

## **New Post: Federation Deputy Medical Director for Continuing Professional Development (CPD)**

The Federation of Royal Colleges of Physicians of the UK is seeking to appoint a Deputy Medical Director for its Continuing Professional Development (CPD) team.

The Federation provides an on-line CPD diary scheme, which facilitates the recording of, and reflection on activities. The tools we provide include the CPD diary itself and the Physicians' CPD app. This is included as a membership benefit for members/fellows of the three Federation Colleges but is also available to non-members for an annual fee.

The CPD diary is used by consultant physicians, staff and associate specialist physicians, trainee physicians and physician associates to document and reflect upon their CPD activities. The scheme is a highly valued college membership benefit and is used by more than 20,000 physicians.

Our CPD team also provides a well-established educational activity approval service. We approve live events, e-learning and streamed events. We currently review and approve over 4,500 activities per year.

The Federation of the Royal Colleges of Physicians, based in the UK and with international reach, is a collaboration between the Royal College of Physicians of Edinburgh, Royal College of Physicians and Surgeons of Glasgow and Royal College of Physicians. Collectively, the colleges represent more than 50,000 physicians worldwide. For physicians in the UK and globally, the colleges provide an invaluable professional network, opportunities to share best practice and ongoing educational opportunities.

### **Purpose of the role:**

The successful applicant will act as deputy to, and provide support to, the Medical Director for CPD in all matters relating to Federation CPD and be an active member of the CPD Management and Policy Board. This includes:

- Acting as a senior CPD reviewer including assisting with appeals relating to applications that have not been approved.
- Attending and at times leading the CPD Reviewers meetings.
- Assisting with the identification and induction of new reviewers.
- Helping to 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.

### **Requirements:**

Applicants should be a fellow in good standing with one of the three Royal Colleges of Physicians with a current licence to practice. They should have proven experience in the review of applications for CPD approval, preferably including e-learning applications. They should also possess proven good chairing skills and the ability to develop and lead effective teams. They will be a recognised leader, with an ability to create consensus with good interpersonal and management skills.

**Time Commitment:**

The Deputy Medical Director will be appointed for a period of one year in the first instance. This may be renewable by mutual agreement. The role will require half a session (0.5 PA) per week, for which the employing trust will be remunerated. The offices of the Federation are currently located at 11 St Andrews Place, London, NW1. However, most work is currently undertaken in a virtual or hybrid manner.

**How to apply:**

Applicants should submit a brief outline of their professional training, together with a summary of their commitment to medical education and training, and how their specific expertise relates to the responsibilities of the role. The Federation of Royal Colleges of Physicians of the UK positively encourages applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, gender reassignment, religion or belief, marital status, or pregnancy and maternity. If you have any questions about the role, please contact:

Dr Adrian Jennings, Medical Director for CPD [Adrian.Jennings@rcp.ac.uk](mailto:Adrian.Jennings@rcp.ac.uk)

Dr Gerrard Phillips, Executive Medical Director for Federation [Gerrard.Phillips@rcp.ac.uk](mailto:Gerrard.Phillips@rcp.ac.uk)

Please submit completed applications to: [Lynne.Katz@jrcptb.org.uk](mailto:Lynne.Katz@jrcptb.org.uk)

**[Job description](#)****[Person specification](#)****Closing date and interview:**

Applications should be submitted by 9.00am Monday 27 March 2023.

Interviews will be held virtually via MS Teams.