



## **REGIONAL AND COUNTRY CPD ADVISERS (DEPUTY FACULTY ADVISERS)**

### **Post description**

The Faculty of Public Health's (FPH) CPD programme is supported locally by Deputy Faculty Advisers with specific responsibility for CPD, elected in accordance with Standing Orders 106-113. They are known as CPD Advisers and meet quarterly for a business and information exchange meeting, with the CPD Director (a Board appointee) in the chair. As Deputy Faculty Advisers they work with other members of the local FPH team to contribute to the overall work of FPH in their constituency.

### **Main duties**

1. To promote and support CPD activity within the constituency and encourage good practice.
2. To help to develop and implement FPH's CPD policy.
3. To support the local Faculty Adviser as required and work with other members of the local FPH team.
4. To communicate with all FPH members in the constituency and others in the CPD programme to encourage them to develop personal learning plans and fully participate in CPD.
5. To respond to local enquiries, signpost CPD activities, and provide access to existing information sources and materials.
6. To attend meetings of the CPD Advisers Committee and contribute to the work of the committee.
7. To undertake regular (annual) review of existing policies relating to CPD and contribute to their further development and website as appropriate.
8. To participate in local committee structures and networks as appropriate.
9. To participate in the assessment of member's reflective notes as part of FPH's annual feedback review.
10. To attend training session provided by FPH on assessment of reflective note to ensure that the same criteria are being applied when providing feedback to members.
11. To liaise with individual members about their CPD and feedback on reflective notes, providing information and advice where necessary.
12. To support the FPH CPD Director, Deputy CPD Director and FPH staff as appropriate in undertaking their duties.

**Working to improve the public's health**

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13. To support FPH's role in the revalidation of public health specialists.

## **Person specification**

Essential:

- Fellow of FPH in good standing for at least three years.
- Must be up to date with CPD
- 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.
- 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.
- Has good knowledge of the content of the FPH CPD Policy.
- Must have received equality and diversity training within the last three years.

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