

# Royal College of Physicians of Edinburgh

Educating doctors, improving care.

## Information for applicants

### About the College

The Royal College of Physicians of Edinburgh is a professional membership organisation, founded in 1681 under a Royal Charter. We support over 12,000 doctors who are our Fellows and Members throughout the world. Our main focus is on the standards of medicine practiced by our Fellows and Members and we have a role in the training and continuing professional development of doctors and in the development of health policy for the benefit of patients.

### About the Department

The Department of Education and Training delivers an extensive programme of educational events (60 events in 2014), which are attended by over 12,000 people annually. RCPE Fellows and Members from around the world oversee the content of events, with individual events each having an organising committee, which works closely with the assigned Education Co-ordinator in the Department.

The core symposium programme covers general medicine, and the medical specialties, with an emphasis on practical clinical issues. There are also events on emerging "Hot Topics" in medicine, on public health, and on professional issues, along with our flagship St Andrew's Day Symposium, which offers two-days of updates in acute medicine each December. A series of ten Evening Medical Updates are also held annually covering the "The Top Presentations" as defined in the General Internal Medicine training curriculum over a two-year cycle. A number of one, two and five day courses are also run by the Department annually or bi-annually.

Most events are now webstreamed or video-linked live to a number of sites in the UK and around the world. For those who aren't able to attend, selected webstreamed lectures are also made available to RCPE Fellows and Members on our online education portal, as a benefit of membership. A three-year rolling programme of online specialty modules (4 or 5 per year) is also delivered by the department. Each module includes three or four articles with key references and highlights, interactive cases, and self-assessment MCQs. Modules are aimed primarily at consultants with additional material to support core medical training, and are accredited for UK distance-learning CPD credits. We also run a programme of online 'interesting cases'.

## **Working at the College**

Our complement of approximately 70 staff operates from historic buildings in the heart of the New Town, approximately 10 minutes walk from Edinburgh Waverley Station.

The College offers competitive remuneration, a supportive working environment and as a small organisation, the opportunity to shine.

The annual leave entitlement is normally 23 working days in each full calendar year (January to December), for those with up to 5 years' service and 28 working days for those with more than 5 years' service. The College also closes on 7 nominated days each year, including over Christmas and Easter.

Permanent Employees are included in the College's Life Assurance Policy and have the option to contribute to the College Pension Scheme. Minimum contributions by staff are 5% of earnings and the employer's contributions are made at a minimum of 7%. Eligibility to join the College scheme will normally be established after successful completion of their period of probationary service with the College (3 months).

## **How to apply**

Applications, which should include complete application and equal opportunity forms and (optional) CV, should be emailed or posted to the College, marked for the attention of Sophie Birch ([s.birch@rcpe.ac.uk](mailto:s.birch@rcpe.ac.uk)) to arrive no later than 9am on Monday 20 July 2015. Interviews will take place on Monday 27 July 2015.

Informal enquiries may be made to Helen Elliot, our Education Assistant, by telephone on 0131 2473639 or email [h.elliott@rcpe.ac.uk](mailto:h.elliott@rcpe.ac.uk) .