**Role description & Person specification**

**for FPHC Accreditation Lead**

The Faculty is seeking an Accreditation Lead to support the ongoing development and management of the Faculty Accreditation process. Please note that this position is voluntary therefore unpaid as are all FPHC Committee/Board roles, however we will reimburse your travel expenses in accordance with RCSEd policy.

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| **Job title** | **Faculty of Pre-Hospital Care Accreditation Lead** |
| **Reports to** | FPHC Executive Committee |
| **Time commitment** | Commitment to panel and review meetings totalling to approx. 4 days per year and email activity to support this. |

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| **Job summary**(overview of role/remit) |
| Work with the FPHC office to respond to Level 8 applications and advise on suitability with reference to the regulations. To maintain these regulations and evolve them as required. To be available to advise both the FPHC office and individual members on the correct processes and outcomes. To organise accreditation panel meetings as required – potentially 4 times per year – with a panel of at least 3 assessors as per our regulations. |

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| **Main duties and responsibilities**(bullet points providing detail of responsibilities) |
| To review and manage, with support from the FPHC office, applications for: Faculty Accreditation.* in accordance with the regulations.
* To support panel and review meetings.
* To provide reports to the FPHC Executive.
* To manage the regulations for Faculty Accreditation
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| **Specific post details** |
| There is no financial remuneration for the role of FPHC Accreditation Lead. Reasonable travel, accommodation and subsistence expenses for the FPHC Accreditation Lead attending meetings are supported by the FPHC in line with current College policy.The post of Accreditation Lead is initially for 3 years with a possible 1 year extension at mutual consent. |

**Person Specification – FPHC Accreditation Lead**

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|  | **Essential** | **Desirable** |
| **Education and qualifications** | Registered healthcare practitionerLevel 8 Member in good standing with the Faculty of Pre-Hospital Care |  |
| **Previous Experience** (Paid/ Unpaid relevant to job) | Experience of PHEM sub-specialty development | Experience of Faculty Accreditation processes |
| **Skills, knowledge, ability** | Current experience of pre-hospital emergency medicine | Medical trainer in PHEMLevel 8 Practitioner |
| **Aptitude and personal characteristics** | * Open and Honest Communication
* Awareness of own limitations .
* Respectful and able to promote equality in opportunity, employment and service delivery
* Ability to perform the requirements of the post to an acceptable standard
 | Evidence of furthering personal learning |

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If you are interested in applying then please submit your CV along with a short (500-word) biography, also noting why you think you would be the right candidate for the role.

Please send your completed information to Beth Stevenson, FPHC Faculty Manager at: e.stevenson@rcsed.ac.uk.

The closing date for applications is **10 May 2024**. Applications will be reviewed by a panel of FPHC Office Bearers and if there should be more than one suitable applicant, they will make a determination as to who will be offered the role.