



# Faculty of Public Health

of the Royal Colleges of Physicians of the United Kingdom

Working to improve the public's health

## FACULTY OF PUBLIC HEALTH

### FACULTY ADVISER

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| Title:   | Faculty Adviser, Faculty of Public Health (honorary post)  |
| Grade:   | Consultant in Public Health/Consultant in Public Health Medicine. A number of hours per week will be required. |
| Location | Usually from work or home of the Adviser   |

#### Overall Purpose

Faculty Advisers promote and maintain high standards of professional competence and practice of public health across the core and defined competency areas of specialist public health practice.

Faculty Advisers are elected by members of the FPH or appointed by the Board and are accountable to the Board. Faculty Advisers and their deputies need to work closely with Officers and staff at the FPH, particularly those in the Professional Affairs and Education & Training Departments.

The postholder will need to work with the local Deputy Faculty Advisers and CPD Co-ordinators, and the Local Board Member. They will need to liaise with a variety of individuals including the Regional Programme Director in Public Health, the postgraduate medical dean and the Workforce Development Confederations. Other key relationships will be with employers, the budget holder of the regional/country training scheme, the personnel officer(s) dealing with contracts for trainees and the chair of the local Public Health Training Committee (if this post is not held by the Faculty Adviser). PCT DsPH, those in senior public health/medical posts within the SHA, the regional epidemiologist, the Head(s) of relevant academic departments and the public health training programme directors and their equivalents in the four countries.

#### KEY FUNCTIONS

The Faculty Adviser may delegate specified functions to deputies or, with the agreement of the Local Board Member (LBM), some roles may be led by the LBM.

##### *Trainee recruitment*

- i. To provide advice to those who are interested in pursuing a career in public health
- ii. To attend appointments committees for Specialist Registrars and Specialist Trainees, Lecturers and SHOs in public health
- iii. In collaboration FPH Officers, to ensure that (where appropriate) all trainee appointments meet requirements for higher specialist training and that those appointed enrol with the FPH.

##### *Training and Education*

- i. To be a member of the Regional Education and Training Committee or its equivalent (and to act as chair if nominated by the Postgraduate Dean)

- ii. To work with appropriate FPH staff and Training Programme Director in order to advise on provisional CCT dates, and adjustment to the dates as required throughout training
- iii. To work with Training Programme Director to ensure that all appropriate RITA/ARCP Forms are complete
- iv. To advise, as member of RITA/ARCP panel, on the progress of all public health trainees
- v. To work with the local CPD Co-ordinator to promote good practice in CPD in the constituency
- vi. To contribute to a high quality training programme, working with the public health programme director or equivalent and postgraduate dean, and others involved in delivering the programme.

***Senior public health appointments (eg CPH/M, DPH, CCDC, CHP, including honorary and locum consultant posts)***

- i. To approve job descriptions, person specifications and adverts for new and replacement consultant level posts on behalf of FPH. (This will involve discussion/negotiation with employers to ensure that the detail of job descriptions and person specifications is appropriate and meets agreed standards for good public health practice in accordance with statutory and other good practice requirements.)
- ii. To provide appropriate and timely advice to employers in the constituency about procedures for the appointment of consultants
- iii. To work with the Assistant Registrar and appropriate FPH staff especially over non-standard issues in order to ensure a consistent approach.

***Distinction***

- i. To contribute to proposals to the Fellowship Committee for FPH distinction grades of membership
- ii. To make recommendations to the President for FPH nominations for civil honours.

***FPH elections***

- ii. To support the process for the election of Faculty Advisers, Deputy Advisers, CPD Co-ordinators Local Board Member elections in the constituency in conjunction with FPH staff.

***Liaison with FPH Officers and staff***

- i. In conjunction with designated deputies and the Local Board Member to maintain contact with the membership in the constituency and represent views to Officers
- ii. To attend the twice yearly meetings of the Professional Affairs Committee
- iii. To be a member of the FPH Country/Local Affairs Committee
- iv. To nominate FPH members for key FPH roles
- v. To assist the FPH office in maintaining an up to date list of members in the constituency
- vi. To respond to *ad hoc* requests.

**KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED**

***Essential***

- Fellow of the FPH elected or appointed under Standing Order 9 and actively engaged in the practice of public health within the appropriate constituency
- In good standing with FPH including meeting FPH's requirements for CPD

- In a consultant role in service or academic public health
- Three or more years' experience at consultant level
- Accredited as a trainer in public health
- Good working knowledge of the organisation and management arrangements for health and related services at different levels within the constituency, particularly related to the public health function and training and educational opportunities
- Ability to identify problems, to listen, counsel and negotiate on behalf of others
- Ability to recognise and cope with conflict, provide critical appraisal and achieve change in attitudes and behaviour in others where required
- Trained in appraisal and assessment
- Familiar with the requirements for the Part A and Part B MFPH examinations, and with the RITA/ARCP processes
- Willing and able to keep up to date with new and existing FPH policy

***Desirable***

- MFPH(M) via the examination process
- Understanding of professional and organisational networks through which professional influence is mediated
- Experience as a member of a training committee
- Experience as a member of a RITA or ARCP panel
- At least 5 years' experience in a consultant post

**OTHER INFORMATION**

- The Faculty Adviser is an Honorary post and the post-holder is not an employee of FPH. The key functions and knowledge and experience required sections are designed to give those interested an indication of the requirements.
- Reasonable travel and subsistence expenses will be paid for attendance at Faculty meetings in line with the Faculty's expenses policy.
- A small honorarium may be paid for provision of some administrative support
- Faculty Advisers are indemnified by FPH insurance policy in their activities in 'establishing and maintaining Professional standards in specialist Public Health Practice'.

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