



## **JOB DESCRIPTION**

**Title:** Revalidation Manager – Maternity Leave Cover

**Post Details:** Temporary (12 months) / Full Time

**Reports to:** Head of Revalidation Operations

**Accountable to:** 1) Chief Executive 2) Registrar

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**Main Purpose:** To provide administrative support for FPM's Revalidation Programme. To receive and manage enquiries concerning revalidation including those relating to the functionality of the revalidation e-portfolio system.

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## **Main Tasks and Responsibilities:**

### **Revalidation Programme**

- Manage FPM's revalidation registration process from end to end from first contact with new doctors, including but not limited to monitoring FPM GMC Connect account, processing of registration documents, payment, creation of E-Portfolio account, and drafting emails sent on behalf of the Responsible Officer all within relevant timelines.
- Provide administrative support to FPM's revalidation programme; this will include filing records, processing forms and other documents, record-keeping, requesting information from doctors and other organisations, arranging meetings, sending emails and letters and drafting documents and correspondence.
- Manage the refunds process for doctors in relation to revalidation where appropriate after consultation with the Head of Revalidation Operations.
- Review submitted appraiser invoices.
- Manage the revalidation@fpm.org.uk e-mail address on a day to day basis, ensuring that enquiries are replied to or passed on as appropriate.
- Generate reports as and when required for internal or external reporting.
- Ensure that advice provided on FPM website concerning revalidation is reviewed regularly and kept up-to-date.
- Deputise for the Head of Revalidation Operations in their absence, duties including but not limited to drafting Responsible Officer communications, providing support to the

Responsible Officer and Appraisal Leads, communicating with the GMC, NHSE and Board as appropriate and allocating tasks to other team members as necessary.

- Cover the Revalidation Co-ordinator role when required, including processing of documentation and the allocation of appraisers.

### **Revalidation E-portfolio system**

- Be the first line of support to doctors revalidating through FPM in relation to the PReP E-Portfolio system.
- Receive, record and manage enquiries received from registered users of the E-portfolio system concerning the functionality and use of the system.
- Respond to enquiries to which the correct advice or resolution is immediately available.
- Ensure that other enquiries are referred to the appropriate person and that advice is then communicated back to the enquirer at the earliest opportunity.
- Maintain records of advice issued in accordance with FPM procedures.
- Provide the administrator designated input into FPM's Revalidation E-portfolio, PReP; this includes the addition of new user details, generation of user alerts, the updating of user guides and other administrator functions.
- Liaise with the developers of the E-portfolio system when required.
- Ensure that the E-portfolio system operates correctly at all times and should any difficulties arise, to report these to the developers and / or the Head of Revalidation Operations depending upon the nature of the problem.
- Ensure that advice provided on the FPM website concerning the e-portfolio system is reviewed regularly and kept up-to-date.
- Develop and maintain E-portfolio training materials as required.

### **General**

- To undertake the duties of the role in compliance with FPM's policies concerning Data Protection (including GDPR), Equal Opportunities and Health and Safety.
- To contribute to and support the work of the wider FPM Administrative team, undertaking such other duties as may be required.
- To provide cover for FPM colleagues when required including those working outside the Revalidation Department.
- This job description may be reviewed from time to time in agreement with the post holder.

**March 2024**