



## **Faculty of Occupational Medicine**

### **Job Profile**

**TITLE:** Professional Standards Co-ordinator

**PROVIDES SUPPORT TO:** Professional Standards Team

**ACCOUNTABLE AND REPORTING TO:** Head of Professional Standards

#### **MAIN PURPOSE:**

- 1) To support the Examinations Manager in the effective delivery of the Faculty's programme of examinations;
- 2) To support the Revalidation Manager with the management of the Faculty's revalidation and CPD schemes.

#### **KEY RESPONSIBILITIES:**

**1) To support the Examinations Manager in the effective delivery of the Faculty's programme of examinations**

- 1.1 Assist in ensuring that all examinations are efficiently administered, including:
  - Arranging and co-ordinating the examinations schedule and publicity for individual examinations;
  - Ascertaining availability of examiners, ensuring they are contacted in good time and kept informed of examination schedules;
  - Booking examination venues;
  - Despatching candidate information and timetables;
  - Checking and processing examination applications;
  - Assisting in the preparation of examination papers and marking schemes;
  - Attending examination venues and ensuring the examination runs smoothly;
  - Assisting in the collation of results and preparation of result letters to candidates;
  - Assisting in the arrangement of marking of written papers and MCQs;
  - Circulate, gather and analyse candidate feedback, following each examination.
- 1.2 Support the Examinations Manager and other colleagues with the development and eventual introduction of new examinations and qualifications.
- 1.2 Help with the organisation of examiner training days.
- 1.3 Assist in examination related duties as they arise.

**2) To support the Revalidation Manager with the management of the Faculty's Revalidation and CPD schemes**

- 2.1 To signpost and enrol new doctors with a requirement to revalidate with the Faculty;
- 2.2 To support the Revalidation Manager to monitor doctors' progress with appraisal and revalidation;

- 2.3 To support doctors with the use of the Faculty's Revalidation Management system, PReP;
- 2.4 To respond to revalidation related queries by phone and email;
- 2.5 To review applications for CPD points for external occupational medicine related educational events;
- 2.6 To manage the annual Faculty CPD audit;
- 2.7 Assist in other revalidation related duties as they arise.

### **General**

- 3.1 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;
- 3.2 Play a full part with colleagues in the Professional Standards team including participation in any developments to the training programme;
- 3.3 Provide cross cover for other members of the team;
- 3.4 Assist in the smooth running of the office;
- 3.5 Carry out other relevant tasks as requested by the Head of Professional Standards and the Chief Executive;
- 3.6 Act at all times in accordance with the Faculty's policies and procedures.

### **Person Specification**

#### **Essential**

- Excellent communication skills;
- Sound numeracy skills;
- Excellent IT skills;
- Demonstrable administrative experience;
- Good diplomatic skills, tact and patience;
- Ability to deal with a heavy workload at peak times and to prioritise effectively;
- Ability to exercise initiative and to work autonomously;
- Ability to work with people at all levels;
- A good team worker able to co-operate with colleagues;
- A flexible approach to work;
- Familiarity in working with databases.

#### **Desirable**

- Experience and knowledge of professional examinations.