

Last reviewed: April 2023

Due for next review: April 2025

Role: Exam Preparation Lead, RCR Clinical Radiology Learning Committee

The purpose of this role is to play an active role in planning, developing, and delivering the RCR Learning strategic annual programme. This includes a range of CPD learning activities (events, courses, and digital resources) delivered face to face, online and in hybrid settings. The Exam Preparation Lead focuses on developing and launching exam preparation resources and courses for candidates based across the globe, identifying, and engaging Subject Matter Experts to co-design and co-deliver these. Across their term, the role holder's work will consider all parts of the exam and respond to the needs of our membership, informed by data on differential awarding, existing educational and learning support available, and gaps in this provision. The role holder will lead this workstream, reporting to the Chair on progress and working closely with the RCR Learning staff team. The full list of responsibilities for all Committee members can be found in the Committee's Terms of Reference.

This is a voluntary role, with reasonable travel and subsistence expenses paid, in accordance with the [RCR's policy](#). Whilst the RCR is based in London WC2N, and in person events take place across the UK and occasionally outside of the UK, most operational meetings are held remotely via MS Teams.

The Committee's work is informed by:

- 1) The [RCR's strategic priorities](#)
- 2) The faculty annual plan
- 3) The evolving needs of our global membership. Committee members also identify and collaborate with Subject Matter Experts (SMEs), and industry partners to provide high quality educational and learning opportunities for the RCR's global membership and our wider communities.

Support available:

Led by a Chair (and in some instances, supported by a Vice Chair) committee members share between them responsibility for driving forward dedicated workstreams. They receive support from the RCR Learning staff team, who provide expertise in areas such as learning design, event operations, sponsorship, marketing, and evaluation for iterative improvements.

Essential experience & skills:

- Contributing to and/or delivering CPD activities (e.g., events, courses, e-learning resources) across various formats (in person, online, hybrid)
- Strong understanding of how to identify and engage subject matter experts (SMEs) to contribute to educational and learning activities.
- Experience leading or co-leading a workstream / project designed to meet the needs of a defined audience.
- Building positive working relationships with diverse stakeholders, including strong time management skills
- A commitment to diversity, equity and inclusion in practice

Last reviewed: April 2023

Due for next review: April 2025

Desirable experience:

- Previous involvement in teaching and training (e.g., through a teaching qualification such as a PGCE or MSc in Medical Education), and, if possible, assessment
- Previously served as an RCR Examiner

NB: to serve as a member of the Committee, a Fellow (or member in the case of the trainee representative) must be in good standing with the RCR and be in active clinical practice at the time of application.

Time Commitment:

This role will typically serve a term of three years which may be extended by up to one year if required for continuity / hand over.

Below is an estimate of the time commitment for a role on our learning committees. Typically work peaks in June for our annual meetings and October in the run up to our annual conference. and is usually quieter during August.

The successful applicant will need to make such arrangements as are necessary to free time for committee business from their clinical, managerial, academic, or other voluntary work. Staff can be flexible during working hours (generally Monday – Friday, 9.00am – 5.00pm GMT/BST) to accommodate the post holder's commitments.

Requirement	Time Commitment (approximate)
Co-develop and co-deliver at least one CPD learning activity (e.g. co-designing the programme for an in person workshop, being part of the faculty for an online course or writing and narrating content for an e-learning resource) with staff and other SMEs	Annually, at least 0.5 day per activity
Identifying and recruiting SMEs to co-develop and delivery CPD learning activities for your workstream	As required, roughly 30mins per quarter
Update meetings / calls with RCR Learning staff team supporting with strategy, operational delivery and/or evaluation of your workstream	As required, partly over email and roughly 30mins of meetings/calls per month
Check-ins with the Committee Chair to share progress updates, as well as barriers – to receive support	As required, partly over email, and roughly 30mins of calls / meetings per month
Attending and contributing to annual CR Learning Committee Meeting, attended by all members to ensure progress is made on RCR Learning strategic priorities, and members are clear on their objectives	Annually, 90 – 120mins

Last reviewed: April 2023

Due for next review: April 2025

Active participation in at least one day of the RCR UK annual conference e.g. delivering a session or workstream, speaking to delegates at the RCR stand	Annually, 1 day
Participating in at least one strategic planning session to which representatives from the relevant partner organisations will be invited to help identify priorities and structure the RCR Learning programme for the coming 12 – 18 months	Annually, 90mins
Undertaking other duties relevant to the scope of the role in line with Committee and RCR strategic priorities, including participating in any site-specific or faculty-specific working groups; ensuring links and liaison are established with other relevant RCR bodies and with relevant NHS, HEE and other bodies in the four UK countries, promoting collaborations and joint working wherever possible.	As required

Conflicts of Interest:

The Charity Commission sets out the legal obligations of a charity trustee, and the College's Conflict of Interest policy is based on the Commissions advice.

Individuals working on behalf of the college have a duty to declare any conflicts of interest.

A potential conflict is anything which could be perceived as impairing impartiality or objectivity and hence casts doubt over a decision that has been taken.

Further information can be found here: [Declaring and registering conflicts of interest: policy and procedure](#)

Confidentiality and data protection:

- Committee members will not disclose any confidential information to an outside person or organisation during and after their term, nor take any action to bring the RCR or its staff into disrepute.
- Committee members 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.
- Members will comply with the provisions of the Data Protection Act 2018 and the General Data Protection Regulation (GDPR) 2016 as regards processing and disclosure of any personal data where it is made available to them as part of the work of the Committee and follow the RCR's data protection and data security policies.
- Committee members will not speak for or on behalf of the RCR unless authorised in advance to do so.
- The RCR will hold the intellectual property and copyright of any documents or publications produced by the individual in their capacity as member of the CO Learning Committee. Committee members are required to assign these rights to the RCR.