



## ROLE DESCRIPTION

### CHAIR, EDUCATION & STANDARDS COMMITTEE (ESC)

#### Background

The Faculty of Pharmaceutical Medicine (FPM) is a charity and membership body for doctors who work on all aspects of medicines research and development. 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 examinations, education and training programmes.

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 implementation of FPM's examinations and diplomas including the definition of syllabi and standards.
- To advise on the planning and delivery of education and training programmes and courses in pharmaceutical medicine.
- 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's recognition and/or accreditation of other bodies' educational courses and / or qualifications.
- To liaise with other committees, bodies and groups with relation to education in pharmaceutical medicine in the United Kingdom and internationally.

#### The role

The Chair of Education and Standards Committee (ESC) is expected to play a key role in helping to shape, develop and modernise FPM's learning and development offer. The Chair works closely with the Deputy Chief Executive and members of the FPM staff team, and key relationships include with

the Director of Specialty Training, the Directors of Training and CPD, and the Chair of the Office of the Board of Examiners (OBoE).

Key responsibilities include:

- To work with key stakeholders, including the FPM Board, CEO and Deputy CEO, to develop strategic priorities for a more modern learning and development offer, incl. qualifications, examinations and training, and to lead ESC in supporting and monitoring implementation.
- To attend and chair ESC meetings, working with staff to ensure the schedule of committee dates is agreed and circulated to all members, that meeting agendas are produced and circulated in a timely fashion and that accurate written records of proceedings are agreed and shared.
- To represent ESC around other parts of FPM, inc. attending meetings of Executive Committee and of the Specialty Advisory Committee for specialty training, liaising with the Chair of the Office of the Board of Examiners (OBoE) and attending other meetings as required.
- To work with the Deputy CEO in producing written reports on ESC activities as required.
- To advise on and support new appointments to ESC and to identify individual ESC members to undertake specific tasks and/or act as the volunteer lead on specific topics.
- To act as spokesperson for ESC and undertake other activities on behalf of ESC when required, and/or act as represent FPM in other fora upon request.
- To ensure that ESC's Terms of Reference are current and understood by all ESC members, and to advise on any potential changes to ToRs as and when appropriate.

The role holder may be required to participate in virtual or other meetings with staff, volunteers or others between Committee meetings as required

#### **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

#### **Commitment**

The Chair of Education and Standards Committee serves a three-year term of office. The postholder will be expected to plan for the following minimum time commitment:

- Education & Standards Committee (ESC) – 4 meetings per year (as Chair)
- Specialty Advisory Committee (SAC) – 3 meetings per year
- Executive Committee – 6 meetings per year
- Fellowship and Awards Committee – 1 meeting per year

– and other meetings as required.

## PERSON SPECIFICATION

### CHAIR, EDUCATION & STANDARDS COMMITTEE (ESC)

#### Professional

##### *Essential:*

- Be a current, fully paid-up Fellow or senior Member of the Faculty of Pharmaceutical Medicine, in good standing.
- Be a pharmaceutical physician registered and in good standing with the GMC, with a licence to practice and registered for revalidation with FPM.
- Have an understanding of current trends in professional education, learning and development, ideally gained within a professional environment.

##### *Desirable:*

- Hold a Certificate of Completion of Training (CCT) or Certificate of Eligibility for Specialist Registration (CESR) in pharmaceutical medicine.
- Have experience as an Educational Supervisor (ES), Specialty Advisor (SA), Revalidation Appraiser or similar role with FPM.
- Have experience of chairing and/or leading formal meetings within a professional environment.
- Be committed to the development and promotion of the specialty of pharmaceutical medicine.

#### Personal

##### *Essential:*

- Possess strong intellectual and analytical skills, independent judgement and the ability to offer constructive challenge.
- Possess strong interpersonal skills and the ability to work constructively with a mixed team of volunteers, staff, subject matter experts and others.
- Be able to think strategically without becoming too involved in the operational detail.
- Be willing to devote the time and effort required to fulfil the requirements of the chairing role.
- Be committed to FPM's values of being Professional, Innovative, Caring, Collaborative, Credible and learned.

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