

# ROYAL COLLEGE OF PSYCHIATRISTS

## JOB DESCRIPTION

<b>JOB TITLE:</b>	Deputy Editor CPD eLearning/Trainees Online (TrOn)
<b>TERM OF OFFICE:</b>	Up to 5 years
<b>RESPONSIBLE TO:</b>	Editor of CPD eLearning/TrOn
<b>WORKING WITH:</b>	
<b>Governance</b>	Editor CPD eLearning/TrOn, CPD eLearning Trainee Editor, TrOn Trainee Editors, eLearning Team
<b>Management</b>	Director of Professional Standards, Head of eLearning, eLearning Manager
<b>RESPONSIBLE FOR:</b>	Content of CPD eLearning and Trainees Online, CPD eLearning and TrOn Advisory Board
<b>ELECTED/APPOINTED:</b>	Appointed
<b>TIME COMMITMENT:</b>	1 session per week
<b>SALARY:</b>	Unpaid/Voluntary

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## 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, including our newly launched Webinar Library, the Congress Webinar Library and Advanced Learning courses, in addition to the two major resources: [CPD eLearning](#) and [Trainees Online \(TrOn\)](#).

CPD eLearning (previously CPD Online) launched in 2006, and now hosts more than 200 interactive learning modules and 160 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 Deputy Editor CPD eLearning/TrOn will assist the Editor with their responsibility to the College for the content of CPD eLearning and TrOn.

They will support the Editor in oversight of the development of policy and content for the sites, ensuring that it is scientifically sound, educationally useful, and suitable for CPD/preparation for the MRCPsych exams.

They will also support the Editor in ensuring that the content is not in conflict with the policies of the College, and that it is fair and reasonable.

The Deputy 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 Deputy 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**

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

Duties will include:

- supporting the Editor in developing long-term strategies and planning, with knowledge of the changing needs of CPD
- assisting as required in the commissioning of new material for CPD eLearning and Trainees Online, and contributing ideas for subjects and authors
- reviewing (with the aid of peer reviewers as appropriate) materials considered for publication on CPD eLearning and Trainees Online as required
- corresponding with the eLearning Editorial Coordinator as required, including receiving suggestions for material and advising over problematic submissions
- receiving, and replying to if necessary, correspondence from users
- opportunities to develop and record podcasts, or engage in other activities where possible, as per the individual's interests
- deputising for the Editor at meetings, as required.

Administrative support is offered to the Deputy 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 Deputy 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.

## **Good standing**

The Deputy Editor must be, and must remain, in good standing with the College.

If a complaint is made against a holder of an elected or appointed office under the College's Disciplinary and Complaints Procedure and that complaint is upheld, he or she may be subject to the courses of action set out in the Procedure. Such courses of action may include, but are not limited to, removal from College office, or offices.

## General

The Advisory Board member must undertake all duties in line with the College's values, policies, procedures and regulations ensuring that the work undertaken is in accordance with equality and diversity. Further details on the College's values are included in [Our strategic plan and objectives \(rcpsych.ac.uk\)](http://rcpsych.ac.uk).

## 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'.

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

February 2024.