



**Faculty of Pharmaceutical Medicine**  
of the Royal Colleges of Physicians of the United Kingdom  
Registered Charity No: 1130573

A registered charity and membership body which works to advance the science and practice of pharmaceutical medicine for the benefit of the public

**APPRAISAL SUPPORT ADMINISTRATOR**

Full-time / Islington, London

**Salary: £24,000 per annum**

The Faculty is recruiting an Appraisal Support Administrator whose responsibilities will include the coordination and administration of the Faculty's medical revalidation appraisals and continuing professional development scheme.

Reporting to the Revalidation Manager, this is a challenging role requiring accurate and methodical administrative skills and the ability to communicate confidently and professionally with Faculty members and colleagues.

An application pack which gives the full selection criteria and further information about working for the Faculty is available on our website [www.fpm.org.uk](http://www.fpm.org.uk) or upon request to [recruitment@fpm.org.uk](mailto:recruitment@fpm.org.uk).

CV's in isolation will not be accepted.

Closing date: 4pm on Tuesday 29<sup>th</sup> March 2016.

Interviews are scheduled for Thursday 7<sup>th</sup> April 2016.

No agencies.



## **Faculty of Pharmaceutical Medicine**

### **Information**

#### **A. Background**

The Faculty of Pharmaceutical Medicine of the three Royal Colleges of Physicians of the United Kingdom was inaugurated in October 1989. It is a professional membership body and registered charity which works to advance the science and practice of pharmaceutical medicine for the benefit of the public by contributing to the provision of effective medicines.

Pharmaceutical medicine is a legally recognised medical specialty concerned with the discovery, development, evaluation, registration, monitoring and medical aspects of marketing of medicines for the benefit of patients and the health of the public. Pharmaceutical Physicians are medically qualified doctors who have chosen to specialise in this area of medicine. They may be employed in the pharmaceutical industry, medicines' regulatory authorities, academia or self-employed as independent consultants. Pharmaceutical medicine is a global specialty and the work of a pharmaceutical physician can have an impact across international regions.

#### **B. Membership**

The Faculty has just over 1500 individual members in approximately forty countries. There are four categories of Faculty membership; Affiliateship, Associateship, Membership and Fellowship. Some classes of membership require an applicant to have been successful in one of the Faculty's examinations.

The Faculty's Honorary Officers; the President, Vice President, Registrar and Treasurer and other committee members are elected or appointed from the Faculty's general membership for a fixed term of office. The Faculty Board, which includes the Officers and other Faculty members, has legal responsibility for the operation of the Faculty as unpaid Trustees of the Charity.

Members of the Faculty have opportunities to support the development of the specialty by becoming trained Faculty examiners, educational supervisors, specialty advisers and revalidation appraisers. Members also seek appointment to Faculty committees and groups

#### **C. The Faculty's Administration and Office**

In January 2016 the Faculty office relocated to larger headquarters at Angel Gate, Islington. The new office is close to Angel Underground Station (Northern Line, Zone 1). The Faculty employs nine full-time staff to manage and co-ordinate its activities.

Activities administered through the Faculty office include: membership enquiries and applications; subscription and financial management; examinations; the Revalidation Programme, Continuing Professional Development; the post-graduate Specialty Training Programme; committee and working party activities; advocacy work; scientific meetings and events; and publications.

## **D. The Faculty's Revalidation Programme and Revalidation Department**

Medical revalidation is the regulatory process through which doctors licensed to practise by the UK General Medical Council demonstrate on a regular basis that they remain up to date and fit to practise.

The Faculty is one of a number of professional membership organisations legally recognised as a designated body for medical revalidation. There are currently over 500 Faculty members who have a prescribed connection with the Faculty. The Faculty's Revalidation Programme requires members to have a regular revalidation appraisal with a trained Faculty appraiser and also to use the 'PReP' e-portfolio system to upload relevant supporting information, to record and reflect upon their continuing professional development and to engage with the process. The Faculty currently has approximately one hundred trained revalidation appraisers, the majority of whom are Faculty members themselves.

The Faculty's Revalidation Department is led by the Revalidation Manager and also includes the Revalidation Support Administrator and the Appraisal Support Administrator. The Revalidation Department works closely with the Faculty's Responsible Officer.

The Responsible Officer is a Fellow of the Faculty who is legally accountable for making recommendations to the General Medical Council regarding the revalidation of doctors and for responding to any concerns about a doctor's fitness to practise.

For further details about the role please see the Job Description and Person Specification.

Further information about the work of the Faculty is available *via* **[www.fpm.org.uk](http://www.fpm.org.uk)**

**FACULTY OF PHARMACEUTICAL MEDICINE**  
of The Royal Colleges of Physicians of The United Kingdom

**JOB DESCRIPTION**

**Title:** Appraisal Support Administrator

**Post Details:** Permanent / Full Time

**Reports to:** Revalidation Manager

**Accountable to:** Chief Executive

**Main Purposes:** Responsible for day-to-day co-ordination and administration of Faculty's activities related to medical revalidation appraisals, revalidation designated body transfers and continuing professional development (CPD).

**Main Tasks and Responsibilities:**

**Revalidation**

- To support the Faculty's medical revalidation programme, liaising with the Revalidation Support Administrator, the Revalidation Manager and the Responsible Officer as required
- To respond to PReP e-portfolio enquiries as they arise in co-ordination with the Revalidation Support Administrator
- To manage the process of doctors transferring in or out of the Faculty revalidation programme, communicating with internal and external colleagues and stakeholders
- To ensure that in the absence of the Revalidation Support Administrator their essential duties are covered in order to maintain the revalidation department's service provision.

**Faculty Appraisal Scheme**

- To be the first line of support to doctors revalidating through the Faculty in relation to the appraisal scheme
- To oversee the Faculty appraisal scheme in accordance with the relevant policies and procedures to include, but not limited to: allocations and re-allocations of appraiser to appraiser; liaison with appraisers and appraisees; conflict of interest issues and any other tasks as they arise
- To receive, record, respond to and manage enquiries received from appraisal scheme users
- To respond to enquiries to which the correct advice or resolution is immediately available
- To ensure that other enquiries are referred to the appropriate person and that advice is then communicated back to the enquirer at the earliest opportunity
- To maintain records of advice issued in accordance with Faculty procedures
- To ensure the Responsible Officer and Revalidation Manager are aware of any issues arising from the revalidation scheme
- To plan, organise and facilitate Appraiser Networking (or similar) events

**Continuing Professional Development (CPD)**

- Responsible for the co-ordination and administration of the Faculty's CPD Scheme. This includes: the registration of any CPD participants; the co-ordination of the CPD approval process through liaison with the Honorary Director of CPD; the maintenance of records of participants and approvals; ensuring that invoices are raised and followed up in conjunction with the Finance team; and the co-ordination of any quality management activities
- To co-ordinate the addition of CPD events to the PReP e-portfolio as required

- To manage the cpd@fpm.org.uk e-mail address on a day to day basis, ensuring that enquiries are replied to or passed on as appropriate
- To ensure that the Revalidation Manager and Honorary Director of CPD are aware of any issues arising related to CPD

### **General**

- To contribute to and support the work of the wider Faculty Administrative 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 Faculty policies concerning Data Protection, Equal Opportunities and Health and Safety.
  - 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 Faculty events and meetings
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### **Additional Information**

- 29 days annual leave
  - Contributory Group Personal Pension Scheme
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**FACULTY OF PHARMACEUTICAL MEDICINE**

**PERSON SPECIFICATION**

**Position : Appraisal Support Administrator**

**Date : Jan 2016**

REQUIREMENTS	Essential	Desirable	Will be assessed through	
			Application	Interview if Shortlisted
<b>Education</b>				
Educated to GCSE level or equivalent	√		√	
<b>Skills</b>				
Able to demonstrate an interest in and an understanding of the work of the Faculty of Pharmaceutical Medicine and of revalidation and appraisal	√			√
Able to work effectively in a problem-solving role	√		√	√
Able to communicate confidently, professionally and effectively by telephone, in person and in writing with a professional attitude at all times	√		√	√
Able and willing to complete routine administrative tasks, such as filing, photocopying and record-keeping, accurately and methodically	√		√	√
Able and willing to organise time effectively to manage complex tasks, variable workloads and to meet deadlines	√		√	√
Able to own, maintain and interrogate databases and electronic records accurately	√		√	√
Able and willing to follow processes, procedures and instructions as well as develop possible improvements based on experience	√		√	√
Able to work without direct supervision when required and manage own time and projects as they arise during busy or quieter periods	√		√	√
Able to be an effective and confident representative of the Faculty when receiving enquiries from doctors and senior representatives from other organisations	√		√	√
Able to use Microsoft-based IT systems: Outlook, Word, Excel, PowerPoint, etc., as well as proprietary systems	√		√	√

REQUIREMENTS (Continued)	Essential	Desirable	Will be assessed through	
			Application	Interview if Shortlisted
Able to work effectively within a small multi-disciplinary team and willing to support and work collaboratively with colleagues	√			√
Able to remain calm and professional when under pressure and situations of difficulty	√			√
Able to understand policies encompassing Data Protection, Confidentiality, Equal Opportunity, Health and Safety	√		√	√
Able and willing to undertake the necessary training and development which may be required	√			√
<b>Experience</b>				
Relevant experience gained in customer or client facing role	√		√	√
Relevant experience gained within a professional or membership body or regulatory environment		√	√	√
Experience of providing technical support to users of an e-portfolio or other interactive web-based IT system		√	√	√

Please include examples of how you meet the above criteria in your application

Please note that the Faculty is only able to appoint persons who are legally eligible for employment in the United Kingdom and the successful candidate will be required to provide evidence of this.  
Further information available from [www.ind.homeoffice.gov.uk](http://www.ind.homeoffice.gov.uk)