

## Job description

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**Job title:** **Federation Director of Continuing Professional Development (CPD) and Revalidation.** Applicants should note that the Federation structure is currently under review and the scope of the position may change.

**Job Status:** Federation Director

**Department:** Continuous Professional Development and Revalidation

**Job context:** CPD and Revalidation and on behalf of the Royal College of Physicians London, the Royal College of Physicians Edinburgh and the Royal College of Physicians and Surgeons Glasgow (the Federation), supports physicians through life-long learning, annual appraisal and 5-yearly revalidation.

The Federation of UK Colleges of Physicians is a partnership between the three Colleges of Physicians in Edinburgh, Glasgow and London. Setting the standards for CPD in preparation for revalidation is the responsibility of the Federation which delivers an approval, recording and verification system along with resource and guidance for appraisal and revalidation.

The Federation CPD Policy Committee is responsible for CPD policy, guidance and development of the CPD diary to support lifelong learning for physicians to enable informed reflection and appraisal. The Committee reports through its Medical Director to the current Federation Board. The Federation plays a pivotal role in setting standards and, through a variety of activities, influencing the quality of medical practice. It conducts examinations, carries out training, education and research activities and advises the Government and the profession on health and medical matters.

Revalidation aims to ensure that doctors demonstrate their fitness to practise and achieve the highest professional standards. The Federation supports physicians through the appraisal and revalidation process, and continues to lead on the development, implementation and evaluation of revalidation, working closely with other key organisations such as the General Medical Council, Department of Health and the Academy of Medical Royal Colleges.

This role will combine strategic planning and policy development for revalidation and CPD. Key areas for development will include developments in these fields over the next three years will be:

- Ensuring CPD evolves to meet both the needs of patients and doctors development.
- The use of the significant CPD data to provide research and quality improvement outputs to inform the future development of CPD
- Support effective medical appraisal to encourage doctors to build on the revalidation process to enhance the quality of their own practice using the guidance of their specialty
- Evaluation and quality assurance of the CPD process.
- Align CPD with revalidation requirements
- Develop systems to capture patient and public involvement (PPI) in evaluating the quality improvement of a doctor's professional activity
- Contribute towards the evaluation of remediation needs for doctors who are in difficulty
- The prioritisation and focussing of CPD resources to provide support and professional development opportunities for physicians
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- Development of more accessible IT infrastructure mechanisms to enable physicians to reflect and record on their CPD activities in real time.
- Increase cross – federation working with MRCP and JRCPTB
- Develop an integrated International strategy to support CPD for doctors designed to meet the needs of a range of Health Care Systems

The post-holder will work closely with CPD and revalidation teams across the three colleges and the staff supporting Federation Revalidation and CPD activities across all three Colleges.

**Purpose and scope:**

The Federation Director for and CPD and revalidation will be responsible for development and implementation of revalidation and CPD policy. This is an exciting opportunity to encourage future development of online educational resources and shape the future of revalidation and CPD for physicians.

The role involves identifying opportunities to develop and grow the business of the CPD and revalidation function. You will work closely with senior college officers from across the Federation to evolve and harmonise policy and recommendations for all UK physicians. A champion of revalidation and CPD, with a strong interest in new technology and the development of online resources, you will work closely with a senior manager to lead and oversee research, policy and development initiatives for the membership of all 3 Colleges. With a global membership, you will consult with both UK and overseas organisations to strengthen existing ties, share good practice and identify business opportunities in relation to revalidation and CPD.

The ability to act strategically and lead both highly experienced physicians and a team of non-medical staff is essential and a high degree of emphasis will be placed on this aspect at interview.

**Reports to:**

The Federation Director of Revalidation and CPD is responsible and accountable to the Chair of the Federation of Royal Colleges of Physicians of the UK, the Presidents and Federation CEO.

**Works closely with:**

- 3 College Directors of CPD and Revalidation (or equivalent)
- Director of Education RCP(L), Head of Education RCPE and (title) SeniorEd person , RCPSPG
- Chief Executive Officers, senior College officers, the Academy of Medical Royal Colleges, Union Européenne des Médecins Spécialistes (UEMS)

**Major responsibilities: CPD activities**

- Develop a strategic vision, working with the Head of revalidation and CPD, that includes relevant clinical and academic input into business cases and operational implementation plans, taking into account the political environment and the needs of the membership.
- International
- Research and Audit
- Provide leadership to achieve the aims and objectives agreed through the Federation of Royal Colleges of Physicians of the United Kingdom.
- Lead the implementation of policy, endorsed by the Federation, to develop and deliver CPD activities and resources.
- To represent CPD at meetings of the Federation and report the issues affecting clinical, academic and financial aspects of CPD.
- Ensure, with the Head of Revalidation and CPD, the on-going stability, development and success of the delivery of CPD scheme and supporting IT.
- Ensure, with the Head of Revalidation and CPD, appropriate quality assurance mechanisms are maintained.
- Explore opportunities for using the data available within the CPD system to inform future policy
- Maintain the profile of the CPD scheme both in the UK and overseas in order that the future credibility and sustainability of the CPD scheme are achieved.
- Provide leadership to Policy Committee members and CPD specialty representatives to ensure that CPD activities and resources are developed and delivered consistently in line with Federation expectations.
- Liaise with the three College Directors of CPD to deliver consistent high quality CPD programmes in their Colleges.

- Oversee the selection and training of policy committee members and speciality representative (approvers) and the monitoring of their performance.
- Oversee the training and development of CPD reviewers to achieve a high level of decision-making consistency within agreed quality standards. To provide an expert opinion in relation to the approval of CPD activities where an approver is uncertain or where there is a dispute with the provider.
- To supervise and respond to the outcome of the Federation annual CPD audit.
- To answer queries from physicians regarding CPD where these cannot be answered by the relevant College CPD lead.
- Chair the 4-monthly Federation CPD Policy Committee and Federation CPD Regional Advisors and Specialty Representatives' group and advise on issues that affect academic, operational, and policy matters relating to CPD
- Represent the Federation on external committees relating to CPD as required. Including the Academy of Medical Royal Colleges' Revalidation and Professional Development Board.
- To maintain good working relations with international bodies involved with CPD including UEMS/EACCME.
- To contribute to the evaluation of applications for CPD approval, both live events and distance learning (interactive elearning).
- To evaluate Europe-wide live educational events (LEEs) held in the UK as the representative of the National Accreditation Authority (NAA)
- To attend regular four-monthly meetings of Federation to represent and promote CPD across the three Colleges.
- To be available, from time to time, to attend relevant meetings of the Federation and of the three Colleges outside the regular meetings listed above.

## **Revalidation Activities**

- To direct and develop the Federation's revalidation programme to support UK physicians in their appraisals and revalidation.
- To implement and further develop a revalidation programme that reflects the needs of physicians and physician specialties and gives confidence to patients and the public that physicians are up to date and fit to practice.
- To liaise with other Colleges and Faculties to ensure a common approach to revalidation wherever possible.
- To represent the three Colleges of physicians on the AoMRC Revalidation and Professional Development Committee.
- To liaise with relative Departments, in particular Education and International, across the three College as appropriate, in order to carry out the above responsibilities effectively.
- To support the three college revalidation leads and their teams in relation to queries and concerns from physicians about their appraisal and revalidation. To ensure effective and appropriate IT support for CPD and Revalidation activities
- To support and promote the views and needs of physicians regarding appraisal and revalidation, and to lead developments in these areas with other colleges and faculties when opportunities arise.
- To develop and co-ordinate the three colleges' activities and resources for the support and remediation of physicians who are considered to be potentially falling short of appraisal and revalidation requirements.
- Contribute to developing and applying methods to ensure the quality assurance of the revalidation process for physicians in the UK
- To chair a Revalidation Executive Committee and a Revalidation Specialty representatives' Group.
- To maintain and review, when required, the three Colleges' Guide to Supporting Information for Physicians in collaboration with each College.

**Appraised by:**

The Federation will record performance in discharging the responsibilities and duties described through an annual appraisal. The annual appraisal will be carried out by the Chair of the Federation.

**Requirements:**

- To be a Fellow of one of the Royal Colleges of Physicians in the UK
- To be fully registered with the GMC
- To be in current clinical practice
- To be up-to-date with the principles and practice of revalidation and CPD in the UK
- To have carried out consultant appraisal since the start of medical revalidation
- To be aware of, and up-to-date with the principles and practice of CME/CPD in Europe, North America, Canada and other countries
- To understand the principles and practice of adult education and life-long learning
- To have experience in the development, delivery and management of CPD programmes and/or activities.
- To meet the criteria set out in the accompanying person specification.

**Time Commitment:**

The appointment is initially for one year and the Federation Director is expected to commit to two or three sessions per week.

The Federation agrees to reimburse the Trust/Board quarterly for the appointee's salary and associated costs, including any increased costs arising from any pay awards to the appointee's salary due during the period of the agreement.

As outlined in the Agreement with the appointee and their employing Trust/Board, no part of this forms any contract of employment under the terms of the Employment Rights Act 1996 (as amended). This is a non-salaried position though all reasonable expenses and travel costs will be met by the Federation in line with the expenses policy.

**Conflict of Interest:**

Should a conflict of interest or potential conflict of interest arise it is the responsibility of the individual to inform the Chair of the Federation.

**Copyright:**

All those working with the Federation are required to assign the copyright of the material to the Federation.

**Tenure of Post:** One year, with the possibility of renewal.. Applicants should note that the Federation structure is currently under review and the scope of the position may change.

**Location:** Travel to London, Edinburgh and Glasgow.

**Applications and deadlines:**

Applications must be submitted by December 24<sup>th</sup> 2015. Interviews will be conducted in January 2016

## Person specification

**Position: Federation Director of Continuing Professional Development (CPD) and Revalidation**

Department: Revalidation and CPD

Date: 25 November 2015

Professional Competencies	Application	Interview
<i>Essential</i>		
Be within two years of clinical practice at the time of appointment, including the supervision and training of doctors in training.	✓	✓
Demonstrate ability to provide leadership and create consensus, and have experience in a senior leadership role	✓	✓
An experienced consultant physician and fellow of the RCP(L), RCPE or RCPSPG, in good standing with employer, GMC and college	✓	✓
A commitment to the mission, vision and values of the three colleges	✓	✓
Ability to work collaboratively across specialties and institutions	✓	✓
Ability to delegate effectively, ensuring appropriate skills and experience are deployed from a team to deliver strategic objectives.	✓	✓
	✓	✓
<i>Desirable</i>		

Technical Competencies	Application	Interview
<p><i>Essential</i></p> <p>Experience of building networks and relationships</p> <p>Be experienced in implementing strategies and thinking strategically</p> <p>Demonstrable experience of championing and developing CPD, appraisal and revalidation activities, policies and resources</p> <p>Having a thorough understanding of medical education and research</p> <p>Ability to professionally chair meetings and boards, appraise direct reports and work in a multi-disciplinary environment</p> <p>IT skills (Microsoft Office)</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>

