THE ROYAL COLLEGE OF PSYCHIATRISTS

SPECIALIST ADVISOR JOB DESCRIPTION

JOB TITLE: Specialist Advisor for Portfolio Online
TERM OF OFFICE: 5 years from appointment (November 2020 to November 2025)
RESPONSIBLE TO: Dean
WORKING WITH: Director of Professional Standards, Training & Workforce Unit
ELECTED/APPOINTED: Appointed
TIME COMMITMENT: An average of 1 PA per week

JOB PURPOSE

To be responsible for overseeing the College’s delivery and development plan for Portfolio Online.

To help establish a sustainable system that supports all trainees by:

a) Addressing issues across the e-portfolio system, from trainees to educational supervisors, clinical supervisors and deanery administrators.
b) Recognising opportunities for improvement, while providing clinical oversight and compliance with the curriculum.
c) Connecting stakeholders during the three-yearly meeting in a constructive manner that ensures the creation of a system which is fit for purpose.

KEY RESPONSIBILITIES

Chair the Portfolio Online meetings 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 Portfolio Online at college meetings and other external organisations.

Work in collaboration with the Training Manager and portfolio developer to identify areas of improvement.

Main duties include:

- To chair the Portfolio Online Meeting (three meetings per year) and maintain momentum in between to ensure workstreams progress in a timely and effective way.
- To identify areas of excellent practice and areas for improvement within the e-portfolio.
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• To ensure that training initiatives from the College are integrated into the e-portfolio.

• To work with key stakeholders (deanery administrators, Heads of School and trainees) to ensure that structures for supporting trainees and trainers are in place.

• To ensure trainers/supervisors have a clear understanding of the e-portfolio and can support trainees using the platform.

• To represent the College when requested at relevant Committees at the college and other external organisations as required by the Dean.

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

PERSON SPECIFICATION

The successful candidate will demonstrate

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

• Wide experience of working with and developing digital solutions in education

• Proven leadership experience in Educational roles at a national or regional level.

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

• Have good written and verbal communication skills.

• Be able to develop materials to support the development of e-portfolio, especially during the delivery of the new curriculum.

• 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.
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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
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- 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’.

October 2020