

ROLE DESCRIPTION

Role title: Deputy Clinical Lead for Continuing Professional Development

Relationships: Reports to the Dean of Education

Location: 1 Wimpole Street, London, W1G 0AE with remote working

BACKGROUND

The Royal Society of Medicine (RSM) is a charity and membership organisation dedicated to advancing health through the education of healthcare professionals. Our specialist and general educational events, along with our learning resources, support the professional development of healthcare professionals all around the world. Through learning, collaboration and connection with each other, our members and collaborators are empowered to transform their practice and improve patient outcomes.

The RSM is part-way through a five-year transformational strategy, centred on four key pillars:

Education: delivering multidisciplinary specialist and general education as well as professional development;

Learning Resources: providing excellent healthcare resources (physical, e-resources and elearning);

Convening: connecting those involved in and interested in healthcare; and

Innovation: supporting and inspiring innovators by leveraging expertise across the RSM.

The RSM has a long history of delivering in-person specialist and general medical education and online learning resources. Our education programme is supported by a faculty of around 1,000 volunteers who together form 55 specialist Sections, with each Section covering an area of healthcare. The RSM's education programme is unique in its multi-specialty and multi-professional approach supporting healthcare professionals at all stages of their careers. Our aim is that all postgraduate educational events are accredited for Continuing Professional Development (CPD).

To take forward the RSM's work on the quality of events we offer and the awarding of CPD points, we are now looking for a volunteer member to support the Dean of Education. This is an exciting opportunity to work as part of the RSM as we develop a range of new programmes for you to expand your skills, experience and network.

OVERVIEW OF THE ROLE

The Deputy Clinical Lead for CPD will support the Dean of Education by leading on the accreditation of Continuing Professional Development resources for the exploration of CPD relevance to all professionals for the RSM centrally organised events and those in partnership with external clients. By using their experience of clinical care and training, they will ensure that our programmes meet the requirements set out for CPD, and are relevant and fit for the future. They will also regularly monitor feedback as part of a drive towards ongoing quality improvement.

Main duties of the role include:

- Leading the process for ensuring an effective and efficient process for awarding CPD credits. Applications for CPD are sent on a weekly basis.
- Attending quarterly meetings of the Educational Programme Approval Committee (EPAC).
- Working with the EPAC members to oversee the CPD process, including drafting agendas and preparing papers.

This is an exciting time to be working with the RSM as we embark on a series of transformational projects. The Deputy Clinical Lead for CPD will play a crucial role in influencing and supporting these new developments.

REQUIREMENTS OF THE ROLE

Essential

- Primary medical degree and certificate of completion of specialist training.
- A fellow of the RSM, registered and in good standing with the GMC.
- Committed to the mission, vision and values of the RSM.
- Ability to work in a multidisciplinary environment with clinical and non-clinical colleagues.
- Knowledge of Continuing Professional Development in medical specialties.

Desirable criteria include the following

- Knowledge of effective approaches to learning and to continuous quality improvement.
- Good communication skills, with the ability to forge excellent relationships.
- High levels of probity, honesty and integrity.

Tenure

The tenure of the post is two years.

Time commitment

It is anticipated this role will require one session each week (half a day).

Financial aspects

Candidates should note that this is a voluntary role.

It is the duty of a candidate to obtain advance agreement from their employing authority that they will be given time to perform RSM duties for the wider benefit of the NHS. However, the post holder can claim reasonable and appropriate expenses in accordance with RSM policy.

APPLICATION AND DEADLINE

Application is via a short CV and covering letter addressed to the Dean of Education.

Please return applications to Professor Julia Manning, Dean of Education, at dean@rsm.ac.uk by 9.00am on Monday 5 January 2026.

The RSM is committed to equal opportunities. Equal opportunities are provided to all applicants for roles without regard to race, religion, colour, age, sex, national origin, sexual orientation, gender identity, genetic disposition, neurodiversity, disability or any other protected category. The Society is committed to the safeguarding and fair processing of information received from candidates applying for opportunities within it and fully complies with the spirit and regulations of the GDPR.

For a full statement about the type of data that the Society keeps about job applicants and the purposes for which it is kept, please visit our website by clicking on the following link: [Fair Processing Notice for Job Applicants | The Royal Society of Medicine](#)