

Registrar

Position Specification

Position Title:	Registrar
Department/Function:	Postgraduate Training and Education
Tenure of office:	3 years (renewable once)
Time Commitment:	3 days per week
Closing date:	12pm, Friday 25 th September 2020

The Royal College of Physicians of Ireland

The mission of The Royal College of Physicians of Ireland (RCPI) is to develop and maintain high professional standards in specialist medical practice in order to achieve optimum patient care and to promote health nationally and internationally. Through its Faculties, Institute and Committees, RCPI has responsibility for the delivery of postgraduate education and training of doctors in Ireland in twenty-five medical specialties.

Role Overview

RCPI seeks to become a leader in postgraduate medical education, recognised internationally for innovation and excellence in the development and delivery of training and education programmes which meet the needs of doctors, healthcare systems and patients.

The Royal College of Physicians of Ireland delivers postgraduate specialist training to over 1,200 doctors in 29 specialities. This training takes place in structured rotations on hospital and other sites across Ireland, and is supported by a network of local trainers, Programme Directors and National Specialty Directors.

Following a significant change programme to enhance the governance structures within the College, the role of the Registrar has been enhanced to a senior management position with responsibility for education and training.

The Registrar will lead RCPI in its goal of becoming a leader in postgraduate education and training, including examination and evaluation. They will work with the HSE NDTP, international ministries of health, health providers and international medical education training organisations to identify the needs and opportunities in post graduate medical training. At a local level, the Registrar will work with the Faculties and Institutes to ensure that RCPI programmes meet these needs and the needs of trainers and trainees.

The Medical Council delegates to the Faculties and Institutes of the RCPI the training of medical specialists which provides access to the Specialist Division of the Medical Register. The Medical Council accredits the training programmes of the Faculties and Institutes on a regular basis, taking input from international and national education experts and local trainees.

While the Faculties and Institutes are responsible to the Medical Council for the delivery and oversight of their training programmes, they do so within the overall framework of the College which enables the sharing of best practice, expertise, resources and supports for trainers and trainees.

Purpose:

The Registrar will fulfil a strategic, operational, and advisory role for all College matters relating to training and education.

This includes providing direction and oversight on the development and implementation of College processes, policies, initiatives and strategies across a broad portfolio of activity underpinning training and education on behalf of and in collaboration with the Faculties and Institutes, RCPI.

A key function of this role will be engaging and working with the six Faculties and Institutes. The role includes leadership of a number of roles held by senior clinicians within the College, including the Directors of Research, Training Site Accreditation, Health and Wellbeing and International to ensure delivery of strategic objectives in each area and ensuring involvement and collaboration with all Faculties and Institutes in each of these areas.

The tenure of the post will be for a three-year term initially. The Registrar will be appointed by interview, which is subject to approval by the College, with formal election to the position in October 2020 at the Annual Stated Meeting of the College.

Reporting relationships

Reporting to the Chief Executive Officer as a key member of the Senior Management Team.

The Registrar will be a member of the Executive Board.

The Registrar will attend the Council as a member of the Senior Management Team.

The Registrar will chair the College Education, Training and Examinations committees working with the Directors of Training and Directors of Exams in the Faculties and Institutes

Responsibilities

***Note:** While the following description provides an outline of the role of Registrar, the College has recently undergone a significant review of its governance. It is expected that this role may evolve in line with ongoing improvements to RCPI governance structures.*

Governance and Management

- Member of the RCPI Senior Management Team and the College's Executive Board.
- In attendance at RCPI Council meetings
- Establish a cross-College Training and Education Committee with remit to provide operational and strategic role in Cross-College training, education and examination issues. This forum should provide integration with Faculties via representation of the Directors of Education and Training. Meetings should ideally occur monthly.

- Chair the Education and Quality Committee to strategically plan, prioritise and quality-assure educational programmes for professional development and to oversee the Professional Competence Schemes.
- Consistently review, monitor and improve on governance and reporting within any of their delegated activities.
- Delegate responsibilities to Directors/Chairs of Committees under their remit, such as the development or review of policies, procedures and strategy. Meet quarterly (at a minimum) with the relevant Directors to monitor progress on delivery of strategy.
- Chair or participate on any other committees or working groups as required
- Key liaison with external stakeholders for Cross College activities, and specifically work with NDTP on relevant issues (for instance development of a training plan for non-training scheme doctors)
- As per the RCPI Charter, the Registrar is responsible for maintaining the by-laws of the College and shall be the person responsible for taking forward any amendments for approval by the College as required. The Registrar is also responsible for maintaining the Roll of Fellows.
- Oversee the Councillor elections annually, acting as the key point of contact for Fellows considering running for election.

Strategic Management and Business Planning

- To provide leadership on the development of a strategic plan for all areas under the training and education remit. This will involve close collaboration and engagement with all relevant Directors (Cross-College and Training Bodies) to coordinate a strategy in line with RCPI mission and considering the responsibilities and requirements of all six training bodies.
- To advise and support each training body in the delivery of the strategic plan.
- Together with the Senior Management Team and Directors, translate the medium-term strategic priorities into annual operational objectives, including developing business and financial cases for new activities or initiatives for approval by the Executive Board.

Policy development and quality assurance

- Direct the development, review and implementation of RCPI quality assurance policies relating to education, training and examinations systems, supports and processes in collaboration with relevant stakeholders, such as examinations policies, grievance policies, appeals etc

Communications and Engagement

- Take the lead on communications initiatives between RCPI, trainees and trainers to increase trainee and trainer engagement in collaboration with the Faculties and Institutes
- Engage with relevant internal and external stakeholders (incl Medical Council, HSE) and other postgraduate training bodies to deliver on quality improvements in training and associated activities

- Participate in College Conferings and Admission Cermonies as a member of the platform party

Requirements of the appointment

Applicants should be an existing Fellow of the RCPI or a Member eligible for Fellowship, in good standing, resident in Ireland and registered on the Specialist Division with the Medical Council. In the event that a Member is appointed to this role, they shall apply for Fellowship of the College on appointment. Further information on Fellowship criteria is available here:

<https://www.rcpi.ie/join-us/fellowship-of-rcpi-2019/>

Key competencies and skills

The person appointed will require a keen interest in training and postgraduate medical education, quality assurance and continuous improvement

Prior experience of developing and delivering educational content is desirable.

Demonstrated capability to understand and develop strategy which supports the training and education objectives of the College, Faculties and Institutes

Hold a Masters Qualification in Education or other relevant Masters Degrees (desirable).

Application requirements

Applicants can submit a Curriculum Vitae and cover letter outlining their relevant experience by **12pm on the 25th September 2020** for the attention of Dr Terry McWade (c/o Emma Cuddihy, Governance Programme Manager) to emmacuddihy@rcpi.ie

Tenure of Office and Time Commitment:

Three years (this may be extended for a further 3 year term)

The average commitment is 3 days per week, based at RCPI offices in Dublin, along with additional work carried out electronically.

In the nature of the role there may be early and late meetings, and also travel on RCPI business both in Ireland and overseas.

Remuneration:

The post is not remunerated by the College although it may be possible to compensate the post holders employer by means of backfill arrangements.

In any case it is crucial that the post holder has the support of their employer to enable them sufficient time to carry out this role.

Reasonable and appropriate expenses will be reimbursed in accordance with College policy.