



## REGIONAL AND COUNTRY Continuous Professional Development (CPD) ADVISERS

### JOB DESCRIPTION

The Faculty of Public Health's (FPH) CPD programme is supported locally by Faculty Advisers with specific responsibility for CPD (CPD Advisers).

As CPD Advisers you will have the opportunity to work with other members of the regional FPH team to contribute to the overall work of FPH in their area.

#### **Approximate time commitments:**

Most of this role is by demand but to give applicants an idea of time commitment over an average year:

1-1.5 pa per year: time allocated to comment on approximately 10% (6-8) reflective pieces of Faculty members via the CPD Diary. Advisors are given one month (between May and June) to complete the feedback.

0.5 pa per quarter: CPD Advisers meet quarterly for a business and information exchange meeting, which is chaired by the FPH CPD Director.

Approximately 1-2 pa per year to support faculty members on their CPD activity (by demand)

#### **Main tasks of the role:**

Advisors support the central role of the Faculty in supporting the CPD of public health specialists in their reflective practice and CPD diaries / annual return, the annual appraisal, revalidation of public health specialists.

1. To promote and support CPD activity within their region and encourage good practice. Including responding to local enquiries, signposting CPD activities, and providing access to existing information sources and materials.
2. To help to develop and implement FPH's CPD policy.
3. To act as a champion with FPH members in their region and others in the CPD programme to encourage them to develop personal learning plans, reflective practice and fully participate in CPD.
4. To lead reflective practice sessions across their region and to give annual feedback to members on their CPD diary reflective notes, for which training will be given.

5. Liaise with individual members about their CPD and audits, providing information and feedback where necessary.
6. Undertake regular (annual) review of existing policies relating to CPD and contribute to their further development and web site as appropriate.
7. To support the local Faculty Adviser as required and work with other members of the local FPH team. To participate in local committee structures and networks as appropriate.
8. To support the FPH CPD Director, Deputy CPD Director and FPH staff as appropriate in undertaking their duties.

### **PERSON SPECIFICATION:**

Essential:

- Fellow of FPH in good standing for at least three years.
- Must be up to date with CPD and annual audit requirements.
- Has held a consultant or equivalent post for at least three years.
- Must be well organised, have strong leadership skills and work well with a wide range of organisations and disciplines.
- 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.
- Has good knowledge of the content of the FPH CPD Policy and Guidance.
- Must have received equality and diversity training within the last three years.

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