

Training Officer (Accreditation)

Job Description

Responsible to	Training Manager
Key working relationships	Engagement and External Affairs Directorate, Chief Executive, College President and Officers, other RCEM teams, RCEM members and fellows, Committee Chairs, media, external stakeholders.
Grade	3
Contract	Permanent
Job Purpose	<p>The Training Department is responsible for managing the regulation of specialist training in Emergency Medicine within the UK, through curriculum development and the quality assurance of training standards. This role is critical to the work of the College, as the post holder will provide services to both trainees and CESR/portfolio applicants, supporting them in completing their training programmes and specialist registration.</p> <p>The post holder will develop a thorough understanding of the RCEM Curriculum and CESR processes, ensuring that all trainees and applicants receive high-quality service and advice in line with continuous developments and changes to College standards and GMC regulations. They will also be responsible for processing CCT applications and supporting the administration of trainee records.</p> <p>Working closely with the Curriculum Sub-Committee, CESR Sub-Committee, Training Standards Committee, Dean, College members, and other key stakeholders, the post holder will contribute to the efficient regulation and support of specialist training in Emergency Medicine.</p>

Key Responsibilities

Support for Trainees & CESR Applicants

- Respond to and advise trainees, non-trainees, trainers, and CESR applicants on relevant rules and guidance, including GMC regulations and College policies.
- Facilitate and process Certification for the Completion of Training (CCT), Specialist Registration, and CESR applications, including formal notifications to the GMC and coordination of CESR panel reviews.
- Provide documentation for GMC CCT Quality Assurance audits and maintain records relating to the CESR process.
- Enrol trainees and practitioners on Emergency Medicine training routes and provide guidance on curricular requirements for both CCT and CESR applicants.
- Process Out-Of-Programme applications and coordinate activities centrally.
- Support the calculation of trainee completion dates, using ePortfolio, iMiS (CRM database), and other relevant systems.
- Manage the recruitment, induction, training, and monitoring of CESR evaluators.
- Prepare and maintain up-to-date documentation and resources, including online resources for trainees and CESR applicants.
- Support the processes in relation to CESR events and activities as required

Committee Support

- Provide secretarial and administrative support, where required, to key committees
- Service and advise these committees, manage agendas, prepare reports, take minutes, and follow up on actions as required.

Stakeholder Engagement

- Develop strong working relationships with key stakeholders, including consultants, trainee doctors, Health Education regions, deaneries, and lay members.
- Provide advice and guidance to relevant stakeholders on matters relating to training, certification, and CESR applications.

General Duties

- Maintain detailed documentation of administrative processes, ensuring compliance with College policies and data protection regulations.
- Work collaboratively with colleagues to ensure the effective coordination of procedures and best practice sharing.
- Contribute to the continued development of College IT systems, participating in relevant project boards and managing external contracts.
- Provide absence cover for colleagues in training
- Participate in personal and organisational development activities and undertake additional tasks as may reasonably be expected within the scope and grade of the post to ensure College objectives are met.

Values

Respect each other's experience.

We celebrate the rich diversity of the RCEM ecosystem - employees, members and stakeholders. We respect each other's experience, meeting each other with dignity and humanity at all times.



This comes to life when we:

- Each contribute actively to strengthening a culture where different perspectives are expressed, encouraged and heard.
- Treat colleagues, members and stakeholders as valued equals.
- Do our best to be present for each other, interacting in an open and transparent manner.
- Acknowledge & challenge inappropriate behaviours and practices, offering support and seeking solutions.

Act with integrity, always.

We hold ourselves to the highest ethical standards, fostering trust and transparency within our College and with our members.



This comes to life when we:

- Do what we say we will do, communicating clearly and openly.
- Take responsibility and accountability for our actions, celebrating when things go well and staying curious about how we can learn from mistakes.
- Demonstrate patience and flexibility, even when things don't quite go to plan.
- Commit to a strong work ethic, striving to produce high quality work that is consistently delivered on time.

Collaborate for growth.

We know that teamwork and initiative are the key to achieving our strategic aims, and we actively seek opportunities to work together and leverage our diverse perspectives.



This comes to life when we:

- 'Collaborate by default', continually looking for ways in which we can join forces with colleagues, members and stakeholders to meet the College's objectives.
- Pay attention to the quality of our relationships, cultivating connection and fostering a positive working environment grounded in respect and integrity.
- Ask for feedback, reflect on it and learn from our personal and collective experiences.

Innovate relentlessly.

We create the conditions for a culture of continuous improvement, nurturing creativity and the pursuit of new ideas to drive positive change within our organisation.



This comes to life when we:

- Identify creative ways to optimise our resources by planning ahead and anticipating organisational, operational and customer needs and demands.
- Anticipate and welcome change as an inherent part of a growing, evolving organisation, and meet this change with hope and optimism.
- Acknowledge the importance of psychological safety as a prerequisite for innovation, actively encouraging risk-taking and creating a 'no-blame' culture.
- Have the courage to step outside our comfort zones, learning new skills and trying new approaches.
- Prioritise sustainable solutions, with choices that are in the long term interest of the College and our organisational objectives.
- Embrace the value of automation, by refining and automating processes - personally and operationally - wherever possible, to improve efficiency and effectiveness.

Person Specification

Essential

Desirable

Practical experience

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| <ul style="list-style-type: none">• Extensive previous experience of administering training programmes• Experience of collating and analysing complex data• Experience of administering complex processes• Understanding of Data Protection and confidentiality | <ul style="list-style-type: none">• Experience of Event Management• Experience of servicing committees, including preparing agendas, taking minutes, etc. |
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Skills

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| <ul style="list-style-type: none">• Extensive experience of Microsoft Office• Ability to learn new software packages• Ability to draft correspondence, reports, spreadsheets and other documents to ensure accuracy and clear presentation• Excellent interpersonal, communication and organisational skills• Ability to work methodically and accurately when under pressure• Ability to deal with a varied workload and work to tight deadlines• Ability to make informed decision and troubleshoot• Ability to maintain confidentiality and deal with sensitive information with tact and discretion• Ability to identify areas for improvement and make recommendations for change | <ul style="list-style-type: none">• Knowledge and understanding of iMIS Database |
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Knowledge

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| <ul style="list-style-type: none">• Knowledge of CESR process• Knowledge of UK Postgraduate Medical Education | |
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Personal qualities

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| <ul style="list-style-type: none">• Commitment to uploading the College Values• Ability to form good working relationships at all levels• Professional manner and appearance• Ability to work independently• A commitment to maintaining high customer care standards | |
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Policies & Guidelines

College Policies and Procedures

The post holder is expected to follow all College policies and procedures including those covered in the College HR manual.

Confidentiality

All employees are under an obligation to ensure that any information that he or she has access to, relating to RCEM business is kept confidential.

Health and Safety

Employees must be aware of the responsibilities placed on them under the Health and Safety at Work Act (1974), to ensure that the agreed safety procedures are carried out to maintain a safe environment for employees and visitors.

Risk Management

All staff have a responsibility to identify risks and report these to their line manager. In addition to report all accidents or incidents promptly and when requested to co-operate with any investigation undertaken.

Equal Opportunities

The RCEM is committed to its equal opportunities policy and it is the duty of every employee to comply with the detail and spirit of the policy.

Additional Information

This role profile is intended to provide a broad outline of duties that may be required and is not intended to be exhaustive. It is subject to review and amendment in consultation with the post holder in order to reflect changes in the pattern, organisation and development of the services required.

Organisation chart

