



Faculty of
Pharmaceutical
Medicine

*Advancing the science and practice of pharmaceutical medicine
for the benefit of the public*

Head of Education (Interim) Recruitment Pack



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Thank you for your interest in the role of Interim Head of Education, for the Faculty of Pharmaceutical Medicine of the Royal Colleges of Physicians of the UK.

FPM is a professional membership organisation, established in 1989 with the purpose of setting high standards of practice in pharmaceutical medicine. We are a charity and all our work must aim to bring benefits to patients and the wider community.

Our staff and members provide vision, commitment, and good governance in ensuring that we meet our charitable objectives and our purpose of enhancing health in patients and society by developing and communicating the evidence of benefit and risk of medicines and medical devices.

On the following pages you will read more about this important role, the organisation and its people.

Dr Flic Gabbay FRCP FFPM FMedSci

President, Faculty of Pharmaceutical Medicine

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ABOUT FPM

Pharmaceutical medicine is the medical scientific discipline concerned with the discovery, development, evaluation, registration, monitoring and medical aspects of marketing of medicines for the benefit of patients and the health of the public.

Pharmaceutical physicians are medically qualified doctors who have chosen to specialise in this area of medicine. They work in the health care and life sciences sectors of commercial organisations, regulatory agencies and the health services, with many acting as independent consultants.

Developing new medicines and making them available for patients is an international endeavour, and pharmaceutical medicine is a global discipline, demanding good communication with other pharmaceutical specialists, companies and regulatory bodies across the world.

The Faculty of Pharmaceutical Medicine (FPM) is a professional membership organisation, registered charity and standard-setting body with 1,600 members. All our members are medically qualified and are either pharmaceutical physicians or have a professional interest in the specialty.

FPM was founded over 30 years ago with a mission to advance the science and practice of pharmaceutical medicine by working to develop and maintain competence, ethics and integrity and the highest professional standards in the specialty. FPM seeks, through its activities, to bring about an improvement in the health of the public.

The FPM staff are a dedicated and friendly team, working in modern purpose-built offices in a business campus in Angel, North London. The sixteen staff cover all the operational functions of the organisation including specialty training, exams, events, membership, policy and revalidation and there is a huge emphasis on team working and shared responsibility.

ABOUT THE EDUCATION FUNCTION

The Education function is one of the key pillars in FPM for setting the standards in pharmaceutical medicine. It encompasses examinations, specialist training and assessment.

FPM coordinates the structured 4 year specialist training programme called the Pharmaceutical Medicine Specialist Training Programme (PMST) where doctors working in industry, regulatory bodies or in academia are trained to acquire specialist knowledge and capabilities to develop and advise on the safety of medicines. The technical activities associated with specialist training is overseen by a pharmaceutical physician who is contracted annually as the Specialist Training Director, a role mandated by the General Medical Council for all specialty training programmes. The Specialist Training Manager is responsible for the operational delivery of all the work associated with PMST.

The curriculum of the specialty training programme is currently being revised to meet the new regulatory requirements. The focus of the new curriculum will move from the acquisition of competence to the demonstration of capabilities in practice, i.e. the demonstration by trainees that

they can do a task without supervision. One of FPM's key objectives is to develop bespoke educational packages to support PMST.

FPM also sets the curricula for and organises five examinations relating to pharmaceutical medicine:

- Diploma in Pharmaceutical Medicine
- Certificate in Pharmaceutical Medicine
- Diploma in Human Pharmacology
- Certificate in Human Pharmacology
- Diploma in Experimental Therapeutics.

The Diploma in Pharmaceutical Medicine (DPM) is FPM's flagship examination and through understanding the needs of members, there will be the additional development of relevant and targeted educational products. The use of alternative delivery channels such as webinars, podcast on demand video as well as the traditional face to face delivery will also be developed.

ABOUT THE EDUCATION FUNCTION

Examinations and Standard Committee

Professor Penny Ward is the current chair of the Examinations and Standard Committee. She is guiding the implementation of online examinations which has become more pressing as a result of the current COVID-19 pandemic. In addition, she has led the implementation of new governance arrangements for the Diploma in Human Pharmacology Programme.

Pharmaceutical Medicine Specialist Training

Professor Peter Stonier is the Director for Specialist Training the Pharmaceutical Medicine Specialist Programme (PMST). He is overseeing the revision of the PMST curriculum which has been submitted to the General Medical Council for approval. This provides an opportunity for FPM to develop a series of educational and training programmes to support PMST trainees as well as other candidates with an interest in pharmaceutical medicine.

Board of Examiners

The Board of Examiners are responsible for setting the standards in the FPM examinations. The Board of Examiners comprises at least fifty members who collectively have experience across the whole syllabus for the Diploma in Pharmaceutical Medicine with specialist groups covering the syllabi for the Diploma in Human Pharmacology and the Diploma in Experimental Therapeutics.

Director of Training and Development

Dr Sharon McCullough directs the development of DPM Training and other educational offerings which provide support to learners who wish to learn about pharmaceutical medicine and who may wish to undertake the Certificate and Diploma in Pharmaceutical Medicine.

MEET THE TEAM

The Specialty Training Manager is responsible for the day-to-day co-ordination and administration of the activities of the National Deanery for Pharmaceutical Medicine including the Pharmaceutical Medicine Specialty Training Programme and trainee revalidation. Key responsibilities include

- Specialty Training Programme and Specialist Registration
- Quality Management of the Pharmaceutical Medicine Specialty Training Programme
- Annual Review of Competence Progression

The Examination and Standards Manager is responsible for managing FPM's examinations and related programmes as well as managing the CPD process. Key responsibilities include

- Delivery of examinations
- Operational support to the Board of Examiners
- The management of the process through which external education providers apply and are granted CPD

The Digital Education Manager responsible for the operational delivery of FPM's online educational offering, including the Diploma in Pharmaceutical Medicine Training Programme, Masterclasses and other short courses, and for coordinating the delivery of the Pharmaceutical Medicine Roadshow – a series of lectures delivered via remote communications applications, to undergraduate students at medical schools. Key responsibilities include

- Developing learning programmes
- Manage the Learning Management System
- Support learners through their learning journey

THE ROLE



BACKGROUND

Job title:	Head of Education
Reports to:	Chief Executive
Works closely with:	Chair of Education & Standards Committee, Chair of Board of Examiners, Director for Specialist Training, Director for Training and Development, Director of the Human Pharmacology, Director of Experimental Therapeutics, Postgraduate Dean for the Pharmaceutical Medicine Deanery, Committee members and programme leads, Consultant for Quality Assurance
Direct reports:	Specialty Training Manager, Examinations & Standards Manager and Digital Education Manager
Working hours:	Full time (35 hours per week), with flexible working considered
Term:	6 months
Salary:	£47,000 per annum
Annual leave:	29 days annual leave plus statutory holidays
Location:	Hybrid with two days at FPM's London office, Islington, London, EC1 and the remainder of the week working from home following successful completion of qualifying probation period

BACKGROUND

Purpose and scope: The Head of Education will be responsible for the governance, development and implementation of FPM's education, training and assessment programmes that will strengthen FPM's role in setting the standards in pharmaceutical medicine. This is a high profile and busy role for someone with drive, excellent organisational and time management skills, who is adept at setting and maintaining boundaries.

MAIN RESPONSIBILITIES

Strategic development

- Lead on the delivery of objectives in FPM's strategic and operational plans
- Undertake a strategic review of FPM's education function to modernise the delivery of examinations, training, assessment and standard setting.
- Support the ongoing digitalisation of the education function, in particular maximising the use of the new LMS
- Contribute to plans for the sustainable income growth generated from training courses and examinations taken in the UK and internationally

Operational delivery

- Oversee the work of the Education and Standards Committee including preparation of the agenda, papers, and follow up on actions
- Oversee the alignment of the education function's policies, processes, and procedures with FPM's governance arrangements
- Oversee the digitisation and delivery of the DPM Training Programme, maximising the potential of the recently introduced FPM Learning Hub
- Collaborate with experts and trainers to develop masterclasses and courses that support the Pharmaceutical Medicine Specialty Training trainees and other learner audiences. Support the development of plans for the future delivery of the Human Pharmacology and Experimental Therapeutics programmes
- Support the work with the Brighton and Sussex Medical School to expand the teaching of pharmaceutical medicine at undergraduate level
- Identify, manage, and report operational risks and issues

MAIN RESPONSIBILITIES

- Attend and report at operational meetings and committee meetings

Quality Management

- Maintain oversight of the quality assurance of FPM's programmes and that of external providers to ensure that standards are maintained
- Review and advise on updating FPM's quality assurance process

Governance

- Align the strategic plans of the Education and Standards Committee with the overall strategic direction of FPM
- Consult with the clinical experts to ensure that the new educational programmes are compliant with the standards set by the regulatory authorities
- Ensure that new assessment frameworks follow best practice standards
- Attend meetings of Senior Management Team

Line Management

- Oversee the work of team members to ensure delivery against the strategic and operational plans
- Have direct line management of three managers
- Develop the team, acting as a mentor and advising on professional development
- Hold regular 1-1 meetings and undertake performance reviews

Stakeholder management

MAIN RESPONSIBILITIES

- Represent FPM at strategic level external meetings including those with the Academy of Medical Royal Colleges, Health Education England, the General Medical Council, and the Medical School Council
- Engage new stakeholders to collaborate in delivering new educational, training and assessment programmes.

PERSON SPECIFICATION

REQUIREMENTS	Essential	Desirable	Application/ Interview
Education			
Can demonstrate successful completion of a course or programme of education to degree standard or equivalent	✓		Application
Has a project management qualification or demonstrable experience in designing, planning and delivering projects	✓		Application/ Interview
Experience			
Experience of modernising examinations, training and assessment	✓		Application/ Interview
Relevant experience in redesigning delivery of a training programme		✓	Application/ Interview
Relevant experience in developing new income generating educational programmes	✓		Application/ Interview
Relevant experience in working in regulatory environments	✓		Application

PERSON SPECIFICATION

Experience of working in a professional membership organisation		✓	Application/ Interview
Knowledge			
Understanding of modern education, training, and assessment methods	✓		Application / Interview
Able to use project management tools to control scope, scheduling, costs and multiple workstreams	✓		Application / Interview
Has practical experience in implementing digital tools that support the delivery of education, training and assessment	✓		Application / Interview
Knows how to work with committees as appropriate and organise cross-committee activities		✓	Application
Skills			
Able to build effective working relationships and work as part of a team with staff, committees, members, and external organisations	✓		Application / Interview

PERSON SPECIFICATION

Is able to prioritise effectively to manage workload	✓		Interview
Has line management experience and is able to maintain boundaries of leadership role	✓		Application / Interview
Able to work remotely effectively	✓		Interview
Has excellent communication skills including face to face, written and telephone	✓		Interview
Proficient computer skills – experience with Word, Outlook, Excel, PowerPoint and online platforms such as MS Teams and Zoom	✓		Application
Attitude			
A self-starter who can work under pressure and is resourceful	✓		Interview
Is eager to learn about and understand the work of FPM	✓		Interview
Is willing to undertake routine administrative and practical duties	✓		Interview

HOW TO APPLY

Please read the information provided in this information pack and submit your CV with a covering letter (no more than two A4 sides) to explain clearly why you are interested in the role and how you meet the requirements set out in the person specification giving specific examples to demonstrate this. Please also indicate your current salary and benefit package.

Interviews which will include a 10-minute presentation will take place at the FPM Office, 19 Angel Gate, 326a City Road, London, EC1V 2PT

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