

Deputy Medical Director for CPD

Federation of the Royal Colleges of Physicians of the UK

1. Purpose of the role:

- a. To act as deputy to the Medical Director of CPD in all matters relating to Federation CPD and be an active member of the CPD Management and Policy Board.
- b. To act as a senior CPD reviewer including assisting with appeals relating to applications that have not been approved
- c. To attend and at times lead the CPD Reviewers meetings
- d. To assist with the identification and induction of new reviewers
- e. To help lead the introduction of the new CPD Diary (planned for 2025), chairing the group reviewing the current functions of the diary and assessing desirable changes to be introduced in the new diary.

2. Accountability:

To the Medical Director for CPD
To the Executive Medical Director of Federation
To the Chief Operating Officer, Federation

3. Key relationships:

- (a) Executive Medical Director of Federation
- (b) Medical Director for CPD
- (c) CPD Directors for each of the three Physician Royal Colleges
- (f) Education Departments of the three Physician Colleges
- (g) Chief Operating Officer, Federation

4. Supported by:

- (a) Head of Communication, International and CPD
- (d) CPD Manager

5. Responsibilities:

- a. Align all functions with the agreed Federation Strategy/Business Plan for CPD and report business progression against the agreed Strategy/Business Plan objectives; support the MD for CPD, EMD and COO in writing relevant sections of the Strategy and Business Plan
- b. To act as vice chair of CPD Management and Policy (MaP) Board and deputise for the medical director when appropriate
- c. To chair the Physicians' CPD Diary Review Group (the Medical Director will lead the aspects relating to approval of the various types of CPD)
- d. Act as a senior CPD reviewer
- e. Contribute to the development of training material for CPD reviewers
- f. Attend and at times lead CPD Reviewers meetings
- g. Assist with the identification and induction of new reviewers
- h. Help to organise Development Days in the UK, as part of the process of business development, as agreed with Federation Board, Executive Medical Director and Chief Operating Officer

6. Committees:

- (a) Member of Management and Policy Board for CPD
- (b) Chair of the CPD Diary Review Group
- (d) CPD Reviewers meetings

7. Requirements:

- (a) A fellow in good standing with one of the three Royal Colleges of Physicians
- (b) Current licence to practice
- (c) Proven experience in the review of applications for CPD approval, preferably including e-learning applications
- (d) Proven good chairing skills and the ability to develop and lead effective teams
- (e) A recognised leader, with an ability to create consensus with good interpersonal and management skills.

8. Time Commitment:

- (a) Half a session (0.5 PA) per week.
- (b) It is preferred that the appointee is in current clinical practice and has a current licence to practise.
- (c) The Federation agrees to reimburse the postholder's Trust/Board annually for the appointee's salary and associated costs, including any increased costs arising from pay awards to the appointee's salary due during the period of the Agreement.
- (d) 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 necessary and reasonable expenses will be met by the Federation in line with the organisation's expenses policy.

9. Performance Review:

The Federation will record performance in discharging the responsibilities and duties described in this job description in an annual appraisal. This will normally be carried out by the Medical Director for CPD.

10. Conflict of Interest:

Should a conflict of interest or potential conflict of interest arise, it is the responsibility of the post holder to inform the Executive Medical Director of the Federation as soon as possible

11. Copyright:

All those working with the Federation are required to assign the copyright of any material they produce during the performance of their role to the Federation.

12. Location:

The offices of the Federation are currently located at 5 St Andrews Place, London, NW1. However, most work is currently undertaken in a virtual or hybrid manner.