

EDUCATION, TRAINING AND STANDARDS DEPARTMENT

VACANCY FOR DIRECTOR OF EDUCATION

JOB DESCRIPTION AND APPLICATION PROCESS

Background

The traditional role of College Dean has been split into two roles of Director of Training and Director of Education, due to an increase in the volume of educational products and services offered by the College, and the increasingly complex environment in which training is delivered in the four UK nations. Close collaboration between the two Directors is anticipated to ensure that the College's educational programme continues to match national training needs.

The Director of Education is responsible for RCPE activities relating to postgraduate medical education and continuing professional development, including delivery of the College's programme of educational events and the Online Education Portal. These activities are organised by the Education Department of the College and currently include

- Approximately 60 events (courses, symposia, Hot Topic meetings, evening medical updates) per year
- Publication of 5 online models, 10 difficult cases, and 150 lectures on the Online Education Portal each year

RCPE educational events attract around 13,000 delegates annually and excellent feedback. 5,000 attend in Edinburgh and some at regional symposia, but the vast majority join by video-link or webstream. We currently have 70+ sites in the UK and 50+ international sites that video-link or webstream.

The Educational Strategy Group (chaired by the Director of Education) determines the overall strategic direction for College educational activities (subject to Council approval) and a number of committees, working groups and lead individuals are responsible for delivering the different strands of the programme with the support of College staff.

The Director of Education is supported by the Head of Education (Jeanette Stevenson) and several other Office Bearers:

- Assistant Director (Online Education)
- Assistant Director (Symposia)
- Director and Assistant Director of Continuing Professional Development
- Vice President (Education & Standards) provides support and input at senior Office Bearer level and, in particular, covers any education or CPD matters at meetings of the Federation of Royal Colleges of Physicians

The recent expansion of international activities has led to the decision to appoint a Director of International Activity and create a separate Department for this within the College. However ongoing

close collaboration is anticipated particularly with regards to responding to requests for the College to send visiting faculties to international conferences or deliver PACES preparation courses.

There is also close liaison between the Director of Education and the Chair of the Trainees and Members' Committee (who organize the Evening Medical Updates) and the Chair of the Recently Appointed Consultant's Committee on educational issues affecting their constituents.

There is also the potential, given the wide and expanding role of the Director of Education, to create new roles for individuals or small groups to provide additional support for education activities.

Term of office

The term of office for the post of the Director of Education is 3 years, with the option to continue for a second term with the agreement of Council. The time required to fulfill the role varies weekly but is around 8 hours per month. The College will write to the successful applicant's employer to explain the role and seeking explicit permission and support prior to confirming the appointment.

Roles

- Member of RCPE Council (5 meetings a year) and President's Advisory Group (PAG) (up to 5 meetings a year)
- Convenor of RCPE Educational Strategy Group (3 meetings per year)
- Member of RCPE Symposium Committee (6 meetings per year)
- Member of RCPE Online Education Operational Group
- Member of RCPE International Development Group

Key responsibilities

- Advise President and Council on matters relating to education and continuing professional development, including the preparation of briefing papers for Council or PAG and the collation of College responses to external consultations
- Ensure that the College profile and influence in education are maintained, and its views represented, both within Scotland and the UK, through discussions/negotiations with external organisations including:
 - RCPL and RCPSG
 - Other Colleges
 - UK and Scottish Academies of Colleges
 - GMC
 - NHS Education for Scotland and Health Education England
 - UK Departments of Health
- Provide overall leadership for delivery of College activities relating to education, delegating operational responsibility to the Head of Education, Assistant Directors, Director of CPD, or relevant

committees/lead individuals

- Define a rolling medium-term strategy for the development of educational activities to reflect current College priorities as determined by Council, and keep this under regular review with the Head of Education and the Education Strategy Group.
- Work with the Director of Training and the Head of Education to translate the medium-term strategic priorities into annual operational objectives, including making the business case for the introduction of new activities and identifying appropriate individuals or groups to lead on implementation
- Liaison with South East Scotland Deanery in the delivery of CMT and GIM teaching days at RCPE (this could be delegated by a Director outside the region)
- To contribute to the wider strategic development of the College as part of the President’s Advisory Group

Person Specification

Essential	Desirable
Demonstrable interest and experience in the delivery of postgraduate medical education	An awareness of training and education issues outside the UK, particularly in regions where RCPE has strong interests
An awareness of, and enthusiasm for the potential of the internet and other technologies to support and extend the delivery of education	An appreciation of current developments in and linkages between, continuing Education, formal CPD, appraisal and revalidation
An understanding of the current Federation CPD Scheme for physicians	
Ability to engage and harness the goodwill of Fellows and Members who take part in the education programme and committees	
Current educational supervisor of post-Foundaion trainees	PACES examiner
Excellent interpersonal skills - Capacity to communicate effectively & sensitively with others - Excellent written communication skills - Excellent team worker - Excellent negotiator	
Capacity to think beyond the obvious, with	

analytical and flexible mind	
Capacity to bring a range of approaches to problem solving	
Capacity to monitor and anticipate situations that may change rapidly	
Capacity to manage time and prioritise workload	
Excellent judgement and decision- making skills	
RCPE Fellow in good standing	
Registered and licensed with the GMC, practising in a medical or closely related specialty, and fulfilling applicable College CPD requirements	
Commitment to equality and diversity	

Application process

Informal enquiries should be directed to Jeanette Stevenson, Head of Education and Training, or to the current Director of Education and Training, Dr Nicki Colledge, should they wish to discuss the role in more detail.

Jeanette can be contacted at j.stevenson@rcpe.ac.uk or 0131 2473628, and Dr Colledge at Nicky.Colledge@nhslothian.scot.nhs.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 Jeanette at j.stevenson@rcpe.ac.uk by **23 March 2015**.

EDUCATION AND TRAINING DEPARTMENT – CORE ACTIVITIES

STAFFING/TEAMS

Permanent staffing of 16 staff (12 FT, 4 PT), plus Head of Department (8 individuals); occasional casual staff to undertake large mail-shots, process feedback forms, or other basic administrative work.

The Director of Education is supported by several other Office Bearers:

- Assistant Director (Online Education)
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- Director and Assistant Director of Continuing Professional Development
- Vice President (Education & Standards) provides support and input at senior Office Bearer level and, in particular, covers any education or CPD matters at meetings of the Federation of Royal Colleges of Physicians

And a number of Committees:

- Education Strategy Group (meets 3x year)
- Symposia Committee (meets 5 x year)
- Online Education Operational Group (meets 2x year)

Terms of reference and current membership of Committees are available [on the College website](#)

CORE/ONGOING WORK PROGRAMME

Delivery of educational events

Rolling annual programme of around 60 events per year, including:

- up to 20 symposia including regional events (webstreamed to up to 50+ international sites) and up to 15 evening updates (video linked or webstreamed to 70+ sites, mainly in the UK)
- 2-3 “hot topic” events pa
- up to 18 x 1-day and 10 x multi-day courses/workshops pa
- 3 international faculty visits pa
- 13,000 event registrations pa

Online Education

- Mobile, tablet and PC responsive Online Education Portal with:
 - Publication of 5 modules pa
 - Publication of 10 difficult cases pa
 - Publication of 150 web streamed lectures pa
- MSc Internal Medicine delivered in partnership with the University of Edinburgh

CPD and Revalidation

- The Department administers the Federation CPD scheme for physicians choosing RCPE as their lead College (including providing a “help desk” function in relation to using the online diary) and feeds into policy developments via the Director of CPD

STRATEGIC COLLEGE PRIORITIES SUPPORTED BY THE DEPARTMENT

- continuing medical education for physicians
- post graduate training programmes in the medical specialities
- a shared system of continuing professional development (CPD) and revalidation for physicians
- advice and support for students and young doctors considering a career in medicine
- interface with other Colleges (in the UK and internationally) and with related specialist societies

The current education strategy (2014-16) is available as are the most recent education and international reports that were given to Council.