



Revalidation Manager

Salary: £28,000 per annum + benefits*

Applications must be submitted by: 9:00 AM on Tuesday 27th August.

Interviews will be held on: 30th August

For this important role we are seeking candidates with excellent organisational and interpersonal skills and an aptitude for IT. Prior knowledge of revalidation is not essential.

Context:

The Faculty of Occupational Medicine is a faculty of the Royal College of Physicians but is an independent charity. Its primary role is the management of postgraduate training for doctors who specialise in occupational medicine. It also offers qualifications to other doctors and occupational health professionals.

In addition to its work in qualifications and training, the Faculty seeks to promote good health in the workplace more widely, liaising with government, running conferences and publishing guidance on good practice. More information can be found at: www.fom.ac.uk

The role of Revalidation Manager is a central one within the Faculty. Revalidation aims to give confidence to patients that their doctor can demonstrate on a regular basis that they are up to date and fit to practise. It was introduced by Parliament and is overseen by the General Medical Council (GMC). The Faculty is a Designated Body under the legislation and is responsible for making revalidation recommendations to the GMC for approximately 300 doctors. For the Faculty this means includes ensuring that all these doctors undergo appraisal and multi-source feedback ; that they undertake continuing professional development and that all of this data is successfully and correctly loaded onto the Faculty's IT platform.

The post holder will be responsible for ensuring that the processes which support revalidation are operated correctly; for acting as a first point of contact via e-mail or telephone for queries on how to use the IT platform (PReP); and for supporting the Head of Professional Standards in the wider revalidation agenda.

This job is not a technical support role, but does feature working with doctors to explain revalidation, talk them through the IT platform, assist with appraiser training and generally act as a first point of contact for revalidation queries for the Faculty. As revalidation is a new area, candidates are not expected to be familiar with it and knowledge will be picked up on the job as well as by thorough briefing to the successful candidate. Interpersonal skills will be key.

Whilst revalidation constitutes the major part of this role, the post also includes other elements including the management and running of Professional Briefing Days, dissertation training days and other duties as seen in the Job Description.

The Faculty is a small organisation, with nine members of staff and 1500 members. This has two key implications for the Revalidation Manager. The first is that he or she is the person who is the first line of contact for revalidation and will have responsibility for helping to ensure our doctors are on track to revalidate. He / she will be supported by the immediate line manager, the Head of Professional Standards, but will have to work with considerable autonomy and will have to be able to exercise his / her own judgement sensibly. This is a responsible post.

The second implication is that, as this is a small team, there is a need for all staff to be flexible, to be prepared to help others on occasions, and to be prepared to take on both mundane and high level jobs as required.

As will be seen from the Job Profile, the Faculty is looking for someone with excellent interpersonal skills and a degree of familiarity with IT systems / databases. This is a job that can be learned by someone with excellent organisational skills and an aptitude for problem solving.

To apply, visit: <http://www.fom.ac.uk/about-us/vacancies>. Completed application forms must be returned to sam.hutchinson@fom.ac.uk **by 9:00 AM on Tuesday 27th August**. Candidates should be available for interview on Friday 30th August.

*Pension contributions, Season Ticket Loan