

Information for Candidates

The Faculty of Occupational Medicine (FOM) is looking for a Professional Standards Coordinator to work within the Professional Standards team, towards delivery of the FOM's revalidation process.

This process ensures over 350 specialist doctors working in the field of occupational medicine have an annual appraisal and work towards a five year revalidation cycle, linking directly in to the UK General Medical Council (GMC) requirements for a doctor to keep their licence to practise.

The post holder will support the FOM's Professional Development Manager and work closely with a range of internal and external colleagues. This will require someone with excellent communication skills and an ability to take responsibility to drive forward specific work areas as delegated, or sometimes under their own initiative.

The role will also require some cross working within the Professional Standards team, working with the Examinations and Training team and sometimes across the business. This provides exciting opportunities for a varied and engaging role, suitable for an enthusiastic and motivated candidate.

The post is a permanent, full time role (35 hours per week). Salary is £26,000 - £32,000 per annum, dependent on relevant experience.

Faculty of Occupational Medicine (FOM)

Professional Standards Team – Job Description

Title:	Professional Development Coordinator
Post reports to:	Professional Development Manager
Provides support to:	Responsible Officer (RO), Continuing Professional Development (CPD) Lead

Purpose of the role:

- To assist the Professional Development Manager in managing the FOM's revalidation and appraisal systems and processes; and provide professional support to the responsible Officer in discharging their duties
- To manage the FOM's systems for recording and approving continuing professional development activities for doctors and trainees
- To provide support for doctors and oversee their use of the FOM's systems

Main Responsibilities:

General:

1. To contribute to team development, FOM policy and developments in areas of expertise
2. To participate in FOM meetings and events and attend external meetings as appropriate
3. To develop and maintain networks with staff at other Faculties and Royal Medical Colleges and other partnership organisations, including the Society of Occupational Medicine (SOM)
4. To collaborate where appropriate with the FOM Exams and Training team

Specific:

1. To support the Professional Development Manager in managing the FOM's revalidation and appraisal systems and processes. This includes:
 - Monitoring individual doctor's readiness for revalidation, identifying potential issues and alerting the Professional Development Manager/RO where necessary
 - Providing the Professional Development Manager with a weekly update of relevant doctors' statuses for appraisal and revalidation to be verified
 - Maintaining training materials for appraisees and contributing to training materials for appraisers where appropriate
 - Maintaining good working relationships with appraisees and appraisers

- Producing and maintaining procedures, manuals and guidance for revalidation and appraisal activities
 - Monitoring timely completion of appraisals and sending of reminders to overdue appraisees
2. To review annual appraisal documentation and provide summaries to the RO for review
 3. To provide first line support to doctors raising queries relating to revalidation and appraisal, including responding to telephone enquiries, monitoring the admin inbox and providing advice to doctors navigating the revalidation management system (PReP)
 4. To process new revalidating doctor joiner applications
 5. To conduct the administration of CPD activities, including processes for accreditation of CPD events
 6. To maintain the training, revalidation and appraisal sections of the FOM website
 7. To continuously review and maintain standard operating procedures relevant to the role
 8. To deputise for the Professional Development Manager as required
 9. To act at all times in accordance with the FOM's policies and procedures

Person Specification:

	Essential	Desirable
Education		
Degree or equivalent work experience	✓	
Knowledge		
Understanding of the principles and processes underpinning appraisal and revalidation systems in the medical profession		✓
Knowledge of the requirements relating to doctors and trainees in respect of their entry on the specialist register and license to practise		✓
Experience		
Experience working in an educational, medical or membership organisation		✓
Experience of handling administrative work of a considerable variety and volume and prioritising successfully under pressure	✓	
Experience of liaising and working with external stakeholders	✓	
Experience of analysing qualitative and quantitative data and writing summary reports	✓	
Skills		
Excellent interpersonal and diplomatic skills and the ability to relate to and work with people at all levels	✓	
Ability to prioritise, work under pressure and to tight deadlines	✓	
Reliable and with proven ability to co-operate as part of a small team	✓	

Excellent IT skills	✓	
Ability to explain technical concepts in a manner appropriate for different audiences	✓	
Accuracy and attention to detail	✓	
Other		
Willingness to engage with staff development opportunities	✓	
Willingness to engage with implementation and review of new systems and processes	✓	