



**FACULTY OF TRAVEL MEDICINE
RCPSG POSTGRADUATE DIPLOMA IN TRAVEL MEDICINE
CLINICAL COURSE LEAD – ROLE DESCRIPTION**

Overview/purpose

The RCPSG Postgraduate Diploma in Travel Medicine ('PGDipTM') is an 18-month academically-accredited educational programme delivered by the Faculty of Travel Medicine of the College. The course runs annually (commencing January) with a cohort of up to 24 students. The second cohort of the course commences in January 2023. The aim of the course is to develop and support healthcare professionals in their role as travel medicine practitioners. It offers an academic base that assists individuals to become autonomous and reflective practitioners in the delivery of travel medicine services.

The Clinical Course Lead ('Course Lead') is an appointment that will be made for each cohort of the course delivery. The Course Lead will be actively involved in all decisions in relation to the delivery of the course for the cohort in question and its quality assurance. Reporting to the College Director of Education & Assessment and the Faculty Dean, the Course Lead will work closely with College staff and the Module Leads to ensure that high quality education is delivered on, and clearly reported to stakeholders. The Course Lead will have responsibility for managing the quality of the learning experience offered to students.

Main duties and responsibilities

Oversight

- Oversee the strategic, marketing and communication decisions related to the cohort, working with College staff.
- Agree minimum and maximum student numbers per programme for viability of delivery to a cohort, together with the Director of Education & Assessment.
- Oversee work of Module Leads, providing guidance, training and feedback as necessary.
- Ensure processes and policies are in place to maintain quality and assure ongoing academic accreditation of the course, working closely with the Education and Assessment Development Manager.
- Identify and develop strategic relationships where appropriate, working with the Faculty Dean.

Delivery of course

- Working with College staff, and a second clinical reviewer, take decisions on the eligibility of course students applying to join the cohort where these cannot be made following standard guidance by the Education and Assessment Development Manager.
- Create the final programme for residential components of the course, agreeing speakers, topics and the approach to delivery, in conjunction with the Module Leads.
- Present the student programme (including support), timetable, residential elements and assessments of the programme to the Faculty Dean and Board for final sign off.
- Attend monthly student meetings to ensure appropriate progression of students through the programme, maintaining a full working knowledge of the programme and cohort progression.
- Identify action required for course updates, including identification of appropriate personnel to undertake and quality review this work.



Quality assurance

- Provide guidance to those with additional needs, ensuring the course remains accessible, working with College staff to communicate this.
- Review all student evaluations to monitor feedback, identifying changes required either for the current or future cohorts.
- Present information on all matters of quality assurance and enhancement to the College Academic Board for their guidance/oversight.
- Oversee all internal and external verification, ensuring that appropriate standards are met. This includes ensuring an appropriate level of support is provided to those teaching or assessing on the course.
- Where required, work with College staff and the Faculty Dean, to respond timeously to complaints.

Key relationships

- **College Director of Education & Assessment (or Deputy Head of Education with delegated authority)** – reporting to the College Director of Education & Assessment, who will provide formal feedback and oversee the appointment of the Course Lead. The Course Lead will work with the Director on strategic and financial matters.
- **Other College staff**
 - **Education and Assessment Development Manager** - the Course Lead will work with the Education Lead on matters such as learning and teaching strategy, curriculum design and update, assessment design and delivery, additional needs provision, student eligibility and quality assurance and enhancement.
 - **Education Manager and Co-ordinator** - these Education staff will provide administrative and marketing support for the course and will handle all financial and administrative matters, including communications to the students.
 - **Digital Team Manager** - the Course Lead will work with the Digital Team Manager to ensure all materials are provided in an appropriate format, clearly signposted and accessible. In addition, the Digital Team Manager will ensure that students have access to appropriate discussion boards/forums and will work with tutors and students to ensure technical issues are dealt with promptly.
- **Faculty Dean** – the Clinical Lead will keep the Faculty Dean updated of key activity in relation to the course, any strategic matters requiring discussion and will work with the Dean to ensure that Fellows, Members and Associates of the College are kept informed of activity and involved in its delivery and development where possible.
- **Faculty Executive Board** – the Clinical Lead will become a co-opted member of the Executive Board if not already a member of the Board, and will be expected to update the Board regularly and encourage engagement from this group.
- **Academic Board** – the College Academic Board (currently being formed) will have responsibility for ensuring appropriate quality assurance policies and processes are in place for any academic programmes with external verification. They will guide the Course Lead in relation to improvements and will oversee the final award of the Diploma to appropriate students in each cohort.
- **Module Leads** – the Course Lead will oversee the work of the Module Leads, ensuring that work is produced on a timely basis and to an appropriate quality, providing feedback and guidance to these individuals throughout the course. There is expected to be a Module Lead for each of the eight modules and that the Course Lead will be working with one to three Module Leads at any time as the course progresses.



Person specification

- The Course Lead will be a Fellow or Member of the Faculty of Travel Medicine currently in good standing with the College.
- The Course Lead will hold postgraduate qualification(s) in the field of Travel Medicine and will have an excellent working knowledge of a significant part of the course material.
- The Course Lead will have excellent written and verbal communication skills and the ability to communicate ideas clearly, and strong interpersonal/influencing skills.
- The Course Lead will have experience of:
 - curriculum design and management and delivery of teaching at postgraduate level;
 - delivering both synchronous and asynchronous learning in physical, digital, and hybrid environments;
 - reporting to Boards; and
 - providing effective leadership to teams of staff.

Appointment, remuneration, duration of role and accountability

The Course Lead will be appointed to lead cohort two, which lasts for 18 months. There will be crossover with the management and support of cohort one, which finishes in June 2023.

The Course Lead will report jointly to the College Director of Education & Assessment and the Faculty Dean, and will receive formal feedback on activity throughout their post. Any disputes will be referred to the College CEO in relation to College strategy/finances, or to the Chair of the Academic Board in relation to matters of academic judgement or process.

The Course Lead is expected to spend approximately 1 day (7 hours) per week working on the delivery of the PG Diploma and will be remunerated at a rate of £1,000 per calendar month for the duration of the course running.

Applications are open until Friday 2nd December 2022 at 17:00. Applications should be submitted to Douglas.Borland@rcpsg.ac.uk.