THE ROYAL COLLEGE OF PSYCHIATRISTS

ASSOCIATE DEAN JOB DESCRIPTION

JOB TITLE: Associate Dean: Undergraduate Education
TERM OF OFFICE: 5 years from July 2020 to June 2025
RESPONSIBLE TO: Dean
WORKING WITH: Director of Professional Standards, Training & Workforce Unit & Examination Unit
ELECTED/APPOINTED: Appointed
TIME COMMITMENT: An average of 1 PA per week

JOB PURPOSE

To chair the RCPsych Undergraduate Education Forum, leading the vision for the integration of Psychiatric Teaching at Undergraduate level.

To represent psychiatric undergraduate education at key internal and external committees, including but not exhaustively the RCPsych Education & Training Committee, Choose Psychiatry Committee and the Academic Faculty as well as the Medical Schools’ Council.

To engage and inspire key stakeholders including undergraduate psychiatry leads, medical students, Undergraduate Deans, the Medical Schools’ Council, the College’s Academic Faculty and Choose Psychiatry Recruitment leads.

KEY RESPONSIBILITIES

To Chair the Undergraduate Education Forum and take responsibility for ensuring the committee complies with its Terms of Reference, planning & delivering activities in line with the College’s Strategic Plan.

To lead in providing advice and represent the College on matters related to curricula development at the Academy of Medical Royal Colleges and other external organisations.

Main duties include:

- To Chair the Undergraduate Education Forum (three meetings per year) and maintain momentum in between to ensure workstreams progress in a timely and effective way.

- To liaise closely with undergraduate psychiatry leads, Choose Psychiatry leads, and other undergraduate activity leads across the College as appropriately to enhance and help coordinate undergraduate activity and maximize impact.

- To lead on the promotion and implementation of the College’s Choose Psychiatry Guidance for Medical Schools as well as other key initiatives and guidance relevant to Medical Schools and undergraduate medical education.
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• To attend the Education and Training Committee and the Choose Psychiatry Committee to report on and update on developments from the Undergraduate Education Forum (three meetings of each committee per year).

• Attendance at the Medical Schools’ Council, Academy, General Medical Council and other external meetings as required by the Dean.

• Lead undergraduate curriculum development for psychiatry.

• Work closely with RCPsych Careers Manager, Head of Training & Workforce and Director for Professional Standards.

PERSON SPECIFICATION
The post holder must possess:

Essential criteria:

• Demonstrate detailed knowledge of relevant GMC standards, including ‘Promoting Excellence: standards for medical education and training’ and ‘Outcomes for graduates’.

• Have a thorough working knowledge of the spiral curriculum for psychiatry and assessment systems at undergraduate level.

• Be familiar with methods of evaluation as applied to medical education.

• 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 and organisations.

• Have good written and verbal communication skills.

• Be able to develop materials to support the programme of work e.g. narrative papers, teaching materials.

• Be an effective teacher & leader.

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 and evidence of Undergraduate Teaching.

March 2020