

RCCP NEW APPLICATION AND CONTINUOUS PROFESSIONAL DEVELOPMENT (CPD) ASSESSOR ROLE DESCRIPTION & PERSON SPECIFICATION

Title of role	Application and CPD Assessor for the Registration Council for Clinical Physiologists (RCCP)
Summary of role	<p>Application and CPD assessors work in partnership with experienced colleagues to assess Registrant application and CPD submissions against the Standards of Proficiency, Standards of Education and Training and CPD Standards.</p> <p>Assessors are skilled to assess applications from the professionals who have trained in the UK or overseas. Application assessors scrutinize applications for registration, and make a recommendation in the form if an assessment based on the evidence in the application about whether the applicant meets our Standards.</p> <p>Assessors scrutinize the biennial CPD submissions, considering the level of reflection undertaken by a registrant in order to demonstrate the appropriateness of their learning and development and its application to their clinical and professional practice against the CPD Standards.</p> <p>Assessors are expected to contribute constructively to matters in relation to the application and CPD process.</p>
Duties & responsibilities	<p>Assessors primary duties and responsibilities are to:</p> <ul style="list-style-type: none"> • Review and make decisions on applications to the Register for the discipline represented. • Complete all the paperwork and liaise with Registrar and the administrator as appropriate and in a timely manner. • Answer queries from applicants or registrants relating to registration. • Review CPD submissions for the modality represented. • Ensure that they have a good working knowledge of the RCCP’s role, processes and other information that may help their role; • Carry out their duties for the RCCP in accordance with the RCCP Code of Conduct and seven principles of public life: (https://www.gov.uk/government/publications/the-7-principles-of-public-life/the-7-principles-of-public-life--2) – see also Appendix 1.
Time commitment	<p>Application and CPD assessors are RCCP registrants, volunteering their time and expertise by assessing submissions remotely from home. The workload depends on the profession and the number of CPD profiles received. It is estimated that time-commitment may be in the order 1-3 working days per year. The biennial CPD audit is a busier period and commences in the autumn of 2019.</p>

Support	RCCP offers induction and ongoing individual support and training to application and CPD assessors. RCCP is committed to appointing people from all backgrounds.
How to apply	Please send a current CV and covering letter using the points above and the Person Specification below as a guide. Explain why you would like to join the pool of RCCP application and CPD assessors providing details of your experience, interests or skills you can bring to this role.

What happens next?	RCCP will make the decision about whom to appoint to the application and CPD assessor pool based on the appropriateness of applicant's experience, the skills they can offer, and how well they match the person specification below.
Equality & diversity	RCCP is committed to promoting equality. We seek to achieve diversity by ensuring that no applicant receives less favourable treatment on grounds of (but not limited to) age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation, or is placed at a disadvantage by conditions or requirements that cannot be shown to be justifiable.

PERSON SPECIFICATION

	Essential	Desirable
Qualifications/Registration	RCCP registration	Professional body membership
Experience & knowledge	Currently practicing Clinical Physiologist (including academics) Relevant expertise and decision making skills. Sound knowledge of Continuing Professional Development.	Previous experience of assessment work.
Skills & abilities	Ability to explain and justify decisions and promote RCCP interests to all stakeholders concerned. Good understanding of the importance of upholding public interest in all that the RCCP undertakes. Ability to commit time to support and the development of the RCCP. Ability to grasp the detail of a wide range of information in order to make informed and sound decisions.	Ability to use the internet and email. An understanding of a range of professions and practise environments.

	<p>Proficient oral and written communication skills</p> <p>IT literate.</p> <p>Good communication and team-working skills, including respect for other people's views, and the ability to be decisive</p> <p>Ability to seek clarification where necessary.</p> <p>Treats people with respect, sensitivity and in a fair manner without discrimination.</p> <p>Ability to maintain confidentiality as required.</p> <p>A general interest in encouraging accountability to the public and professions.</p> <p>Ability to work collaboratively.</p>	
	<p>If you would like to receive hard copies of any forms, please email or write to the address below. You will need to return the forms (either in hard copy or in electronic format) to:</p> <p>RCCP Administration</p> <p>The Middlewich Suite Droitwich Medical Centre Ombersley Street Droitwich WR9 8RD Tel: 01905 885350 Email: registrar@rccp.co.uk</p>	



Appendix 1

The Seven Principles of Public Life

1. Selflessness

Holders of the public office should take decisions solely in terms of the public interest. They should not do so in order to gain financial or other material benefits for themselves, their family, or their friends.

2. Integrity

Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might influence them in the performance of their official duties.

3. Objectivity

In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.

4. Accountability

Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

5. Openness

Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.

6. Honesty

Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interests.

7. Leadership

Holders of public office should promote and support these principles by leadership and example.