



JOB DESCRIPTION

JOB TITLE: Head of Continuous Assessment

RESPONSIBLE TO: President and Council of the College of Psychiatrists of Ireland

Job Specification:

The Head of Continuous Assessment will be the key leader in development and delivery of the College's Continuous Assessment process. He/She will be responsible for the development and delivery of the continuous assessment process, ensuring that it complements the BST Examination process, and that it meets the requirements of the Medical Council.

The College has been recognised by the Medical Council for the delivery of Postgraduate Training in Ireland. The College has completed the development of an Irish Curriculum and a programme of assessments. Also, in June 2014, it commenced its own clinical examination. Building on this record, the Head of Continuous Assessment will be expected to continue to develop the continuous assessment process to include the introduction of an on-line portfolio, an audit of the utility of the portfolio materials, further development of assessment materials, and standardisation of the process.

This is a senior appointment for the College. The Head of Continuous Assessment will work closely with the Dean of Education, Chief Examiner, Chair of the Postgraduate Training Committee (PTC), the PTC Committee, Council, Management Committee and Postgraduate Training Manager.

Key Responsibilities:

1. To lead the strategic planning for the development of College's Continuous Assessment process.
2. Lead the delivery, review, and further development of the College's Continuous Assessment process.
3. Design and oversee the delivery of Assessor and Educational Supervisor training.
4. Oversee the quality assurance of the College Continuous Assessment process via appropriate accreditation and external review.
5. Together with the Chief Examiner provide leadership to the Syllabus, Curriculum, Continuous Assessment and Annual Review of Progress (SCCAARP) sub-committee of PTC and team members of the Department in fulfilling the aims of the Department with regard to the Continuous Assessment process.
6. Through the development of the Continuous Assessment process assist in building the College's reputation for excellence in the development and delivery of Postgraduate Medical training.
7. Together with the Dean of Education and Chief Examiner ensure that the Continuous Assessment process complements the BST Examination and is consistent with curriculum development.
8. Together with the Dean of Education and Chief Examiner develop appropriate education and training assessment methodologies in line with best practice.
9. Contribute to policy development in relation to the assessment component of education and training.
10. Any other duties that are required by the College's agreed strategic plan as approved by Council.



Other information:

The post will be for 2 years and 2/5 days per week on a secondment and will be based at the College's premises at 5 Herbert Street, Dublin 2. One of these days (currently Thursday) will be the preferred day for PTC and other Committee meetings. The candidate must have the agreement from their employer for a two day per week secondment to the College.

Applicants must be Consultant Psychiatrists of at least 5 years' experience and must have at least 2 years to go before their employment contract expires.

They must be on the specialist register and be registered for CPD.

Qualification or experience in medical education and statistics is desirable.

Attendance at regular meetings of the Postgraduate Training Committee (PTC) and its SCCAARP sub-committee (Chair) is required.

The Governance of this position is through the Dean of Education to the Management Committee to the President and Council.

The position will be supported by the Postgraduate Training Manager and team.

Enquiries on the role may be made to the Dean of Education, Prof A Lynch, at dean@irishpsychiatry.ie

Closing date for applications is Friday 2nd June at 12noon.

Applications may be made to Miriam Silke, Chief Executive, at msilke@irishpsychiatry.ie