



DEPUTY EDUCATION MEETINGS ADVISOR (FACULTY OF PAIN MEDICINE)

Brief summary of FPM Events and the Education Meetings Advisors (EMA)

- 1** The FPM runs a series of courses and events through the year, under the auspices of the Professional Standards Committee (FPMPSC). The current calendar of events is as follows:
 - **February:** Acute Pain Medicine themed study day
 - **February:** Studyday
 - The two February dates are arranged on consecutive days though would normally be stand-alone courses with some commonality of purpose.
 - The February days normally include a strong focus on workshop or interactive learning.
 - **June:** Study Day
 - **November:** Annual meeting
 - This is a themed educational day which includes the Patrick Wall Lecture and an update from the Dean.
- 2** The four events listed above are organised by two EMAs, a lead (Dr Devjit Srivastava), a deputy (this vacancy) and a trainee education meetings advisor (Dr Adam Samways).
- 3** The role is appointed for an initial term of three years, with the possible extension of three years. The Board and FPMPSC may decide, on the demission from office of the Lead EMA, to appoint the incumbent Deputy to the Lead role.
- 4** In addition, the FPM runs two tutorial days for its examination. These fall under the remit of the Training & Assessment Committee and are organised by that group.

Roles and Responsibilities

1 Liaison and engagement

- 1.1 The role holder must maintain regular liaison with the Faculty. This will be primarily through the Education and Engagement Co-ordinators, Beenal Tailor and Claudia Ott, who co-ordinate these events and Anna Ripley, Education and Engagement Manager. Secondary but important contacts will be the Chair (Dr Ganesan Baranidharan) and Deputy Chair (Dr Manohar Sharma) of the FPMPSC and the Associate Director of Faculties (James Goodwin).
- 1.2 Maintain regular liaison with the Lead EMA and any clinicians acting as event organisers.
- 1.3 Building up a network of contacts with the Lead EMA to present and tutor at FPM events.
- 1.4 To attend and contribute to the FPMPSC.

2 Courses and events

- 2.1 To provide clinical and educational advice and support to the FMPSC, course organisers and the staff of the Faculty to deliver our education programme.
- 2.2 To identify topics, speakers and organisers for FPM events.
- 2.3 To review the education programme regularly with the Faculties co-ordinators to identify and resolve potential problems with the delivery of the programme e.g. missing speakers.
- 2.4 To identify supporting resources for lectures and courses such as, journal articles and e-learning sessions.
- 2.5 To provide advice on the marketing of events.
- 2.6 To identify CPD codes for course programmes.
- 2.7 To identify ways to quality assess and improve existing events.
- 2.8 In exceptional cases, to be the organiser for Faculty events.