THE ROYAL COLLEGE OF PSYCHIATRISTS

SPECIALIST ADVISER JOB DESCRIPTION

JOB TITLE: Specialist Adviser: Quality Assurance of Training
TERM OF OFFICE: 3 years from December 2019 to December 2022
RESPONSIBLE TO: Dean
WORKING WITH: Director of Professional Standards and Training & Workforce Unit
ELECTED/APPOINTED: Appointed
TIME COMMITMENT: An average of 0.5 to 1 PA per week

JOB PURPOSE

To review the quality management procedures of the delivery of postgraduate training in the UK and consider the quality assurance of training programmes in the UK, including quality assurance of newly implemented curricula.

KEY RESPONSIBILITIES

Chair the Quality Assurance Committee and take responsibility for ensuring the committee complies with its Terms of Reference.

Lead in providing advice and represent the College on matters related to quality assurance at the Academy of Medical Royal Colleges and other external organisations.

Main duties include:

- Chairing the Quality Assurance Committee – Three meetings per year.

- Liaise closely with Chairs of Faculties, SAC chairs, and Associate Dean for Curricula.

- Attendance at the Education and Training Committee – three meetings per year – to report on and make recommendations on any issues related to training and quality assurance.

- Attendance at the AoMRC/other external meetings including with GMC relevant to the job purpose.
• Work closely with RCPsych Curricula & Quality Manager
• Lead on development of Annual Specialty Report for GMC
• Quality assure the newly implemented curricula (once implemented in August 2021)
• Oversee the College’s Out of Programme (OOP) processes

PERSON SPECIFICATION
The post holder must possess:

Essential criteria:

• Demonstrate detailed knowledge of relevant standards, including the GMC’s ‘Promoting Excellence: standards for medical education and training’ and ‘Excellence by Design: standards for postgraduate curricula’, and the Gold Guide.

• Have a thorough working knowledge of the current specialty curricula and assessment systems in psychiatry, and the standards for quality assuring them.

• Be aware of the purpose and structure of the two-year broad-based training (BBT) framework programme in paediatrics, general practice, medicine and psychiatry and the differing approaches to this programme across the UK.

• Be familiar with methods of quality evaluation as applied to medical education and training, e.g. GMC National Training Survey.

• Have a demonstrated ability to work in complex systems with colleagues at a high level in the Royal College of Psychiatrists and other Medical Royal Colleges.

• Have proven project management skills

• Have good written and verbal communication skills.

• Be able to develop materials to support the programme of work e.g. narrative papers, teaching materials, including Out of Programme (OOP) Assessor and External Adviser (EA) training.

• Be an effective teacher.
Desirable Criteria

- It would be desirable but not essential for a candidate to possess a recognised postgraduate qualification in medical education to Diploma or Masters level.

- A record of publications/presentations in medical education.

September 2019