



Terms of Reference for the Careers in Pharmaceutical Medicine Working Group

Purpose

This Working Group (WG) has been established to review and update the information, promotion and support that FPM provides on careers in pharmaceutical medicine. There are several main tasks that have been identified:

- Review all currently available careers information, including on the [FPM website](#) and printed materials, and identify areas for improvement.
- Review careers information provided by similar organisations and identify key learnings for FPM.
- Update (where needed) FPM's careers information.
- Review the scope and operation of the Careers Advice Database.
- Identify ways in which FPM can promote careers in pharmaceutical medicine alongside promoting FPM as a training body and membership organisation (i.e. Social media, careers fairs, articles in targeted publications, advertising, collaborations with other institutions).
- Directly contribute to identified promotional avenues (i.e. attending careers fairs, writing articles etc.)

Principal responsibilities and outputs

The principal responsibilities of the WG will be to:

Research and review

- Undertake research on the avenues by which people come to careers in pharmaceutical medicine and identify the key routes to a career in pharmaceutical medicine.
- Review all available careers information with consideration to the information that people taking key routes (and at different stages of their career journeys) may need.
- Research the different ways and key moments in which people find out about careers in pharmaceutical medicine.
- Identify any core areas where FPM needs to improve its offering and support.

Create

- Develop a proposal for changes that FPM can make to our careers advice pages <https://www.fpm.org.uk/our-specialty/careers/> to better support a) people considering careers in pharmaceutical medicine and b) people already working in pharmaceutical medicine.
- Develop a proposal for the promotion of careers in pharmaceutical medicine, tying in FPM standards of practise and FPM as a membership and training body.
- Develop a proposal for the running and scope of the Careers Advice Database.
- Ensure that these proposals consider cost effectiveness and deliver the greatest impact possible within our limited resources.

Contribute

- Write the text of any new information materials on careers recommended by the WG.
- Attend careers fairs (if recommended by the WG).
- Take part in any other activities recommended by the WG.
- Assist in the running of the Careers Advice Database.

Membership of the Working Group

Membership of the WG will include representation from the following stakeholder groups:

- Membership Committee
- Education and Standards Committee
- Ethics and Practise Committee
- Policy and Communications Group
- Trainees Committee
- EDI Forum
- Wider FPM membership
- Head of Policy and Communications
- Membership and Events Manager

The number of WG members will be 10-12. The WG will be chaired by a member of the Membership Committee and secretariat support will be provided by Eleanor Kingwell-Banham, Membership and Events Manager.

Meeting frequency and location

The WG will initially meet once a month with meetings held online unless otherwise agreed by Working Group members. WG members will also provide additional input on specific matters between meetings as required. This could include contributing to draft papers and reports as appropriate.

Duration of the Working Group

The WG will present its plans to the April 2022 Membership Committee. If budgetary approval is needed these plans will have to be presented and approved by the Board.