

**International PACES Medical Director**

**Federation of Royal Colleges of Physicians UK**

**1. Purpose of the role:**

- (a) Identify and open new international PACES centres
- (b) Lead the delivery of PACES in established international examining centres
- (c) Co-chair the International Management and Policy Board
- (d) Contribute to Federation international strategy

**2. Accountability:**

To the Executive Medical Director of Federation

**3. Key relationships:**

**Federation**

- (a) Executive Medical Director of Federation
- (b) Medical Director MRCP(UK)
- (c) International Medical Director, Training
- (d) Associate Medical Director Clinical Exams, MRCP(UK)
- (e) Chief Operating Officer, Federation
- (f) Other Federation Medical Directors, Associate Medical Directors and Heads of Departments

**Three Physician Royal Colleges**

- (a) International Vice Presidents
- (b) Senior PACES Examiners
- (c) Lead Managers for the International Departments

**4. Supported by:**

- (a) One or two Associate International PACES Medical Directors (to be decided)
- (b) Federation international Partnership manager
- (c) Head of candidate and trainee services
- (d) Head of communications, engagement and CPD

**5. Responsibilities:**

- (a) Work with the Federation Senior Leadership Team to deliver International PACES strategy

as approved by the Federation Board

- (b) Ensure the continued efficient delivery of PACES in established international centres, overseeing operational delivery and expansion
- (c) Be responsible for all medical aspects of international PACES business development, overseeing the process from identification of a new centre to normal running as business as usual, including overseeing Factfinder and Pathfinder visits and the related reports
- (d) Ensure, with the three colleges' international VPs, that appropriate clinician input is identified and available for international PACES
- (e) Contribute to the development of any new PACES models and ensure their delivery internationally mindful of the carbon footprint and financial envelope
- (f) Ensure local and UK examiners are trained to achieve quality objectives of PACES
- (h) Undertake sufficient reasonable international travel in pursuance of the above objectives
- (i) Help to organise Development Days in the UK, as part of the process of business development, as agreed with, Executive Medical Director and Chief Operating Officer
- (j) Represent the international work of Federation to as wide an audience as possible, including agreed (with the EMD/COO) attendance and presentations at international events and conferences
- (k) Chair, with the International Medical Director for Training, the International Management and Policy Board
- (l) Contribute to the Federation strategy and business plan development.

## 6. Committees:

- (a) Co-chair of the International Management and Policy Board
- (b) Member of the Federation Senior Leadership Team (SLT)
- (c) Member of Management and Policy Board of MRCP(UK)
- (d) Member of MRCP(UK) Senior Management Team (SMT)
- (e) Member of MRCP(UK) Clinical Examining Board
- (f) May be required to present to Federation Board on matters relating to portfolio of responsibility

## 7. Requirements:

- (a) A fellow in good standing with one of the three Royal Colleges of Physicians
- (b) Current licence to practice
- (c) Wide experience as a PACES examiner, including experience as Chair or Co-Chair at international PACES centres
- (d) Proven experience in the UK, and ideally overseas, in developing and starting new PACES examination sites
- (e) Time to undertake agreed overseas trips to support business development and progression
- (f) Proven good chairing skills and the ability to develop and lead effective teams, both domestic and international

## **8. Time Commitment:**

(a) Two sessions (PAs) per week, including travel

(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. If the appointee is retired, an appropriate honorarium may be paid, by 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 Federation Executive Medical Director.

## **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 11 St Andrews Place, London, NW1. Work is currently undertaken in a virtual and hybrid manner.

