

Medical Director, Professional Practice, Clinical Oncology
[formally in the College's constitution this role is named "Registrar, Clinical Oncology"]

Eligibility and term of office

The Medical Director, Professional Practice (MD PP) is a Fellow of the College, resident in the United Kingdom and on the roll of the Faculty, who at the time of his or her nomination is in active clinical practice and serves for a term of three College years.

Role and responsibilities

The MD PP leads on and directs a portfolio of work and projects for the Faculty of Clinical Oncology focused on activities post the award of a Certificate of Completion of Training (CCT). These activities and post CCT-policy are very largely determined by the Clinical Oncology Faculty Board, and the Professional Support and Standards Board (PSSB) which the MD PP chairs. The structure of the Faculty is appended.

The portfolio of work which the MD PP leads through the PSSB includes:

- Standards and guidance development and review
- CPD and revalidation (supported by the CPD/Revalidation Lead)
- Scientific/CPD meetings programme (supported by the Meetings Lead)
- Audit/quality improvement (supported by the Audit Committee)
- Developments in IT and information resources (supported by the IT and Information Resources Lead)
- Academic and research activities post-CCT (supported by the Academic representative on PSSB)

The MD PP has an important role in facilitating college communication with clinical oncology services across the UK and chairs the Heads of Service committee.

Together with the other Clinical Oncology Officers (Vice-President and Medical Director, Education and Training), the MD PP takes a full role as an Officer of the Faculty, represents the College at external meetings, contributes overall to Faculty policy and determines the direction of issues as they arise. The MD PP also contributes to service review processes. Alongside other Officers, the MD PP oversees and directs Faculty workforce planning and the annual CO workforce census and Advisory Appointments Committee processes.

The MD PP 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 eight Officers). The Group determines and takes forward business related to the work of the College as a whole and cross-Faculty.

As with all Officers, the MD PP is a member of Council and a Trustee of the College. Trustees are expected to play a full part in the governance and strategic direction of the College as a chartered corporation and a registered charity.

During the term of office, the MD PP may take on the role of Registrar of the College to carry out ceremonial duties associated with the Admission Ceremonies for New Fellows.

Support

Staff support for the MD PP is provided by the Directorate of Professional Practice, led and managed by the Executive Director. Staff give policy guidance and advice, specialist support (e.g. clinical audit), administrative and secretarial support.

Regular attendance at College and Faculty boards and committees

College

- Council (three per annum)
- Joint Officers (monthly except August)
- Fellowship Ceremonies and New Fellows' Dinners (two per annum)
- Annual Dinner and Summer Reception
- Annual Scientific Meeting Oncology Stream, including the Annual General Meeting
- Public lectures when possible (2 per annum)

Faculty of Clinical Oncology

- Clinical Oncology Officers (monthly except August)
- Faculty Board (three per annum)
- Professional Support and Standards Board (three per annum – Chaired by MD PP)
- Heads of Service Committee (two per annum - Chaired by the MD PP)
- Service Review Committee (two per annum – Chaired by the MD PP)
- Clinical Oncology Audit Committee (three per annum)
- Faculty Clinical Excellence Awards committee (annual meeting)

The MD PP may be invited to attend the CO Specialty Training Board (three per annum) and the CO Editorial Board (two per annum).

Joint Meetings with Stakeholders

- Joint Collegiate Council for Oncology (RCR and RCP) (three meetings per annum)
- Chemotherapy Board (RCR, RCP, the Association of Cancer Physicians (ACP), the British Oncology Pharmacy Association (BOPA) and the UK Oncology Nursing Society (UKONS)).

Other activities

- Dealing with enquiries/issues referred by staff or from the media
- Direct involvement in, or oversight of, CO service reviews
- Assisting with drafting documents and with responses to consultation documents
- Attending working parties and groups established by the RCR or outside bodies
- Writing contributions for the College *Newsletter*
- Clinical Excellence Awards nominations

Time commitment

Most College boards and committees are held on a Thursday or Friday. Officers' meetings each month are held on a Thursday afternoon and the following Friday morning. The commitment averages about one day per week at the college, plus travelling and reading time. At least 4-6 hours per week will be spent on various administrative tasks such as report writing, dealing with e-mail correspondence etc.

**Board of the Faculty of Clinical Oncology
(Vice-President (Dean), Clinical Oncology)**

