



Education and Standards Committee Terms of Reference

Background

The Faculty of Pharmaceutical Medicine (FPM) is a charity and membership body for physicians who advance health through innovations in medicines, vaccines, medical devices, precision therapies, diagnostics, and digital health technologies. Our small team works 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 the public around the world.

Purpose

FPM's Education and Standards Committee (ESC) supports and advises on the planning and implementation of FPM's learning and development offer.

On the qualifications side, its remit includes FPM's core qualification for Membership, the Certificate and Diploma in Pharmaceutical Medicine (CPM and DPM respectively), as well as a suite of smaller qualifications and the series of lectures in pharmaceutical medicine for undergraduate students. On the training side, the Committee advises on the DPM Training Programme, the in-house Physician and Scientists' Induction Programme, and the "In One Day" training courses, among others. The Committee also advises FPM's CPD accreditation service for event and training providers.

Principal responsibilities and outputs

The principal responsibilities of the Committee are:

- To advise on the planning and delivery of FPM's examinations, training programmes and courses in pharmaceutical medicine, including on syllabi and standards.
- Consider, and when required make proposals to the Board on, potential strategies and opportunities for developing FPM's learning and development offer.
- To review the performance, relevance and standards of the examinations and courses regularly to ensure they remain fit for purpose; where change is required, to recommend appropriate amendments for approval by the Board of Trustees.
- To set the standards for and oversee FPM recognition/accreditation of other bodies' educational courses, including for the purposes of CPD.
- To liaise with other committees, bodies and groups with relation to education in pharmaceutical medicine in the United Kingdom and internationally.

- Uphold FPM's Values of being Professional, Innovative, Caring, Collaborative, Credible and Learned, and abide by the Code of Conduct.
- Report annually to the Board of Trustees on the activities of the Committee and bring to the Board's attention matters requiring the Board's approval.

Other responsibilities

- To act in compliance with the FPM's Governing Documents and Procedures.
- To follow the guidance set out in the FPM's Committee Guidance Document.
- To act in compliance with FPM's Policies, including its Equal Opportunities Policy.
- To act in compliance with FPM's values.

Membership of the Committee

Membership of the Committee will be drawn from the current list of FPM members in good standing, supported by the Learning and Development team and the Deputy Chief Executive.

Meetings of the Committee will be considered to be quorate if 50% of members are in attendance.

Meeting frequency and location

The Committee will meet four times a year. Committee meetings will normally be held online although are expected to include at least one face to face meeting during the year.

Committee members and staff will also provide additional input on specific matters between meetings as required.

Reporting and authority

The Education and Standards Committee reports to the Board of Trustees.

July 2025