

Director of Continuing Professional Development (CPD)

The CPD Director reports to the Dean

DUTIES

- Attend the Education Committee and Council meetings to report and advise generally on CPD matters including advising the Education Committee on the processes for granting College CPD accreditation for courses and educational material
- Chair the Conference Committee (reporting to Executive)
- Work with the Dean, Director of Education, the Head of e-Learning and Conference Committee to ensure access to adequate CPD learning opportunities for fellows linked to the curriculum
- Liaise with the Revalidation lead
- Attend the the Academy of the Medical Royal Colleges CPD and revalidation committee as the College representative.
- Provide Fellows and Associate Fellows with advice on CPD, maintaining up to date guidelines on CPD.
- Ensure Fellows have access to a CPD programme linked to the curriculum
- Ensure Fellows have access to effective CPD diary facilities
- Enable the review and approval of applications for RCEM CPD accreditation.
- Enable the development and maintain quality assurance processes and give appropriate advice to Fellows.

APPOINTMENT

Ratified by Council. Should have a proven track record of involvement in the provision of CPD to EM consultants and specialist doctors.

PLACE OF WORK

There are a number of these duties which entail meetings at 7 – 9 Bream's Buildings, London EC4A 1DT, Octavia House, 54 Ayres Street, London SE1 1EU and other locations in London and other centres in the UK which will require significant national travel.

HOURS OF WORK

It is estimated that this post takes 1 PA per week annualised. Anyone wishing to stand for the post will need to discuss this commitment with their clinical colleagues and employer(s).

REMUNERATION AND EXPENSES

The post is honorary. Reasonable expenses for travel and subsistence will be payable in accordance with College policy.

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