JOB DESCRIPTION – Member of the Portfolio Assessment Group

Job Title: Member of the Portfolio Assessment Group

Responsible to: Chair of the Portfolio Assessment Group

Accountable to: Chair of the Portfolio Pathway (formally CESR) Executive Committee

THE PURPOSE

The purpose of the Portfolio Assessment Group is to carry out those functions necessary to enable the College to make recommendations to the General Medical Council (GMC), regarding those matters about which the GMC must be satisfied for the purpose of carrying out the functions conferred on that authority by the General and Specialist Medical Practice (Education, Training and Qualifications) Order.

DUTIES AND RESPONSIBILITIES

- To play an active role in the assessment of individual applications for entry to the GMC Specialist Register
- To engage in the continuous development of processes and procedures to support the assessment of knowledge, skills and experience in accordance with the GMC's regulations and guidelines
- To be fully conversant with GMC regulations in relation to portfolio pathways and keep up to date with changes
- To give full and fair consideration to equality and diversity whilst ensuring that the integrity of the portfolio pathway is upheld
- To uphold the vision and values of the RCoA
- To draw any matter of concern to the attention of the Chair of the Portfolio Pathway Executive Committee

COMMITMENT

The role holder will be expected to commit to at least six meetings per year (one in person) and evaluate a minimum of four applications per year, and more frequently if the workload so requires.

The normal term will be three years, renewable for a further three years. Further extension may be granted at the discretion of the Portfolio Pathway Executive Committee.

All applicants must declare any potential conflicts of interest as part of their application. Please include details of any such conflicts, including positions such as GMC Specialist Application Associate involved in assessing Portfolio Pathway applications.

Additionally, it is essential that appointed assessors promptly notify us of any conflicts of interest that arise during their tenure, including the assumption of roles referenced above.

PERSON SPECIFICATION – Member of the Portfolio Assessment Group

Professional Requirements
Essential
Practising substantive consultant anaesthetists in the NHS
Member of the Royal College of Anaesthetists in good standing
Possession of full GMC registration, without limitation
Professional/Technical and Occupational Training
Essential
Demonstrable commitment to ongoing assessment and training

Equality and diversity training within the last three years
Participation in revalidation, annual appraisal and adherence to CPD requirements
Have status as a recognised trainer/be on the Recognition of Trainers register
Desirable
Attendance as an observer of a Portfolio Assessment Group meeting, either remotely or in person
Experience
Essential
Active involvement and commitment to education and training
Minimum of one years' experience as an Educational Supervisor
Desirable
Previous experience of gaining GMC specialist registration through the Portfolio Pathway process
Previous experience as a Head of School, Training Programme Director, Regional Adviser, Deputy Regional Adviser or College Tutor
Skills and Knowledge
Essential
Excellent written and verbal communication skills
Thorough knowledge of the current CCT programme in anaesthesia
Team player
Demonstration of courtesy, fairness and non-discrimination to applicants and fellow group members
Personal Attributes
Essential
Highly self-motivated
Meticulous attention to detail
Ability to form excellent working relationships
Friendly and consultative attitude
Willingness to contribute to the wider aims of the College strategy to support the Portfolio Pathway process

EXPENSES

The reasonable travel, accommodation and subsistence expenses of those invited to attend Portfolio Assessment Group meetings shall be met in accordance with published College guidance, if required. Those attending meetings as representatives of external organisations will not be offered expenses except with the Chair of the Portfolio Pathway Executive Committee and Director's prior knowledge and approval.