

## Post Specification

<b>Post Title</b>	Education Specialist (Maternity Cover)
<b>Post Status</b>	Fixed Term
<b>Department/Function</b>	Education Development – Education, Innovation & Research
<b>Salary</b>	Not disclosed
<b>Closing Date</b>	18 January 2017
<b>Reference Number</b>	RCPI-44-16

### Post Summary

We are seeking to appoint an Education Specialist. The successful candidate will have primary responsibility for the design and development of an extensive range of postgraduate medical educational programmes for doctors in training and for fully qualified specialists; the development of specialist training curricula and assessment methods and the on-going evaluation of all programmes and curricula.

This candidate will work closely with a range of RCPI departments (Heads of Functions & Department managers, Education, Innovation & Research team, National Specialty Directors (NSD) and the Operations Department) and external stakeholders including the Irish Medical Council and the HSE.

### Reporting Relationship

The Education Specialist will report to the Manager of the Education Development Department.

## Standard Duties of the Post

Duties will involve, but are not limited to:

### Curricula Development

- Implement curricular review, update, development and maintenance on an on-going basis
- Develop and implement curricula-driven education programmes and other new educational programme development as required
- Liaise with medical specialties to develop curricula and educational programmes and assessment methods

### Assessment and exams

- Research and implement suitable medical education assessment methodologies
- Participate in the ongoing development and quality assurance of medical education assessments and examinations

### Assuring high standards and quality

- Standardise and align all medical education practices with national and international guidelines
- Review aims and objectives of educational programmes delivered to ensure stated objectives are met
- Develop and implement national medical education initiatives where appropriate
- Develop trainer support mechanisms and trainer development programmes

### New Product Development

- Develop training and education programmes and events including on-line components by liaising with Subject Matter Experts (SMEs) and external vendors from inception to roll-out

### Project management

- Manage small, medium and large scale medical education projects including internal reviews, programme reviews, examination review and development, new course development etc.

## Person Specification

### Essential

- Postgraduate qualification in Education, Healthcare, Education Psychology or equivalent
- Minimum of 3 years experience in a comparable role including development of training or educational programmes
- Experiential knowledge and sound understanding of medical education, education development, assessments, quality assurance and statistics

- Strong communication skills (written, verbal and interpersonal) to be able to work with wide ranging groups and individuals
- Demonstrated capacity to convert research and national and international standards to practical educational initiatives
- Proven track record of project management skills from planning to implementation and review with high level of personal effectiveness including attention to detail, leadership, time management, stress management and self-management
- Ability to handle a varied and diverse workload to meet deadlines
- Ability to work flexibly and being comfortable with ambiguity and change
- Ability to analyse and synthesize information quickly and accurately
- Ability to work independently and as part of a team
- Capacity to work at strategic level, undertake research, solve problems, identify opportunities and generate ideas and innovative solutions to a variety of challenges
- Advanced IT capacity with MS products and on-line development

#### **Desirable**

- Medical education background or experience in healthcare services
- Working knowledge of statistics including SPSS or equivalent statistical software
- Familiarity with Quality Assurance standards
- Information Mapping for documentation
- Quantitative and qualitative research skills and experience

## **Application Requirements**

You should submit a cover letter and CV and specifically address the following points in their application. Candidates who do not specifically respond to these screening questions will not be included in the short listing process.

You should submit your application, taking notice of the application requirements set out above, to:

HR Generalist

Tel: 01 8639700 | Email: [jobs@rcpi.ie](mailto:jobs@rcpi.ie)

## **About the Royal College of Physicians of Ireland (RCPI)**

The Royal College of Physicians of Ireland (RCPI) with its Faculties and Institute, provide postgraduate medical training and professional development opportunities to doctors working in 25 specialties. Collectively, we are the largest provider of postgraduate medical training in Ireland.

Our mission is to ensure that patients receive the best possible care. We do this by training and assessing doctors and providing accredited education and professional development programmes. We also quality-assure standards in specialist medical practice and promote good health through our policy and public outreach initiatives.

Our Fellows and senior management team are heavily involved in the current transformation of the Irish health service. We work closely with the Medical Council of Ireland, the Health Service Executive, the Department of Health, and other postgraduate medical training bodies.

We are also undergoing significant internal changes. We are implementing a major programme of transformation that has seen the creation of new business initiatives, the internationalisation of the organisation and closer collaboration with key policy leaders in healthcare.

We are continuing to adopt a more proactive and progressive role in the Irish and international health sector, and have become a more outward-looking organisation in recent years as a result. As new initiatives have been developed, our workforce has grown and we now employ over 90 people. We value creativity and innovation and encourage our staff to 'think outside the box'.

Our staff surveys consistently show that the Royal College of Physicians of Ireland is a great place to work, with a friendly, supportive atmosphere and a sense that everyone is playing their part in improving Irish healthcare.

## **Equal Opportunities Policy**

RCPI is an equal opportunities employer and is committed to the employment policies, procedures and practices which do not discriminate on grounds such as gender, marital status, family status, age, disability, race, religious belief, sexual orientation or membership of the travelling community.