



# FPM Director of Continuous Professional Development

## *Role Context*

The role of Director of CPD is a voluntary role and the appointment is for a fixed term of office. FPM's Director of CPD is a member of FPM's Education and Standards Committee and also represents FPM at external meetings. The role provides an opportunity to contribute to the strategic development of professional standards within pharmaceutical medicine.

## *Reporting*

- The Chair of the Education and Standards Committee
- Head of Education
- The Responsible Officer
- Representatives of other Medical Royal Colleges and other organisations
- CPD providers
- FPM members

## *Responsibilities of Director for CPD*

- To develop and oversee FPM's CPD scheme which includes the accreditation system of events for provider organisations
- To ensure that FPM's CPD policy guidance is kept up to date and is consistent with national and other FPM policies including those relating to medical revalidation
- To advise FPM through the Education and Standards Committee on matters relating to CPD
- To represent FPM at external meetings
- To advise individual participants within FPM's CPD scheme when required

## *Person specification*

	Essential	Desirable
Professional	<ul style="list-style-type: none"> <li>• In good standing with the relevant medical registration body (e.g. GMC)</li> <li>• Fellow (FFPM) or Member (MFPM) of the Faculty of Pharmaceutical Medicine in good standing</li> <li>• Evidence of current participation in a continuing professional development scheme</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of achievement and contributions to the specialty of Pharmaceutical Medicine</li> </ul>
Attitudes	<ul style="list-style-type: none"> <li>• Ability to work effectively within a team both strategically and operationally</li> <li>• Evidence of commitment to the specialty of pharmaceutical medicine and to the development and maintenance of professional standards</li> <li>• Evidence of commitment to the principles of medical revalidation.</li> </ul>	<ul style="list-style-type: none"> <li>• Successful membership or chairing of a committee demonstrating a positive contribution</li> </ul>
Specific Expertise	<ul style="list-style-type: none"> <li>• An interest in and a good understanding of role of Continuing Professional Development within the development</li> </ul>	<ul style="list-style-type: none"> <li>• Experience in developing and reviewing policy and guidance documents</li> </ul>



	and maintenance of medical professional standards.	<ul style="list-style-type: none"><li>• Experience in developing and overseeing systems and processes</li><li>• Experience in using electronic systems such as e-portfolios and e-diaries.</li></ul>
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### ***Tenure***

Appointed chairpersons normally serve for a period of 3 years. This can be extended to a maximum of 6 years if re-appointed. Chairpersons may be asked to step down from the group if they are not able to attend meetings or contribute to the work of the group satisfactorily.

### ***Confidentiality***

Information relating to committee business must be kept confidential unless otherwise agreed by FPM.

### ***Expenses***

FPM will reimburse travel and subsistence costs arising from reasonable attendance at FPM meetings and events under the terms of the FPM's Expense Claim Policy.

### ***How to apply***

Please send your CV (please put 'Appointments – Director for CPD' in the subject line), with a covering note of approximately 500 words outlining your relevant experience and ideas for developing the work of the committee, to [fpm@fpm.org.uk](mailto:fpm@fpm.org.uk).

Deadline for applications: 24 November 2020

The candidate will be selected by interview which will take place on 2 December 2020.