

## ROLE DESCRIPTION

**Role title:** Clinical Lead for Continuing Professional Development

**Relationships:** Reports to the Dean of Education

**Location:** 1 Wimpole Street, London W1 with remote working

## BACKGROUND

The Royal Society of Medicine (RSM) is a charity with a mission to share learning and support innovation across all areas of healthcare. It is a leading provider of continuing learning for healthcare professionals and a membership organisation. Our strategy “Better Healthcare for Better Lives” sets out four key pillars of our work. These are:

**Education:** delivering multi-disciplinary, specialist and general education as well as professional development

**Learning Resources:** providing excellent medical resources (physical and e-resources)

**Networks:** connecting those involved in and interested in healthcare

**Innovation Support:** leveraging expertise across the RSM to help innovators

The RSM has a long history of delivering in-person specialist and general medical education and online learning resources. Our education programme is supported by a faculty of around 1,000 volunteers who together form 55 specialist Sections, with each Section covering an area of healthcare. The RSM’s education programme is unique in its multi-specialty and multi-professional approach supporting healthcare professionals at all stages of their careers. Our aim is that all postgraduate educational events are accredited for Continuing Professional Development (CPD).

To take forward the RSM’s work on the quality of events we offer and the awarding of CPD points, we are now looking for a volunteer member to support the Dean of Education. This is an exciting opportunity to work as part of the RSM as we develop a range of new programmes, and for you to expand your skills, experience and network.

## OVERVIEW OF THE ROLE

The Clinical Lead for CPD will support the Dean of Education by leading on the accreditation of Continuing Professional Development resources. By using their experience of clinical care and training, they will ensure the educational programmes at the RSM meet the requirements set out for CPD, are relevant and fit for the future. They will also regularly monitor feedback as part of a drive towards ongoing quality improvement.

### Main duties of the role include:

- Leading the process for ensuring an effective and efficient process for awarding CPD credits to internal educational programmes, and externally where appropriate. Applications for CPD are sent on a weekly basis.

- Attending quarterly meetings of the Educational Programme Approval Committee (EPAC).
- Working with the EPAC members to oversee the CPD process, including drafting agendas and preparing papers.

This is an exciting time to be working with the RSM as we embark on a series of transformational projects. The Clinical Lead for CPD will play a crucial role in influencing and supporting these new developments.

## **REQUIREMENTS OF THE ROLE**

### **Essential**

- Primary medical degree and certificate of completion of specialist training
- A fellow of the RSM, registered and in good standing with the GMC
- Committed to the mission, vision and values of the RSM
- Ability to work in a multidisciplinary environment with clinical and non-clinical colleagues
- Knowledge of Continuing Professional Development in medical specialties

### **Desirable criteria include the following**

- Knowledge of effective approaches to learning and to continuous quality improvement
- Good communication skills, with the ability to forge excellent relationships
- High levels of probity, honesty and integrity

### **Tenure**

The tenure of the post is two years (1 July 2024 – 30 June 2026).

### **Time commitment**

It is anticipated this role will require one session each week (half a day).

### **Financial aspects**

Candidates should note that this is a voluntary role and there will not be any remuneration for their services to the RSM. The only exception is where CPD accreditation is carried out for external paying clients, where a fee is paid.

It is the duty of a candidate to obtain advance agreement from their employing authority that they will be given time to perform RSM duties for the wider benefit of the NHS. However, the post holder can claim reasonable and appropriate expenses in accordance with RSM policy.

## **APPLICATION AND DEADLINE**

Application is via a short CV and covering letter addressed to the Dean and Chief Executive of the RSM.

**Please return applications to Joanna Rose - [paceo@rsm.ac.uk](mailto:paceo@rsm.ac.uk) by midday on Thursday 23 May 2024.**