

ROYAL COLLEGE OF PSYCHIATRISTS

JOB DESCRIPTION

JOB TITLE:	CPD eLearning and Trainees Online (TrOn) Editor
TERM OF OFFICE:	Up to 5 years
RESPONSIBLE TO:	Associate Dean for Advanced Learning and Conferences
WORKING WITH:	
Governance	Associate Dean for Advanced Learning and Conferences, Advanced Learning Board, Dean
Management	Director of Professional Standards, Head of eLearning, eLearning Manager
RESPONSIBLE FOR:	Content of CPD eLearning and Trainees Online, CPD eLearning and TrOn Advisory Board
ELECTED/APPOINTED:	Appointed
TIME COMMITMENT:	1 session per week
SALARY:	Unpaid/Voluntary

BACKGROUND

In 2021 the College embarked on a major replatforming project to launch the new [eLearning Hub](#), the home of College eLearning. This new platform accommodates other eLearning projects in addition to the two major publications: [CPD eLearning](#) and [Trainees Online \(TrOn\)](#).

CPD eLearning (previously CPD Online) launched in 2006, and now hosts more than 200 interactive learning modules and 170 podcast modules. The content is aimed primarily at consultant-level psychiatrists and aims to serve the CPD needs of College members. CPD eLearning is widely distributed among individual and institutional users in the UK, along with many more in Australia and New Zealand, as well as The Netherlands.

Trainees Online (TrOn) launched in June 2014 to support trainee psychiatrists preparing for Paper A of the MRCPsych examinations. The currently commissioned modules aim to cover all aspects of the syllabus for Paper A (63 modules) and have to be approved by an exam panel member before publication.

JOB PURPOSE

The Editor of CPD eLearning/Trainees Online is responsible to the College for the content of CPD eLearning and Trainees Online.

They will oversee the development of policy and content for the two resources, ensuring that it is scientifically sound, educationally useful, and suitable for CPD/preparation for the MRCPsych exams.

They will also take specific responsibility for ensuring that the content is not in conflict with the policies of the College, and that it is fair and reasonable.

The Editor will be aware of the current issues and developments in the provision of CPD. It is expected that the post-holder will be in touch with developments in evidence-based psychiatry and in academic psychiatry in general. At the same time, the Editor should be aware of the needs of working psychiatrists in peripheral areas. They should also maintain a familiarity with College policies and views.

KEY RESPONSIBILITIES

Chair the CPD eLearning and TrOn Advisory Board (three meetings per year). The Board discusses policy issues and general plans for content and development.

Attend the meetings of the Advanced Learning Board, when required.

Day-to-day role duties will include:

- developing long-term strategies and planning, with knowledge of the changing needs of CPD
- overseeing commissioning of new material for CPD eLearning, and contributing ideas for subjects and authors
- reviewing (with the aid of peer reviewers as appropriate) materials considered for publication on CPD eLearning
- corresponding with the eLearning Editorial Assistant on a regular basis, including receiving suggestions for material and advising over problematic submissions
- receiving, and replying to if necessary, correspondence from learners.

Administrative support is offered to the Editor by the editorial team at the College, along with the support of psychiatry trainees for TrOn.

No formal IT qualifications are required, and the Editor will not be required to produce any code for the site. However, a good background knowledge of eLearning in general would clearly be an advantage.

Experience and knowledge of distance-learning techniques would of course be greatly helpful.

THE COLLEGE VALUES

Courage

- Champion the specialty of psychiatry and its benefits to patients
- Take every opportunity to promote and influence the mental health agenda
- Take pride in our organisation and demonstrate self-belief
- Promote parity of esteem
- Uphold the dignity of those affected by mental illness, intellectual disabilities and developmental disorders.

Innovation

- Embrace innovation and improve ways to deliver services
- Challenge ourselves and be open to new ideas
- Seek out and lead on new, evidence-based, ways of working
- Have the confidence to take considered risks
- Embrace the methodology of Quality Improvement to improve mental health services and the work of the College.

Respect

- Promote diversity and challenge inequalities
- Behave respectfully – and with courtesy – towards everyone
- Challenge bullying and inappropriate behaviour
- Value everyone's input and ideas equally
- Consider how own behaviour might affect others
- Respect the environment and promote sustainability.

Collaboration

- Work together as One College – incorporating all members, employees, patients and carers
- Work professionally and constructively with partner organisations
- Consult all relevant audiences to achieve effective outcomes for the College
- Work together with patients and carers as equal partners
- Be transparent, wherever possible and appropriate.

Learning

- Learn from all experiences
- Share our learning and empower others to do the same
- Value and encourage personal feedback
- Use feedback to make continuous improvements
- Create an enabling environment where everyone is listened to, regardless of seniority
- Positively embrace new ways of working.

Excellence

- Deliver outstanding service to members, patients, carers and other stakeholders
- Promote excellent membership and employee experience
- Always seek to improve on own performance
- Promote professionalism by acting with integrity and behaving responsibly
- Demonstrate accountability in all that we do
- Uphold the College's 'Core Values for Psychiatrists'.

INTERNAL COLLEGE CONTACTS:
<ul style="list-style-type: none">• Department: Professional Standards• Section/Project: eLearning• Name of Contact: Katie Hughes• Job Title: Head of eLearning