



Faculty of Pharmaceutical Medicine

JOB DESCRIPTION

Job title:	Revalidation Co-ordinator
Hours:	Full-time
Term:	Permanent
Reports to:	Head of Revalidation Operations
Accountable to:	Chief Executive

Main Job purpose: Working within the revalidation team, the Revalidation Co-ordinator is responsible for the day-to-day administration of FPM's revalidation appraisal scheme and provides administrative support for FPM's Revalidation Programme.

Main Tasks and Responsibilities:

Revalidation Appraisal Scheme

- Be the first line of support for doctors revalidating through FPM in relation to the revalidation appraisal scheme.
- Oversee the operation of the revalidation appraisal scheme in accordance with relevant policies and procedures to include, but not limited to: appraiser allocations; communications with appraisers and appraisees; facilitating the resolution of any potential conflicts of interest; appraiser recruitment; and undertaking any other duties as directed.
- Liaise with and support the work of FPM's appraisers and appraisal leads.
- Plan, organise and attend Appraiser Networking (or similar) events.
- Co-ordinate regular appraisal lead meetings.
- Receive, record, respond to and manage enquiries received from appraisal scheme users.
- Maintain records of advice issued in accordance with FPM procedures.
- Ensure the Responsible Officer and Head of Revalidation Operations are aware of any issues arising from the revalidation appraisal scheme or wider revalidation programme.

Medical Revalidation

- Manage the processes required when doctors transfer in or out of the FPM revalidation programme which includes co-ordinating the exchange of relevant information and other communications with internal and external colleagues and stakeholders.
- Liaise with doctors, employers and the Responsible Officer to gain assurance newly registered doctors receive appropriate levels of supervision where the doctor has APS restrictions on their licence to practise.
- Co-ordinate up to date declarations from doctors as part of the revalidation process.
- Assist the Head of Revalidation Operations in checking that all relevant information is available within the online portfolio, and following up with doctors as required, before passing to the appraisal leads and Responsible Officer for full review.
- Respond to general enquiries regarding the revalidation programme where the answer is immediately available.
- Provide administrative support to FPM's revalidation programme. This will include filing records and paperwork, scanning and photocopying documents, record keeping and drafting documents and correspondence.

General

- Cover the essential duties of the Revalidation Manager in their absence, duties including but not limited to: responding to online portfolio enquiries from appraisees, appraisers and other users, including liaising with the helpdesk when required; oversee new doctors registration; monitoring of the Revalidation team inbox.
- Undertake the duties of the role in compliance with FPM's policies concerning Data Protection, including GDPR, Equal Opportunities and Health and Safety.
- Undertake the necessary training and development which may be required.
- Provide cover for FPM colleagues as required.
- This job description is not comprehensive and gives an outline of the main responsibilities and duties.
- This role may occasionally require providing support outside normal working hours such as during FPM events and meetings.