

## CONTINUING PROFESSIONAL DEVELOPMENT (CPD) LEAD



Applications are invited for the honorary role of CPD Lead within the Faculty. These should be made on the [application form](#) and returned to [rachel.cooper@fom.ac.uk](mailto:rachel.cooper@fom.ac.uk) by **5 00 pm on Thursday 19 March 2015**.

Please read the following information before making your application

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Scottish Charity No SC040060  
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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 Designated Body Governance Sub-committee with regards to Continuing Professional Development and revalidation.

### Responsibilities

- 1) The CPD Lead will be required to:
  - Ensure the effective running of the system under which participants in the CPD scheme make annual returns of their activities and are periodically audited with feedback on their learning and recording needs;
  - Maintain and further develop supporting guidelines on the content and recording of such activities within the Faculty's CPD scheme;
  - Assist with the dealing of members' queries;
  - Provide formal Faculty approval (on request and where appropriate) to the content and credits of externally organised CPD events (approx four per month);
  - Ensure constructive dialogue with CPD providers;
  - Act as the Faculty's spokesperson and co-ordinator for CPD and lifelong learning;
  - Attend quarterly meetings of the Academy of Medical Royal Colleges CPD and Revalidation Committee and report back to the Faculty's Designated Body sub-committee;
  - Conduct an internal review of the role and provision of CPD in light of the advent of revalidation and recommending improvements to the scheme where possible;
  - Gain a good understanding of the functionality of the Faculty CPD diary, to identify points for improvement, as appropriate.
- 2) Be a member of the Designated Body Governance Sub-Committee and available to meet and contribute to the committee twice a year.

### Reporting

The CPD Lead will report to the Academic Dean, and will work closely with the Head of Professional Standards and the Professional Standards Co-ordinator in the Faculty office, who will carry 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;
- fully registered with a licence to practise.

**Time commitment:**

The CPD Lead should be easily accessible by email and telephone to respond to enquiries, and available to attend meetings in person. This is likely to take up to 3 hours per week in addition to meetings (Academy of Medical Royal Colleges CPD and Revalidation Committee – 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. 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 Rachel Cooper, Head of Professional Standards on 0203 116 6908 or [Rachel.cooper@fom.ac.uk](mailto:Rachel.cooper@fom.ac.uk).

*February 2015*