



# Terms of Reference for the Education Week Event Working Group

Education day (an annual event which has been running for several years) was aimed at Pharmaceutical physicians who are either enrolled on the PMST programme, or who are Educational Supervisors, Associate Educational Supervisors or Specialty Advisers. Over the years the audience has broadened but we have kept a strong educational agenda with a focus on active learning. The event has always been as much about meeting with other pharmaceutical physicians as it has been about learning, so holding the event in person is important.

## **Purpose**

This Working Group (WG) has been established to oversee the selection of the topic(s), the programme and speakers for the annual Education Week event. The WG will use the FPM event and conference planning handbook as their guide to planning and delivering this event.

## **Principal responsibilities and outputs**

The principal responsibilities of the WG will be to:

- Agree overall topic theme for Education Week
- Work with the Membership and Events Manager to agree the event format, the programme and to secure speakers
- To support the Membership and Events Manager in writing promotional content for the website and advertisement

## **Membership of the Working Group**

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

- Education and Standards Committee (ESC)
- Trainees Committee
- Education Supervisors etc
- FPM Membership and Events Manager

The number of WG members will be 4-6. The WG will be chaired by a member of the ESC and secretariat support will be provided by Eleanor Kingwell-Banham, Membership and Events Manager.



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of the public*

### **Meeting frequency and location**

The WG will 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.

### **Duration of the Working Group**

The WG will update the ESC on progress and will provide feedback at the meeting following the event.