheme make annual returns of their activities and are periodically audited with feedback on their learning and recording needs
  - recommending improvements to the scheme where possible, to improve its educational value
  - making recommendations about administrative efficiency, with a view to improving compliance with CPD requirements
  - dealing with members' queries
  - ensuring constructive dialogue with CPD providers
  - providing formal Faculty approval (on request and where appropriate) to the content and credits of externally organised CPD events
  - acting as the Faculty's spokesperson and co-ordinator for CPD and lifelong learning
  - attending quarterly meetings of the Directors of CPD of the Academy of Medical Royal Colleges (DoCPD)
- 2) Be a member of the Revalidation Governance Sub-Committee

### Reporting

The CPD Lead will report to the Academic Dean, and will work closely with the Head of Professional Standards and the Training Co-ordinator (Dissertations, Completion and CPD) in the Faculty office, who carries out the day to day administration of CPD.

### Person specification

Applicants must be:

- a Member or Fellow of the Faculty
- in good standing with the Faculty (paid all fees and subscriptions due from them to the Faculty, signed a declaration of faith and complied with the minimum requirements of the Faculty's or other appropriate continuing professional development scheme)

- entered on the GMC Specialist Register under occupational medicine (for at least 5 years)
- fully engaged with the revalidation process (including annual appraisal, 360 / multisource feedback, etc)

#### **Time commitment:**

The CPD Lead should be available by email and telephone to respond to enquiries, and for occasional meetings. This is likely to average 2-3 hours per week in addition to meetings (Academy of Medical Royal Colleges Directors of CPD – four half days per year and Revalidation Governance Sub-Committee - two half days per year).

#### **Appointment**

The CPD Lead will be appointed by the Board, on the recommendation of an appointment panel, for a period of three years in the first instance. Applicants may be invited to attend for interview. The appointment may be extended up to a maximum of six consecutive years.

#### **Expenses**

The role of CPD Lead is an honorary one; travel and other necessary expenses incurred in travelling to meetings and carrying out the role will be reimbursed in accordance with the Faculty's business travel and expenses policy. The incumbent will be covered by the Faculty's professional indemnity policy for the work involved in this role.

#### **Further information**

Further information on the role may be obtained from Sara Shortt, Training Co-ordinator on 020 3116 6902 or [sara.shortt@fom.ac.uk](mailto:sara.shortt@fom.ac.uk)

*May 2013*