

**CHAIRMAN PROFESSIONAL DEVELOPMENT BOARD
PRINCIPAL RESPONSIBILITIES**

Accountable to:	The Council.
Term of Office:	Three years, (subject to annual election)
Appointment Criteria:	Membership of the Council.
Election Arrangement:	By Council on nomination of Council members.
Overall Purpose:	To be responsible for the effective delivery of relevant parts of the College's strategic plan as proposed by the Chairman and agreed by the Council.

Main Responsibilities:

To lead and coordinate, through the Professional Development Board (PDB), College work relating to the development, implementation and support of a strategy for CPD for all GPs which is kept continuously under review and informed by reference to the work of the Academy of Medical Royal Colleges, the other Royal Colleges and the wider political environment.

- a) Chair meetings of the PDB up to 4 times a year and provide leadership to the Committee its subcommittees and working parties
- b) Represent the PDB on CEC and Council
- c) Act as spokesperson for the work of the PDB at internal and external fora
- d) Resolve urgent matters between meetings, liaising with sub-group chairs, other committee members and College staff as appropriate
- e) Arbitrate in matters of contention and dispute on the Committee's work
- f) Act as the key point of contact and advice for College staff working on behalf of the Committee
- g) Advise on policy matters and medico-political links within the remit of the PDB's work
- h) Oversee the work of the Medical Director of the Substance Misuse Unit and carry out an annual appraisal.
- i) Oversee the provision of the RCGP Leadership Programme, the RCGP/ University of Dundee Masters in Medical Education(GP) programme and other professional development programmes and initiatives including quality assurance of GPwSI
- j) Oversee the integration of the RCGP Learning Unit's materials into a wider strategy for provision of e-learning for CPD
- k) Ensure that information concerning developments in CPD strategy, delivery and supporting resources and in CPD support materials for the new GP Curriculum is disseminated to College members and non members and other interested parties
- l) Represent the RCGP at appropriate intercollegiate and other external meetings
- m) Make presentations to College and external meetings on the work of the PDB
- n) Contribute to publications on the activities and initiatives of the PDB
- o) Comment on documents issued by government and other bodies on matters within the remit of the PDB