### ROYAL COLLEGE OF PHYSICIANS OF EDINBURGH

### ROLE AND RESPONSIBILITIES OF OVERSEAS REGIONAL ADVISERS

**Reporting to:** Vice-President/International Director with responsibility for the College’s international affairs

**Job Purpose:** To act as local representative for the College and a main communication link with Fellows within their area. To be the College’s “eyes and ears” and to promote the College locally.

**Term of Office:** 5 years

###### **Key areas of Responsibility**

## Membership

* Encouraging new Collegiate Members
* Identifying nominations for Fellowship
* Being a source of advice on Fellowship nominations
* Encouraging inactive Members or Fellows (M&F’s) to rejoin the College
* Protecting the use of FRCPE and MRCPE for those M&F’s whom are active
* Promoting the MRCP(UK) examination to trainees as an international qualification
* Electing Presidents of principal overseas Colleges**\***

## Education

* Arranging, coordinating and facilitating online educational and academic College activities, in local institutions for dissemination to local health professionals
* Arranging local educational events to complement College education
* Promoting College educational material
* Promoting the MRCP(UK) examination

## Communications

* Provide regular Fellows’ reports for the secure section of the website
* Stimulate contributions to the College Journal and to “Fellow and Members News” on the College website
* Annual VC/TC Conference with President and Senior Office Bearers
* Work closely with the RCPE International Director

1. **Others**

* Arranging and supporting Presidential visits
* Arranging social gatherings for Fellows and Members as appropriate to the locality
* Liaising with the College over high quality candidates seeking specific training in the UK
* Providing local intelligence and answering regional-specific enquiries from the College

### Eligibility Criteria

### Essential

* Fellow in “Good Standing”
* Fellow in current medical practice
* Must be a practising physician at the time of his/her appointment and for the *duration* of the appointment. (Regional Advisers who retire from full-time work would be expected to step down as Advisers before their term had expired.)

### Desirable

* Interest in CPD, medical education and/or research
* Understanding and an interest in health policy within the home country
* Well-established links with prominent health professionals in the region would be an advantage
* Well-developed communication skills (preferably electronic) would be an advantage

**\**Election of Presidents of principal overseas Colleges:*** *Overseas Regional Advisers are asked to check that Presidents, Presidents-elect and Masters of overseas 'sister' Colleges are RCPE Fellows or, if not, to arrange for them to be nominated for election to Fellowship. (In countries where there is more than one Regional Adviser, it may be necessary to liaise with each other regarding these nominations.) For these Presidential nominations, it is important to: submit the usual nomination papers for either Membership or non-Membership candidates as appropriate; indicate that there is a one-off Fellowship Fee of £150 and that an annual subscription is payable; inform the Secretary of the College if their offer to nominate the President of an overseas College is declined for any reason. Nomination forms and details of the current subscription rates are available on the College website:* [*http://www.rcpe.ac.uk/about/join/fellowship.php*](http://www.rcpe.ac.uk/about/join/fellowship.php)*.*