

September 2022

Dear Applicant,

RE: Learning Portal Technician

Thank you for your interest in working for The Royal College of Pathologists.

Pathology is at the heart of modern healthcare. Pathologists work to prevent, diagnose, treat and monitor diseases and are involved in the diagnosis of disorders affecting every organ of the body, from before birth to after death. The majority of tests requested by doctors will be performed and interpreted by a clinical scientist or medically qualified pathologist.

This is a fantastic opportunity to join a Royal Medical College whose members have been at the forefront of tackling the COVID-19 pandemic.

As the Pathology Portal platform launched in August 2022 there is a need for someone to continue to provide full-time support to editors wishing to contribute and upload learning material to the Portal. The Technician will review and edit materials, ensuring they are in line with requirements before assisting with the upload process.

The Technician will ensure that editors feel fully supported in the process by dealing with queries or issues as they arise.

As the Pathology Portal is a joint project between the College and HEE, it is important that the uploaded material adhere to Portal's brand identity. The Technician will assist with editing videos and written content to ensure it is in accordance with branding and style guidelines.

To apply, please send a **CV** and **completed supporting information form** to recruitment@rcpath.org. The deadline for applications is **9am Monday 10 October 2022**.

If you apply for the post, I would be grateful if you would complete an optional anonymous diversity monitoring questionnaire to enable the College to monitor the diversity of applicants: [RCPath Diversity Monitoring Questionnaire](#)

If you would like to speak to someone about the role, please contact HR in the first instance on 020 7451 6700, or via recruitment@rcpath.org.

I look forward to receiving your application.

Yours Sincerely

Luke Thrower
Pathology Portal Officer



Learning Platform Technician Job Description

Responsible to: Pathology Portal Officer

Working hours: Full time, 35 hours per week (excluding lunch hour) Monday to Friday

Contract Type: One year from appointment (One year fixed Term)

Location: The Royal College of Pathologists, 6 Alie Street, London, E1 8QT or any of the place(s) of business of the College as determined from time to time

Introduction

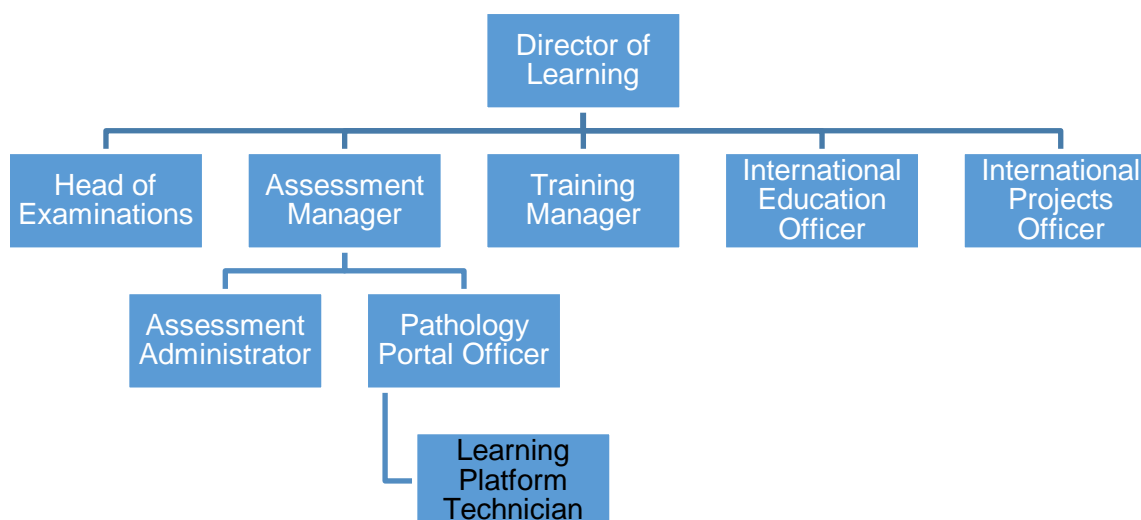
The College is a professional membership organisation dedicated to the advancement of the science and practice of pathology. There are currently approximately 11,500 members, all of whom are pathologists based in hospitals, universities and laboratories in the UK and overseas. The College's main tasks are to set and maintain training standards for doctors and scientists, to advise on the appointment of consultant pathologists, to ensure the membership is kept up to date with current practice through the continuing professional development scheme, and to promote the latest developments in pathology by holding scientific meetings.

The College's mission is to promote excellence in the practice of pathology and to be responsible for maintaining standards through training, assessments, examinations and professional development. This applies not only to the UK since the College is also a global organisation.

College structure

The Learning Directorate is overseen by the Vice President for Learning and the Director of Learning who is a member of the College's Senior Management Team. The Assessment Department sits within the Learning Directorate and is managed by the Assessment Manager who, together with the Pathology Portal Officer and Learning Platform Technician will ensure administrative support for the Pathology Portal.





The Pathology Portal

The Royal College of Pathologists, together with Health Education England (HEE), have developed an innovative adaptive learning platform to support trainees and practising pathologists in digital learning – known as Pathology Portal. Using technology to enhance learning, the platform incorporates the ability to host and view whole slide imaging (WSI) over the world wide web (Virtual Microscopy) to enable pathology tissue samples to be annotated and viewed as part of learning sets, mapped to the relevant curricula of the Royal College of Pathologists, and, hosted and maintained within the system.

This platform has been designed to support not only digital morphological learning, but also to support clinical and macroscopic learning. It will include upload of material already scanned as part of previous Deanery/Local Education and Training Board (LETB) projects, to reduce duplication and provide broader access.

The Learning Platform Technician will source suitable images, media or graphics to support content of the Pathology Portal. The post-holder will write, edit and publish content directly into the platform and align with social media, where appropriate. They will make decisions about structure, layout and navigation to ensure content works digitally and which follows current best practices. The post-holder will also take a proactive approach to ensuring that all sections of the platform are kept up to date and developed appropriately in the brand and house style.

Main purpose

Scientific experience is not required for this role. The process of gathering, reviewing and uploading learning materials to the Pathology Portal will be governed by an Editorial Board which is made up of a wide range of healthcare professionals. The Learning Platform Technician will support the Editorial Board and will be responsible for acting as a focal point for members wishing to contribute content, ensuring copyright and that the learning materials are successfully uploaded to the Portal, providing technical assistance and quality control where needed. The post-holder will be expected to review and edit submitted materials, in particular video content, as well as assist contributors with any technical issues and queries regarding the Pathology Portal and the submission process.



Key Responsibilities

Editorial support and quality control:

- Receiving, reviewing and updating learning materials to ensure that the presentation and quality of the submitted content are in line with the Pathology Portal's standards.
- Editing video submissions from contributing members to align them with the Pathology Portal's aesthetic presentation and brand identity.
- Liaising with the technical provider to ensure that all approved content is successfully uploaded to the Pathology Portal.

Member support and technical assistance

- Dealing with queries and issues from College members pertaining to the Pathology Portal, the submission of learning materials and access to the platform.
- Acting as a focal point for the Pathology Portal and answering correspondence from members.
- Providing technical assistance and guidance to members wishing to contribute learning materials to the Pathology Portal, ensuring that College standards and protocols are adhered to.
- Providing customer service to College members and editors.
- Creating guidance materials and tutorials on the Pathology Portal to assist members with the submission and upload process.
- Providing video editing support for other College related activities to support the wider College mission as required.

Workshop and conference support

- Assisting with workshop planning and logistics
- Providing technical support to members attending workshops and dealing with any issues arising.

Pathology Portal Governance

- Receiving, collating and reporting feedback from members to the Editorial Board.
- Attending the Editorial Board meetings to take minutes and advise on editorial issues if appropriate.
- Drafting and dispatching the agenda and all meeting papers to the Editorial Board members in a timely manner.
- Drafting accurate and succinct formal minutes for review and approval by the Editorial Board Chair within 7 days of the meeting.
- Circulating approved minutes to the Editorial Board members, post on the relevant web page and keep appropriate electronic records of the meetings.
- Attending related Pathology Portal meetings and keep abreast with the developments regarding the Portal.
- Reporting any issues regarding the submission and upload of learning materials to the Project Lead, Clinical Director, Pathology Portal Officer or Assessment Manager.

Undertaking any other duties and responsibilities as requested by the Project Lead, Clinical Director, Pathology Portal Officer or Assessment Manager and which are commensurate with this role.



Key Relationships:

The cross-organisational nature of the Pathology Portal will require the post-holder to work closely with colleagues in the various different College departments, Senior Managers, Clinical Directors and College officers. Due to the unique nature of the Pathology Portal, the post-holder will be required to liaise and provide guidance and support to a range of external stakeholders. The Learning Platform Technician will work closely with the Project Lead, Clinical Director, Pathology Portal Officer and the Assessment Manager.



Learning Platform Technician Person Specification

Requirements	E	D
Knowledge/ Qualifications/ Experience		
Educated to degree level or equivalent qualification through experience	✓	
Experience of using video editing software and producing high quality visual materials	✓	
Experience adhering to editorial and technical style guides	✓	
Experience of proof reading, editing and document formatting	✓	
Experience of providing customer service or member support	✓	
Experience of producing and maintaining accurate records and timely management information	✓	
Experience in using Content Management System (CMS)		✓
Experience of working on an e-learning, education or IT project	✓	
Experience of working in a medical education environment, healthcare or not for profit		✓
Experience in communicating or providing guidance to teams and senior stakeholders on administration matters	✓	
Experience of administration and serving committees or boards including setting agendas, minute writing and supporting chairs	✓	
Skills / Abilities		
Excellent organisational and administrative skills with an ability to prioritise a busy work schedule	✓	
Strong verbal and written communication skills with the ability to communicate information confidently and sensitively	✓	
Ability to work independently as well as part of, and in support of, a team.	✓	
Ability to be proactive and take initiative to solve problems.	✓	
Excellent IT skills with the ability to use all Microsoft Office packages and video editing software to an advanced level	✓	
Ability to use databases and maintain and update web pages.	✓	
Accuracy and attention to detail.	✓	
Personal Qualities		



Requirements	E	D
Commitment to customer service	✓	
Attention to detail and accuracy	✓	
Commitment to equality and diversity with an understanding of how this would apply to own role and responsibilities.	✓	
Ability to provide a professional and confidential service.	✓	
Ability to be flexible towards work about working across time zones from time to time.	✓	

Working for the Royal College of Pathologists

We offer a supportive working environment, promoting values of quality service, teamwork and partnership. We offer the following benefits to employees:

Competitive Salary	This role is grade 2, with a salary of £28,440 per annum with competence-based pay progression.
Hours	Standard working hours are 35 hours per week, Monday to Friday, 7 hours per day (excluding lunch hour)
Annual Leave	25 days per annum, plus bank holidays, increasing with length of service.
College Closure Days	The Trustee Board every July decides whether it will close the College between Christmas and New Year.
Employee Discount Scheme	The College has an employee discount scheme operated through Reward Gateway. This scheme offers employees discounts and cashback with major retailers.
Pensions	Employees will join the College pension scheme.
Interest-free season ticket loan	You may apply to the College for an interest-free loan to purchase an annual season ticket.
Employee Assistance programme	Through this programme employees have access to a confidential counselling service, health advice, emotional support as well as a comprehensive occupational health service.
Learning and Development	The College offers learning and development opportunities for all members of staff
Maternity Pay	Enhanced maternity pay, with up to 8 weeks at full pay, and 18 weeks at half pay.
Paternity Pay	Two weeks full pay.
Flexible Working	Flexible working is supported.

This is an example of current benefits provided, subject to eligibility requirements, and it is not contractual.

