**JOB DESCRIPTION**

Job title: **SPECIALTY TRAINING COORDINATOR**

Hours:Full-time

Term: Permanent

Location: Hybrid with minimum of two days at FPM’s London office, Islington, London, EC1 and the remainder of the week working from home following successful completion of probation period

Reports to: Head of Education

Works closely with: Director of Specialty Training, Lead Education Supervisor, Chair of Trainees Committee

**Main purpose:**

The Faculty of Pharmaceutical Medicine (FPM) is a charity and membership body for doctors who work on all aspects of medicines research and development. Our small team work closely with the Board of Trustees and our 1,600 members to deliver on our mission and our strategic objectives, to improve the health of patients around the world.

The successful candidate will be responsible for FPM’s day-to-day co-ordination and administration of the activities of the Pharmaceutical Medicine Deanery including the Pharmaceutical Medicine Specialty Training Programme and trainee revalidation.

**Main tasks and responsibilities:**

**1. Specialty Training Programme and Specialist Registration.**

Responsible for all aspects of the co-ordination and administration of the Pharmaceutical Medicine Specialty Training Programme and other routes to specialist registration in pharmaceutical medicine, liaising with the Joint Royal Colleges of Physicians Training Board (JRCPTB), the General Medical Council (GMC), the lead Postgraduate Dean and other bodies as required. This includes activities related to the registration of new trainees, monitoring trainee progression, the completion of or withdrawal from the training programme and ensuring accurate records are maintained. Providing support and input to development activities such as curricula and syllabus review projects.

**2. Quality Management of the Pharmaceutical Medicine Specialty Training Programme**

Responsible for the co-ordination and administration of the FPM’s quality management activities including approval of Local Education Providers, approval and training of Education Supervisors, Associate Educational Supervisors and Specialty Advisors, approval of external course providers, the curriculum change process and the submission of reports and other documents to the GMC. Participating in the preparation for and facilitation of any GMC quality management visits and the submission of reports and data to the GMC.

**3**. **Annual Review of Competence Progression (ARCP)**

### Responsible for the co-ordination and administration of the monthly ARCP panel meetings in pharmaceutical medicine. This includes scheduling trainee appointments and panel membership, circulating paperwork, attending the panel meetings, the maintenance of trainee records and ensuring that any follow up action is taken as required.

**4.** **Internal Committees and Meetings**

Responsible for attending meetings of the Faculty’s Education and Standards Committee and the co-ordination and administration of the Deanery Executive Group and the Trainees Committee and any other meetings as required by the Head of Education. This includes co-ordinating meeting dates and venues, drafting, preparing and circulating agendas, documents and minutes, providing written and verbal reports and ensuring that follow up action is taken as required.

**5.** **Events**

Supporting the delivery of relevant FPM events if required.

**6. External Liaison**

Attending meetings of the Specialist Advisory Committee on Pharmaceutical Medicine of the JRCPTB, and meetings at the GMC and Health Education England including the national Revalidation Best Practice Group. Contributing to the drafting of responses to consultations and other documents related to education and training.

**7. General**

To contribute to and support the work of the wider FPM team, undertaking such other duties as may be from time to time required. To provide cover for colleagues as required.

To undertake the duties of the role in compliance with FPM policies concerning Data Protection, Equal Opportunities and Health and Safety and the FPM Values

## This job description may be reviewed from time to time in agreement with the post holder.

March 2023