

Post Specification

Post Title	Education Specialist
Post Status	1 Year
Department/Function	Assessment & Programme Development – Postgraduate Training & Exams
Closing Date	Friday 10 September 2021
Reference Number	RCPI-40-21

Post Summary

We are seeking to appoint a Education Specialist reporting to the Assessment and Programme Development Manager. The Assessment and Programme Development department has responsibility for supporting the educational development of the College’s postgraduate training programmes and the College’s membership examinations.

The successful candidate will have responsibility for supporting processes in the design and development of an extensive range of postgraduate medical training 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 primarily work with their manager and the team of Education Specialists within RCPI. They will also work with a range of RCPI departments, Clinical leads and stakeholders including the Irish Medical Council and the HSE.

Reporting Relationship

The Education Development Specialist will report the Assessment and Programme Development Manager.

Standard Duties of the Post

Duties will involve, but are not limited to:

Curricula Development

- Facilitate the review, update, development, and maintenance on curricula for bespoke international and fellowship programmes
- Support and liaise with medical specialties to update curricula for the 30+ postgraduate training programmes within RCPI as well as assessment methods
- Support the team in the development of outcome based training curricula for higher specialist training, potentially lead specialty specific projects depending on experience
- Support the review and maintenance of the curriculum archive

Assessment and exams

- Participate assigned tasks with regard to the content development and marking of RCPI examinations
- Application of basic data analysis skills

Project Support

- Manage small medical education projects including internal reviews, programme reviews, examination review and development
- Support tasks related to key cross College projects such as RCPI digital strategy and Medical Council accreditation
- Support team members in larger strategic projects
- Facilitate feedback workshops specific to assigned projects

Reporting

- Prepare reports on assigned projects
- Carryout analysis and prepare data driven reports for small adhoc projects
- Report on a regular basis to the APD Manager, Clinical Leads, Head of Function etc as required

Person Specification

Essential

- Postgraduate qualification in Education, Healthcare, Education Psychology or their equivalence
- Minimum of 3 years experience in an education role
- Experiential knowledge and sound understanding of education development, assessments, quality assurance and statistics
- Strong communication skills (in particular report writing and presentation skills) to be able to work with wide ranging groups and individuals
- Ability to handle a varied and diverse workload to meet deadlines
- Ability to work flexibly and with 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, indentify 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 and advantage
- Familiarity with Quality Assurance standards
- Information Mapping for documentation
- Quantitative and qualitative research skills and experience

Application Requirements

To apply please send a cover letter, detailing your relevant experience for this role, and an up-to-date CV to jobs@rcpi.ie. Please answer the following two questions:

1. What are your current salary expectations?
2. What is your current notice period?

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.