



## **Clinical Lead for Academic Activities and Chair of the Academic Activities Working Group**

### **Job description**

<b>Responsible to:</b>	Vice President for Learning
<b>Working hours:</b>	Voluntary position, unpaid, hours to suit responsibility. Term: initially 3 years with the option, by agreement, of an additional 2 years
<b>Location:</b>	Most work will be delivered electronically with some meetings at the College

### **Introduction**

#### **The College**

This College has a key role in developing the professional aspects of pathology services so that they contribute effectively to the delivery of healthcare. Those holding office in the College provide professional leadership, and thereby contribute at a national level to the maintenance and development of pathology services, and the quality of care that patients receive.

The College expects its office holders to be proactive and representative of the College, and to provide leadership in their own specialty and pathology in general. The College's influence extends to all sectors of healthcare provision.

The College is its membership, and the coordination between national, regional and local activities is paramount. All office holders are expected to subscribe to these principles. The College is expected to provide advice and guidance on specialty-specific issues nationally, regionally and locally. The Specialty Advisory Committees provide professional leadership within their specialty.

#### **Conferences and Events Department**

The Conferences and Events Department provides a range of educational opportunities across the breadth of pathology. It is a service department which facilitates the development and delivery of high quality conferences, symposia and other educational activities based on proposals and ideas generated by College departments, committees, fellows, members and trainees. Staff and operational management of Conferences and Events lies within the Corporate Services Department

#### **Overview of the purpose of this post**

This post is a key appointment in the plans for the College to deliver a sustainable programme of academic activities within the new College building and elsewhere in the United Kingdom.



The appointee to this post will:

- Ensure that the College leads and delivers a programme of conferences and events that will provide a broad range of educational opportunities to members and non-members of the College.
- Provide guidance and encouragement to the staff team as they facilitate the planning and delivery of educational and academic events.
- Raise the profile of symposia and conferences delivered by, or supported by, the College
- Identify the resources required by the College to deliver conferences and events, as well as identifying opportunities for new pathology-focused events

## **Key Duties:**

### **Planning of Conferences and Events**

- Chair a working group of Academic Activities Co-ordinators identified by the Speciality Advisory Committees to plan a programme of conferences and events, ensuring that they cover relevant topics and involve good speakers
- Work with members of College committees and others to produce educational symposia which will be of interest to fellows, members, trainees and others, in particular to deliver events of relevance to undergraduate students.
- Work with the College's Trainees Advisory Committee to create symposia and tutorials specifically aimed at trainees
- Work with other College departments such as Training and Educational Standards, Examinations and the Professional Standards Unit to develop educational activities for the training and development of College Fellows involved in voluntary activities on behalf of the College.
- Work with appropriate College groups and individuals to develop regional symposia or events
- Create an effective strategy to identify gaps in the current market for events in areas including diagnosis and treatment, teaching and training, research and development, ethical and social issues and professional issues.
- Demonstrate that our meetings are of a high quality and represent good value for money and, through reviewing evaluation reports, ensuring that all suggestions for future meetings are passed to the relevant committees
- Provide advice, guidance and, as appropriate, content, for the College website

### **Strategic development of Pathology events**

- Raise the profile of conferences outside London, where the demand exists
- Work with other pathology organisations, charitable bodies and other academic and educational organisations to run joint activities and conferences.
- Advise, as appropriate, on suitable external advertising for College conferences to ensure we reach a wider audience.
- Consider how new technologies e.g. podcasting, streaming, webinars, might enhance the College's academic activities and the income for the College.



- Work with programme organisers on sourcing suitable companies to sponsor College symposia

### **General Duties**

- Report on progress to Council
- Undertake other duties and responsibilities as requested which are commensurate with this role.

### **Scope and Accountability**

The role requires knowledge of a wide range of pathology issues, scientific educational practices and professional development. The decision making requires an ability to consider multiple priorities and the internal and external impact of decisions. The issues require a high level of awareness and understanding of Pathology in the public domain, the health service(s) and College strategies and operation.

The Clinical Lead for Academic Activities:

- reports to the Vice President for Learning and works closely with College staff in the Events team.
- is responsible for planning and prioritising their own tasks to meet the strategic requirements of the role, typically considering a programme of events 12-24 months in advance.
- will make proposals for decision making by SACs, the Trustee Board and the staff team.
- will be involved in budgetary proposals within the authority of College staff and budgets.
- Will be cognisant of the need to respect sensitive and confidential information relating to commercial agreements or research and information that may be required for legal or compliance purposes.



## Clinical Lead for Academic Activities

### Person specification

Requirements	Essential	Desirable
<b>Experience and knowledge</b>		
Fellow of the College	✓	
In active practice		✓
Experience of working with range of training, educational organisations and other medical Royal Colleges	✓	
Broad overview of all pathology specialties	✓	
Previous experience of planning educational events, conferences and symposia	✓	
Interest in/experience of promoting awareness/understanding of pathology to a range of audiences	✓	
Interest in/understanding of academic events and promotion of them	✓	
Trained and up to date in all issues relating to equality and diversity	✓	
<b>Skills/Abilities</b>		
Ability to communicate effectively and develop effective working relationships on an individual basis with College colleagues and staff	✓	
Excellent verbal and written communication skills	✓	
Ability to lead planning and liaise with College committee members	✓	
Ability to take responsibility and show evidence of leadership	✓	
Ability to make decisions and give guidance	✓	
Excellent time management skills	✓	
Good IT skills with an understanding of Microsoft packages including Outlook, Word and Excel, to aid in planning.	✓	
Use of technology and/or e-learning for potential future development		✓
Understanding of financial and/or business planning to facilitate future plans for income generation through academic activities		✓
<b>Qualities</b>		
Flexible and proactive attitude	✓	
Awareness of personal limitations	✓	
Experience of working as part of a team	✓	
Not currently subject to any investigations related to professional performance or probity	✓	
Trained and up to date in all areas relating to equality and diversity	✓	