

Accountable to: The Dean

Responsible to: Academic Committee and CPD Resources Committee

Working with: eLearning Manager, eLearning Committee, Director of Engagement and External Affairs, Director of Education, College Officers

### RESPONSIBILITIES:

- Assist the Dean, Council and the eLearning Committee in formulating and implementing the College's eLearning strategy.
- Responsible for disseminating educational strategy amongst eLearning editorial leads, and for ensuring the strategy corresponds with the College's curriculum and the clinical and educational requirements of its members.
- To work with college governance and management structures to develop content, increase usage and ensure the platform continues to deliver user satisfaction and value for money.
- Where appropriate present progress reports to Council, other College committees and College meetings.

### APPOINTMENT

Appointment is through self-nomination supported by covering letter and CV. Applicants are required to outline, in no more than 500 words, their suitability for the role. Shortlisting will be based on the strength of the application. Shortlisted candidates will be invited for interview. The selection panel will consist of the Representative from the Academic Committee, the eLearning Manager and representative of the eLearning Committee, the term of office is initially for three years.

### PLACE OF WORK

- All meetings relating to e-learning will normally be conducted in via Video Call and occasionally at Octavia House 54 Ayres Street London SE1 1EU.
- Communications between committee members and relevant parties will be by e-mail, online project management and comms sites and phone.
- Approximately 90% of the chair's role will be on-site in their normal place of work and can thus be fitted around their NHS commitments.

### HOURS OF WORK

The Clinical Chair of eLearning with the responsibilities to the College Council is 1 day (2 PAs) a week annualised. Anyone wishing to stand for the post will need to discuss this commitment with their clinical colleagues and employer(s).

## REMUNERATION AND EXPENSES

The post is honorary. Reasonable expenses for travel and subsistence will be payable by college policy.

### **Clinical eLearning Chair: Person Specification**

<b>Section</b>	<b>Criteria</b>	<b>Desirable or Essential</b>	<b>Method of Assessment</b>
Experience	Knowledge of the RCEMLearning processes and ethos regarding content	E	Application
	Familiar with the RCEM curriculum and the College's eLearning objectives	E	Interview & application
	Experience of the RCEMLearning Committee	E	Interview & application
	Experience of authoring and editing eLearning content	E	Interview & application
	Familiar with traditional eLearning environments and cultures	D	Interview
	Familiar with College governance structures	D	Interview
Teaching	Familiar with delivering eLearning educational content for a diverse range of users	D	Interview & application
Qualifications	Relevant clinical experience	E	Interview & application
	Postgraduate qualification in e/digital learning	D	Application
	Fellow in good standing with the RCEM and on the Specialist Register	E	Application
Other Competencies	Excellent communication skills	E	Interview & application
	Ability to deliver on projects with diverse organisational portfolios	D	Application
	Experience of working with multi-located teams	E	Application