



# FPM Director of the Human Pharmacology Programme

## *Role Context*

The Director the Human Pharmacology Programme is a voluntary role and the appointment is for a fixed term of office. The Director advises the Education and Standards Committee on the development of any Diploma and Certificate in Human Pharmacology and Experimental Medicine programmes including related taught courses. 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
- DHP Advisory Committee
- Head of Education
- The Medicines and Healthcare Products Regulatory Agency (MHRA)
- FPM members

## *Responsibilities of Director for C/DHP and DET*

- To advise the Education and Standards Committee on the development of any Diploma and Certificate in Human Pharmacology and Experimental Medicine programmes including related taught courses.
- To maintain the regulations relating to the programmes.
- To consider and approve applications for enrolment.
- To monitor the progress of participants and to provide guidance and support when indicated.
- To approve training locations for Diploma participants.
- To support the quality management process.
- To approve the award of the Diploma and Certificate to individuals upon successful completion of the programmes.
- To ensure that the subcommittee's Terms of Reference are implemented proactively and effectively
- To lead and coordinate the activities of the subcommittee
- To attend and to chair meetings of the subcommittee, to ensure that a programme of subcommittee meetings is planned and agreed in advance and to ensure that an accurate written record of the proceedings of meetings is maintained
- To provide additional written reports on subcommittee activities as required
- To attend meetings with the MHRA
- To identify individual subcommittee members to undertake specific tasks or to be the lead member on specific topics
- To act as spokesperson for the subcommittee and/or FPM when required to do so
- To be aware of current issues that might affect the subcommittee/wider FPM
- To be the arbiter in discussions and to balance the views of the subcommittee in reaching a position



### *Person specification*

	<b>Essential</b>	<b>Desirable</b>
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</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of continuing professional development</li> <li>• Evidence of achievement and contributions to the specialty of Pharmaceutical Medicine</li> <li>• Currently undergoing revalidation</li> </ul>
Attitudes	<ul style="list-style-type: none"> <li>• Ability to work effectively within a team</li> <li>• Evidence of commitment to the specialty of Pharmaceutical Medicine</li> <li>• Evidence of the use of initiative</li> <li>• Willingness to devote the necessary time and effort to fulfil the requirements of the role</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>• Additional qualifications, or experience of working, in clinical pharmacology/experimental medicine roles in the industry/NHS</li> <li>• Experience in training and in-work assessment</li> <li>• Understands relevant regulations for first in human and early phase trials</li> <li>• Remote supervision to maintain quality standards</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in a clinical trials environment</li> <li>• Stakeholder management</li> <li>• Experience in using electronic systems such as e-portfolios and e-diaries.</li> </ul>

### *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 DHP 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.