Training Administrator (FICM)

Directorate: Clinical Quality and Research

Reports to: Board & Training Projects Manager (FICM)

Grade: 6

1.1   Job purpose

The Faculty of Intensive Care Medicine's (FICM) lead administrator for matters relating to Intensive Care Medicine (ICM) training, assessment, and e-Portfolio. This role is responsible for the day-to-day administration of the FICM's training work streams.

The role is both internal and external facing. The role interacts with senior clinicians within the Faculty, chiefly the Chairs (and members) of the Training, Assessment & Quality Committee and Equivalence Sub-Committee, but also includes liaison with the Dean and Vice Dean (as required), partner Colleges and the GMC (General Medical Council).

The post holder has a key role as the first point of contact and ongoing liaison for enquiries from FICM trainees and trainers – this includes all training and curriculum-related queries but also matters pertaining to online e-Portfolios (FICM currently has two running in parallel). The post holder works closely with committee and Board members including both clinical and lay representatives. Like all administrative members of the FICM team, the role is also expected to deal with press enquiries from journalists as part of maintaining the FICM inbox.

1.2   Key tasks and responsibilities

Training, Assessment, Quality and Regional Support
- Act as first point of contact for all ICM trainee and trainer enquiries on all aspects of training, including co-managing the FICM inbox
- Maintain a working knowledge of the ICM training system and educational landscape
- Manage the lists, meetings and appointment processes for regional trainers including working with our lead representatives to organise an annual event and annual forum meeting for trainers
- Administer ICM training processes including:
    - Register and maintain all membership and training records for the following membership categories: ICM CCT trainees, Medical Students, Foundation Doctors, Core Trainee, Affiliate Trainee, Affiliate Fellows and MTI Doctors
    - Calculate completion of training dates
    - Prepare submission to the regulator to grant training completion
- Liaise with all partner Colleges on the progress of individual trainees
- Produce quarterly newsletter for all trainers in collaboration with the Board & Training Projects Manager
- Manage the Equivalence 'CESR' process:
    - Act as first point to review CESR applications received from the GMC
    - Lead the FICM Assessor review process
    - Finalise the evaluation report in the specified timeframe, liaising with the assessors for final sign off and submit to the GMC by the deadline
    - Attend GMC Equivalence Meetings and disseminate information to the Equivalence Sub-Committee and update the FICM website

- Liaise with the Coordinator leading on Quality work streams as required, which may include assistance with the trainee survey and regional feedback

Lifelong Learning Platform (LLP)
- Lead on administration of the training NES e-Portfolio and FICM Lifelong Learning Platform
- Provide first line support to trainees, trainers and deaneries that require assistance and proactively deal with user issues
- Coordinate any training required for the LLP
- Produce materials to support the LLP (statistics, presentation slides, web updates) and ensuring relevant materials remain up to date
- Capture all change requests and ensure the Manager remains updated
- Keep a working knowledge of the developments of the new ICM curriculum

Examinations
- Administer the FFICM exam bookings:
  - Test to make sure the bookings capture all the necessary registration and eligibility data and liaise with the Exams team to make any modifications
  - Review, open and close all FFICM exam bookings
  - Check all candidate eligibility criteria and produce a final report for the Exams Team
- Assist the College Examinations Team, where required, with Faculties exam diets
- Coordinate the recruitment of examiners, including advertising, administering results and appointment letters

Committee Work, Relationships and Team Working
- Serve as secretary for all relevant Committees and working parties including preparing agendas and papers; advising on items; minute taking; developing and undertaking action points; exercising independent judgment and taking appropriate action within his/her areas of competence
- Develop relationships with the Dean, Vice Dean and Chairs/Committee members, including briefing them on the areas detailed above
- Support the workload of the team, including assisting with the induction of new members of staff, the introduction of Administrators to new areas of work and assisting in general matters
- Undertake any other duties which might reasonably be required by the Associate Director of Faculties or the Board & Training Projects Manager (FICM)
- Cover the work of the Faculties Team, where required
- Regular liaison and cross-work with team members and other College departments

1.3   Qualifications, skills, knowledge and experience

- Previous experience of working in a membership organisation and/or the medical education sector
- Customer service experience
- Experience of handling administrative work of a considerable variety/volume and prioritising successfully under pressure
- Experience of organising long-term and complex events, which may include projects, courses, or examinations
- Experience of committee administration including minute taking and report writing
- Strong organisational and communication skills, both written and verbal
- Detailed orientated - able to demonstrate a high level of accuracy in all written and database work
- Excellent interpersonal skills, including the ability to work with senior members of the organisation and external agencies with confidence

- Demonstrable ability to understand, interpret, and simplify complex information from a variety of sources
- Strong minuting and committee servicing skills
- Excellent IT skills, including Microsoft Word, Outlook, and Excel
- Educated to degree level (or equivalent) or qualified by experience

Desirable:

- Knowledge of national regulatory standards and requirements regarding governance and delivery of medical curricula
- Knowledge of UK healthcare systems
- Knowledge of active ICM ePortfolio platform(s) from both the technical and user experience standpoints

Signature: ....

Name: ....

Date: ....