

Deputy Dean of Education (CPD)

SECTION 1 Description

Job Title:	Deputy Dean of Education (CPD)
Location:	RCPE, Edinburgh
Reports to:	Dean of Education
Date:	June 2026
Term:	The term of office for the post of Deputy Dean of Education (CPD) 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 Education (CPD) is responsible for providing strategic oversight of CPD matters within the College, ensuring that the College remains informed of, and responsive to developments in CPD policy, standards and practice. The postholder will also be responsible for coordinating RCPE input into the CPD Scheme of the Federation of Royal Colleges of Physicians of the UK. CPD is currently one of three joint activities of Federation, the other two being MRCP(UK) and specialty training (JRCPTB).

Within RCPE, the Deputy Dean of Education (CPD) reports to the Dean of Education, with management support provided by the Director of Education, Training and Assessment. Responsibility for overseeing the development and delivery of CPD policy on behalf of the Federation lies with the Federation Director of CPD, who works closely with the individual CPD leads in the three Colleges. Management support for the Federation scheme is provided by the CPD Manager (based in the London College) with day-to-day operational support from the RCPE Education Team (based in the Edinburgh College).

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

SECTION 3 Key responsibilities

- Provide advice and insight on all CPD matters
- Contribute, on behalf of RCPE, to the development of Federation policies and procedures in relation to the CPD scheme for physicians
- Contribute to quality assurance matters in relation to CPD
- Contribute to CPD appeals
- Contribute to the CPD Digital Transformation Project
- Work with other members of the CPD MaP Board
- Contribute, on behalf of RCPE, to wider CPD developments across Colleges and Faculties through membership of APDC
- Report to and advise the Dean of Education on CPD issues, particularly in terms of any impact on the strategic direction of the RCPE programme of educational activities
- Work with, and meet, the RCPE Education Team to ensure that there is regular two-way communication between Federation and the college on any CPD changes, updates, and feedback at an operational level
- Oversee and contribute to RCPE's share of the delivery of the Federation scheme, including:
 - Approving a share of online applications for CPD approval of educational events as allocated by the Federation CPD Office
 - Dealing with more complicated enquiries on CPD issues

The role of Deputy Dean Education (CPD) 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.

- Member of the Federation CPD Policy Committee - *3 meetings per year*
- Member of the Academy Professional Development Committee (APDC) *3 meetings per year*
- Member of RCPE Education Executive Group - *5 meetings per year*

SECTION 4 Selection criteria

Applicants for the post should:

- be a Fellow of the Royal Colleges of Physicians of Edinburgh, in good standing, and a practising physician
- have experience of and interest in continuing medical education and professional development for trained physicians
- have an appreciation of current developments in, and linkages between, professional standards, formal CPD, appraisal and revalidation
- have an understanding of and interest in the broader work of the College.
- Have acted as senior CPD reviewer for Federation
- Meet the requirements of the Federation CPD Reviewer ([Responsibilities | The Federation](#))
- Have an awareness of possible conflicts of interest between CPD providers, educational establishments and industry / commercial entities

SECTION 5 Application process

Informal enquiries should be directed to the Dean of Education & 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 Kate Hollier; k.hollier@rcpe.ac.uk before 9am on Monday 28 September 2026.

Interviews are likely to take place in early October 2026.

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.