MRCGP INTERNATIONAL
International Development Advisor (IDA) – CME/CPD Accreditation - Vietnam

Accountable to: Clinically/educationally accountable to the Clinical Co-chair of International Programme Board, operationally accountable to Assistant Director of International, or as appropriately delegated.

Term of office: This appointment is for a one-off consultancy visit to Vietnam and remote preparatory work. Visit dates are from 31 October – 5 November 2019 excluding travel.

Overall purpose: To provide professional expert advice to the Administration of Science, Technology and Training (ASTT) of the Ministry of Health of Vietnam to review and update their quality assurance toolkit for CME/CPD training and accreditation or help develop a new toolkit. The IDA will work with a team of local consultants who will provide local insight. The IDA will be required to review the toolkit remotely in advance and travel to Vietnam to attend ASTT workshops on 31 October – 5 November 2019.

Remuneration: RCGP Consultant rate (£440 per day for the agreed dates).

Background:
Following a recent visit by RCGP to Vietnam, International has been approached by the UK Department for International Trade with a request to provide technical assistance with reviewing/revising the current quality assurance toolkit for accrediting CME/CPD providers which is operated by the Administration of Science, Technology and Training (ASTT) of the Ministry of Health of Vietnam. ASTT is responsible for CME/CPD training for healthcare professional and has been tasked by the Vietnamese government to review regulations for CME/CPD training and accreditation with a view to improve standards of continuing medical education.

This request is also supported by the British Embassy in Hanoi.

The toolkit, which also includes a set of quality assurance standards for continuous training institutions, was originally developed in 2013 with WHO support and requires to be reviewed and updated in line with the current situation and global trend.

Responsibilities
The IDA will be required to:
• Join a working group which will include local experts in Hanoi and Ho Chi Minh city;
• Review and revise the set of tools to verify continuous training institutions;
• Attend workshops in Vietnam on 31 October – 5 November 2019 and present their work to get comments and feedback on the toolkit.
• The IDA will have abundant expertise and experience in developing quality assurance systems for CME/CPD in medical education.

**Person specification:**

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<th>Criteria</th>
<th>Essential</th>
<th>Desirable</th>
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<td>A UK-based practicing or a retired GP, a Member or Fellow of RCGP, in good standing with the College</td>
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<td>Extensive demonstrable experience of developing quality assurance systems for CME/CPD in medical education</td>
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<td>Experience and expertise in the principles and methodologies of medical education</td>
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<td>Cultural sensitivity, tact and diplomacy</td>
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<td>Experience of working in international professional teams</td>
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<td>Previous experience of working in the region or internationally</td>
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**In return we can offer:**

A chance to participate in the latest developments in international education and assessment of General Practice.

An opportunity to work alongside enthusiastic colleagues, internationally and within the UK, committed to developing standards of General Practice internationally.

Full benefits and support including briefings, field support, travel and health insurance while on a visit, all costs and the standard RCGP professional fee to cover the agreed days worked and travelling in line with the RCGP Travel and Expense Policy.

**If you are interested:**
If you are interested in applying for this role, please submit an up-to-date CV with a brief covering letter outlining how you meet the above requirements of the role (500 words max.) on the first page, all as one document.

Application deadline: **9am on Monday 23 September 2019.**

Please email all applications to international@rcgp.org.uk marked “IDA Vietnam-CME/CPD” in the subject line.

Shortlisted applicants may be invited for an interview in person or by Skype. Interview dates and times will be agreed with the shortlisted applicants separately based on the applicant’s and the Interview Panel's availability.