



ROLE DESCRIPTION

COMMITTEE MEMBER, EDUCATION AND STANDARDS COMMITTEE

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.

The Committee

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 Diploma in Certificate in Pharmaceutical Medicine (DPM), 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.

The Committee's principal activities 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.
- To uphold FPM's Values of being Professional, Innovative, Caring, Collaborative, Credible and Learned, and abide by the Code of Conduct.

The role

Committee members are expected to contribute to the work of the committee.

Key responsibilities include:

- To attend Committee meetings (average four a year).
- To actively contribute to the work of the committee in the areas described above.
- To contribute to discussions between formal meetings of the Committee (inc. online, by email, phone etc), as required.
- To advise on and support new appointments to Committee and, when requested by the Chair, to undertake specific tasks and/or act as the volunteer lead on specific topics.
- To be proactive in raising awareness of current issues that impact upon the member experience.
- To undertake other activities on behalf of the Committee and FPM as agreed with the Chair.

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 uphold FPM's Values of being Professional, Innovative, Caring, Collaborative, Credible and Learned, and abide by the Code of Conduct.

Time commitment

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 may be asked to demit if they are not able to attend meetings or contribute satisfactorily to the Committee's work. Committee members normally serve for a period of three years. This can be extended to a maximum of six years if re-appointed.

PERSON SPECIFICATION

COMMITTEE MEMBER, MEMBERSHIP COMMITTEE

Professional

Essential:

- GMC (or other relevant medical registration body) registered with a licence to practise and in good standing.
- A current, fully paid-up member of the Faculty of Pharmaceutical Medicine, in good standing.
- An understanding of current and emerging trends in professional education, learning and development, ideally gained within a professional environment.

Desirable:

- A Certificate of Completion of Training (CCT) or Certificate of Eligibility for Specialist Registration (CESR) in pharmaceutical medicine.
- An understanding of current and emerging developments in pharmaceutical medicine – including medical devices, precision therapies, diagnostics and digital health technologies.
- Evidence of experience and/or achievement in an activity or activities relevant to the work of the Committee.
- Successful membership or chairing of a committee demonstrating positive contribution.
- Committed to the development and promotion of the specialty of pharmaceutical medicine.

Personal

Essential:

- Strong intellectual and analytical skills, independent judgement and the ability to offer constructive challenge.
- Strong interpersonal skills and the ability to work constructively with a mixed team of Committee members, staff and others.
- Able to think strategically without becoming too involved in the operational detail.
- Willing to devote the necessary time and effort to fulfil the requirements of the role.
- Committed to FPM's values of being Professional, Innovative, Caring, Collaborative, Credible and learned.

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