

Faculty of Occupational Medicine

Job Profile

August 2013

TITLE: Revalidation Manager

PROVIDES SUPPORT TO: Chief Examiner, Research Methods, other officers as appropriate, Responsible Officer

REPORTS TO: Head of Professional Standards

MAIN PURPOSE:

- 1) To lead on revalidation systems support
- 2) To manage and administer Continuing Professional Development;
- 3) To support the Responsible Officer and the Head of Professional Standards in implementing the revalidation process;
- 4) To organise and run Dissertation training days;
- 5) To organise and run Professional Briefing days;
- 6) To support the Chief Executive with the management of aspects of SEQOHS;
- 7) To manage updates to the Faculty website, on behalf of the Professional Standards Team;
- 8) To shadow and support the administration of examinations.

KEY RESPONSIBILITIES:

- 1) **To support the Responsible Officer and the Head of Professional Standards in implementing the revalidation process:**
 - 1.1 Ensure doctors are on track to revalidate, if not, identifying why not, and alerting the RO where necessary;
 - 1.2 To support Faculty members with the use of the e-system for revalidation;
 - 1.3 Manage the Faculty's GMC list of doctors;
 - 1.4 Respond to revalidation related queries;
 - 1.5 Support the RO and Head of Professional Standards with the drafting of communications, policies, process documents;
 - 1.6 To provide support to the Revalidation Governance Subcommittee;
 - 1.7 To provide support to the Responsible Officer Network;
 - 1.8 To liaise with the Society of Occupational Medicine to ensure appraisals are on track and maintain lists of approved appraisers;
 - 1.9 To take responsibility for day to day management of the electronic revalidation system, PReP.
 - 1.10 Provide other revalidation related support as required.

2) To Manage and Administer Continuing Professional Development (CPD):

- 2.1 To manage the administration of CPD;
- 2.2 Assist in the promotion of CPD to all members of the Faculty;
- 2.3 Communicate with members to advise on their obligation to engage in CPD and the processes required;
- 2.4 Conduct the annual audit of CPD returns, calling for summarised records from all members and detailed returns from an agreed percentage of members;
- 2.5 Assist in the development, production and circulation of documents relating to CPD;
- 2.6 Assist in the CPD approval process for external events;
- 2.7 To manage and maintain the online CPD diary, ensure it functions to the required standard and ensure members take the opportunity to use it.

3) To organise and run Dissertation training days:

- 3.1 To liaise with the Chief Examiner, Research Methods;
- 3.2 Book venues, speakers and circulate programmes;
- 3.3 Administer the event on the day.

4) To organise and run Professional Briefing days:

- 4.1 To research appropriate topics, identify speakers, plan and market the Professional Briefing days;
- 4.2 To administer the event on the day.

5) To support the Chief Executive with the management of aspects of SEQOHS:

6) To manage updates to the Faculty website, on behalf of the Professional Standards Team:

7) To shadow and support the administration of examinations:

- 7.1 To support the organisation of the Part 2 MFOM, DAvMed, DDAM and any other Faculty examinations, with a view to assisting and being able to step in, should the Examinations Manager be absent;

8) General:

- 8.1 Assist the Professional Standards team in various ad hoc tasks including: Responding to telephone and written enquiries, receiving visitors, despatching mail, and other general office tasks;
- 8.2 Play a full part with colleagues in the Professional Standards team including participation in any developments to the training programme;
- 8.3 Provide cross cover for other members of the team;
- 8.4 Assist in the smooth running of the office;
- 8.5 Carry out other relevant tasks as requested by the Head of Professional Standards and the Chief Executive;
- 8.6 Act at all times in accordance with the Faculty's policies and procedures.

Person Specification:

- Liaison with internal and external stakeholders;
- Excellent communication skills;
- Sound numeracy skills;
- Excellent IT skills, WORD, Excel, use of databases;
- Sound and varied administrative and organisational experience;
- Ability to relate to and work with people at all levels;
- Excellent interpersonal and diplomatic skills;
- Ability to prioritise, work under pressure and to tight deadlines;
- Able to exercise initiative and work autonomously;
- Reliable and with proven ability to co-operate as part of a small team;
- Capacity to act as ambassador, exercising a sense of responsibility for the organisation as a whole;
- Flexibility, willing to work the occasional night away from home.

Additional desirable experience:

- Degree or equivalent qualification;
- Experience in committee work;
- Experience in managing projects;
- Experience in administration.