

**Medical Director, Education and Training, Faculty of Clinical Radiology**  
*(Formally in the College's constitution, this role is named 'Warden, Faculty of Clinical Radiology')*

**Eligibility and Term of Office**

The Medical Director, Education and Training, shall be a Fellow of the College by examination, resident in the United Kingdom and on the roll of the Faculty, who, at the close of nominations for the office, holds a current licence to practise and is in active clinical practice. The Medical Director, Education and Training, shall be elected for a term of three College years.

**Role and responsibilities**

The role of the Medical Director, Education and Training, is to lead and take responsibility for specialty training, including examinations and other assessment work, and related matters of the Faculty. This includes research and academic radiology. In addition the Medical Director, Education and Training, will take a significant role in the wider education work of the Faculty and continuum of education for Clinical Radiology Fellows. He or she will take responsibility for other areas of work outside the immediate sphere of training dependent on individual expertise and interest. These and the objectives to be achieved will be agreed collectively with the President and other Officers as part of the programme of work at the beginning of each College year.

The Medical Director, Education and Training's responsibilities are to:

- lead the development of specialty training policy and strategy in order to deliver the objectives set in the College's Strategic Plan.
- chair the Specialty Training Board and ensure that it meets the responsibilities defined by its terms of reference.
- support training programmes in their delivery of training
- promote the specialty as a career choice
- advise and guide College staff in the delivery of specialty training activities
- represent the College externally on specialty training policy issues and activities.

The Medical Director, Education and Training is supported and advised by College staff, notably the Executive Director of Specialty Training Directorate, who will manage the day-to-day implementation of most of these responsibilities and deputise for the Medical Director, Education and Training, as needed.

The Medical Director, Education and Training, will commission short-life working parties to address issues and will recruit the Chairs following appropriate processes agreed by the Faculty and set clear objectives, terms of reference and timetables for delivery. In this and other work of the Faculty it is important to involve trainees to ensure that their experience is taken into account and that succession planning is established.

During the term of office, the Medical Director, Education and Training, will become Warden of the Fellowship for one or two years. This role carries certain formal responsibilities, including chairing the annual meeting of the Fellowship Assessment Panel and taking a lead role in the Admission Ceremonies.

The Medical Director, Education and Training, is a member of the Joint Officers' Group which comprises the Officers of the College (President and Treasurer) and the Officers of both Faculties (in total the group comprises eight Officers). The group meets monthly. The Group discusses and takes forward business related to the work of the College as a whole, cross-Faculty issues and Faculty topics which affect the College's other Faculty within the policies and direction set by Council and the Faculty Boards.

The Medical Director, Education and Training, is a member of Council and as such is a Trustee of the College. Trustees are expected to play a full part in the governance of the College as a registered charity.

### **Regular attendance at College and Faculty boards and committees**

#### **College**

- Council (three per year)
- Joint Officers (monthly)
- Admission Ceremonies and Dinners to New Fellows (two of each per year)
- Annual General Meeting
- Fellowship Assessment Committee (Annual – chaired by Warden of the Fellowship)
- Honours Committee (Annual)
- Attendance may be required at meetings of the UK Standing Committees (devolved countries)

#### **Faculty of Clinical Radiology committees**

- Specialty Training Board (three per year – chaired by the Medical Director, Education and Training,)
- Joint Training Scheme Personnel (two per year – chaired by the Medical Director, Education and Training,)
- Fellowship Examination Board (two per year)
- Faculty Board (three per year)
- Clinical Radiology Officers (monthly)

### **The Medical Director, Education and Training, is expected to attend the majority of the following College and Faculty boards, committees and events:**

- Academic Committee
- Annual Scientific Meeting (or part thereof)
- Working parties of the Specialty Training Board
- Junior Radiologists' Forum and JRF Executive Committee (two of each per year)
- Professional Support and Standards Board (three per year)
- Faculty Clinical Excellence Awards Committee
- Annual Dinner

### **The Medical Director, Education and Training, is expected to have regular input to the following College and Faculty boards and committees and to follow proceedings via the associated documentation:**

- Equivalence Committee
- Regional Chairmen's Committee (two per year)
- Meetings of Faculty committees, sub-committees and Special Interest Groups on an ad hoc basis

#### **Regular general duties as Medical Director, Education and Training -**

- Enabling the Faculty to respond to consultation documents from bodies such as the GMC, NICE etc.
- Responding to media enquiries through the Communication and External Affairs Officer and in line with College policy
- Attending working parties and groups established by outside bodies
- Writing contributions to College *Monthly News* and *The Newsletter*

#### **External duties**

The Medical Director, Education and Training, has to maintain close liaison with the GMC and the Academy of Medical Royal Colleges' Specialty Training Committee as well as other

training and educational bodies and may represent the College on external working parties and committees.

Attendance at the Radiological Society of North America (RSNA) (annual), European Congress of Radiology (ECR) (annual) and other UK and overseas meetings may be requested as part of the role.

**Time commitment**

Most College boards and committees are held on a Thursday or Friday. Officers' meetings are held monthly, usually on a Thursday afternoon or evening, and the following Friday morning. Attendance at these meetings and other board and committee meetings would demand attendance at the College for a minimum of one day per week.

August 2013

