



Deputy Dean of Training – Job Description

SECTION 1 Description

Job Title: Deputy Dean of Training

Location: RCPE, Edinburgh

Reports to: Dean of Training

Date: March 2026

Term: The term of office for the post of Deputy Dean of Training is 3 years, subject to satisfactory annual appraisal, with the option of a second term with the agreement of Council.

SECTION 2 Job purpose

The Royal College of Physicians of Edinburgh is governed by our Charter which states that the objects of the College shall be to promote the science of medicine and to order and improve the practice of that science. As such, we are committed to promoting and improving the quality of health and patient care worldwide by enhancing accessibility to the profession, developing collaborative partnerships, encouraging innovation and delivering outstanding education, training, quality improvement, and assessment opportunities.

The Deputy Dean of Training will work closely in support of the Dean of Training, and with RCPE Training Executive Group colleagues, and the Trainees and Members Committee, with support from the Director of Education, Training and Assessment.

To underpin the delivery of outstanding training, the Deputy Dean of Training will assist the RCPE training function in understanding training developments and challenges with particular focus on Internal Medicine (stage 1 and/or 2) Training. The postholder will support the Dean of Training, to represent the RCPE externally in these areas, and will work in partnership with our sister colleges in the UK and with Specialty Advisory Committees to deliver and advise on training of physicians to set and maintain standards of high-quality UK medical training. Most meetings can be attended by video- or teleconference rather than in person. From time to time they will also be required to support RCPE with written responses to consultation requests from the GMC, JRCPTB, SEBs and other stakeholders.

The President attends the UK and Scottish Academies of Medical Royal Colleges and the Federation of the Royal Colleges of Physicians and will liaise closely with the Dean and Deputy Dean of Training in advance of these on any training matters that may arise to ensure bidirectional communication. Federation is the structure through which the 3 Colleges manage examinations, training and CPD.

The Deputy Dean of Training may also be involved in developing educational resources to support doctors at various stages in training and in supporting the College in recruiting student, associate and collegiate members.

The postholder will be appraised annually by the Dean of Training.

SECTION 3 Key responsibilities

- Advise the Dean of Training, Council and Presidents on matters relating to UK medical training, from undergraduate and foundation training through to IMT/ACCS and higher specialty training
- Consider mechanisms for careers and CPD support for SAS and Locally Employed Doctors (LEDs)
- Support the preparation of briefing papers for Council or Federation and the collation of College responses to external consultations relating to these areas
- Ensure that the College profile and influence in training are maintained, and its views represented, both within Scotland and at UK level, through membership of the various groups listed under “Roles” and through wider discussions/negotiations with external organisations including:
 - Royal College of Physicians of London and Royal College of Physicians and Surgeons of Glasgow
 - Other Medical Royal Colleges
 - UK and Scottish Academies of Colleges
 - General Medical Council
 - NHS Education for Scotland/Health Education England
 - UK Departments of Health.
 - The Medical Schools Council
 - The National Foundation Programme

The role of Deputy Dean Training requires regular attendance at the following committees and meetings. However, it may be appropriate for some to be delegated to other designated Fellows, according to the experience and geographical location of the successful candidate.

- RCPE Training Executive Group (up to 4 meetings a year)
- Member of Education Executive (5 meetings a year)
- Member of Regional Advisor and Associate Regional Adviser Development Network (1 meeting a year)
- JRCPTB MaP Board (may need to deputise for Dean who attends monthly)



SECTION 4 Selection criteria

Essential	Desirable
An in-depth understanding and experience of current UK medical undergraduate & postgraduate training structures and of planned developments and changes, including differences across the 4 UK countries	Current or recent experience as a Training Programme Director or Associate Postgraduate Dean (or similar) for IM stage 1 or 2 or ACCS.
Specific, detailed knowledge of training programmes, assessment methods and curricula	An awareness of training and education at outside the UK, particularly in regions where the College has strong interests.
Current involvement in the organisation or delivery of postgraduate teaching or training	Formal role in UG/PG training and Education in own Board/Trust or similar.
Excellent interpersonal skills - capacity to communicate effectively & sensitively with others (written and verbal)	PACES examiner
Excellent judgement and decision-making skills	An awareness of, and enthusiasm for the potential of the internet and other technologies to support the delivery of training.
College Fellow in good standing, registered and with a licence to practice with the GMC, practising in a medical or closely related specialty, and fulfilling applicable College CPD requirements	
Commitment to equality and diversity	

SECTION 5 Application process

Informal enquiries should be directed to the Dean of Education and Training should applicants wish to discuss the role in more detail at k.baker@rcpe.ac.uk

Formal expressions of interest, stating why you are interested in the role and what you would bring to it, accompanied by a short CV should be emailed to m.fraser@rcpe.ac.uk before 5pm on Friday 17th April.

Any UK Fellow, who is in good standing may apply for the role, noting the special responsibilities. Nominees should seek approval from their employer to seek election to this post. The time commitment is estimated at 14 – 18 hours per month.