Committee Chair vacancy
Chair of the Professional Learning and Development
Clinical Radiology sub-Committee

The Royal College of Radiologists (RCR) Faculty of Clinical Radiology (CR) wishes to appoint a Lead for the development and delivery of clinical radiology learning and development opportunities and resources offered by the Faculty. The Lead will chair the Clinical Radiology Professional Learning and Development Sub-Committee.

Eligibility and term of office

The Lead will be a Fellow of the RCR in good standing, who is resident in the United Kingdom and at the time of his or her application is in active clinical practice and holds a current licence to practise.

Applicants will be invited to complete a declaration of interests form and an equality and diversity monitoring form.

The Lead will usually serve for a term of three years renewable for a further term of up to two years.

The Clinical Radiology Professional Learning and Development Sub-Committee

The RCR’s overarching Professional Learning and Development (PLD) Committee is responsible on behalf of the Faculties of Clinical Radiology (CR) and Clinical Oncology (CO) for ensuring that the portfolio of post-CCT professional learning and development offered by the RCR is fully inclusive and comprehensive and aligns with the RCR Strategy and priorities in the faculty business plans. The College regards it as important to continue to develop and enhance the offering to ensure that members and Fellows are provided with the high quality CPD opportunities they need, as well as ensuring that the RCR is the recognised provider of their requirements.

To carry out its work, the PLD Committee delegates to its two faculty Sub-Committees responsibility for planning and overseeing the portfolio of professional learning and development offered by each faculty, in accordance with the strategic framework set by the Faculty Boards and the PLD Committee.

The Terms of Reference of the PLD Committee and the Clinical Radiology PLD Sub-Committee are attached as Annexes A and B.

Role and responsibilities

The role of the Lead is to lead the development and delivery of clinical radiology learning and development opportunities and resources, both face to face and online.

To fulfil this role, the Lead is required to:

1. Chair all meetings of the CR PLD Sub-Committee

2. Ensure the Terms of Reference are observed

3. Engage all members of the Sub-Committee in the work being undertaken

4. Work closely with staff in the Professional Learning and Development function of the College, who organise, plan and develop face to face events and online resources. Specifically to lead the development of educational programmes for one day events, the annual conference, the non-clinical skills programme and the webinar programme as well as new programmes which may develop during their period of office.
5. Liaise with clinical colleagues to identify appropriate speakers for learning events and contributors to e-learning products.

6. Liaise with partner organisations on joint activities to ensure high quality educational input into future activities.

7. Ensure regular reports are made to the Professional Learning and Development Committee.

8. Review the work of the Sub-Committee at least once during his or her term of office and make any recommendations to the Professional Learning and Development Committee.

9. Ensure that links and liaison are established with other relevant organisations bodies with a view to developing educational activities.

**Experience and attributes**

Applicants should have experience in at least some of the following:
- delivery of professional learning and development, through face to face and/or e-learning activities.
- developing and participating in e-learning modules, webinars and blended learning activities.
- chairing committees.
- marketing and promotion channels specific to the speciality.

**Time commitment**

There will normally be three meetings of the Sub-Committee per year in the spring, summer and autumn. Meetings will normally take place at the RCR in London, although it may be necessary for the Sub-Committee to meet once a year at the venue for the annual event.

There will also be a time commitment involved in contributing to the development of learning opportunities and products between Sub-Committee meetings, liaising with relevant clinical colleagues and staff.

The Lead will serve as an ex-officio member of the Professional Learning and Development Committee which meets three times a year, attending in person or by telephone/video link.

The Lead might also be invited to other appropriate meetings within the RCR to report on CR PLD matters. Attendance at such meetings will be discussed and agreed with the Chair of the PLD Committee or the CR Vice President.

**Resources**

This is a voluntary role. The RCR will meet the travel expenses incurred by the Lead in travelling to the RCR and other events, in accordance with the College travel and expenses policy.

**Confidentiality**

The Lead shall comply with the provisions of the Data Protection Act 1998 as regards processing and disclosure of any personal data that is made available to them as part of their work for the RCR.

The Lead will from time to time be provided with documents at various stages of development prior to their formal approval and publication, which are to be kept confidential. The Lead shall not disclose any confidential information to an outside person or organisation.

The Lead will not express any opinion or make any statement publicly or to the media that is held out to be a view from the College without first consulting and agreeing the approach with the PLD Committee Chair or the CR Vice President.
Copyright and Intellectual Property

The RCR will hold the intellectual property and copyright of any documents or publications produced by the individual in their capacity as the Faculty's Lead. The Lead will be required to assign these rights to the RCR.

Interested applicants should apply by email, including:

- CV
- links to any webinars or e-learning modules they have delivered
- details of face to face educational activities organised and/or delivered

to the Vice President – Clinical Radiology Dr Richard FitzGerald
C/O Emma Duffy, Conference and Programmes Manager emma_duffy@rcr.ac.uk

Deadline for applications is 12 noon on Wednesday 4 January 2017
Interviews will be held at the College on Thursday 26 or Friday 27 January 2017

The successful candidate would be invited to attend the Committee's first meeting of 2017 on Thursday 23 March in Liverpool, venue of RCR17 and would take over the chair at the November 2017 meeting.