



**Job Description: MACP Portfolio Route Lead (Accelerated Pathway)**

Job Details

Job Title	MACP Portfolio Route Lead (Accelerated pathway)
Pay Band	Hourly rate £26
Nature of Contract	Consultant
Contracted Hours	Flexible
Base	To be decided by applicant

Organisational Arrangements

Managerially accountable to:	Chair CEA
Reports to:	Chair CEA
Professionally Responsible to:	Chair CEA

Job Summary / Job Purpose

The post holder will work autonomously to provide leadership, strategic direction and operational management for the development and delivery of the Accelerated Portfolio Route leading to MACP membership.

The post holder will be expected to cover a range of administrative tasks relevant to the Portfolio Route role

The post holder will ensure the maintenance of educational standards in the MACP Accelerated Portfolio Route through collaborative working with Standard portfolio lead, HEI MACP route leads, Committee for Education and Approval (CEA) Chair and IFOMPT.

The post holder will ensure governance, consistent with processes found within the HEI sector, with robust systems and processes to ensure a clear and transparent process for portfolio development, submission and review.

The post holder will be required to work closely with the CEA, external portfolio examiners and the rest of the MACP Executive Committee.

The post holder will maintain a position on the CEA and be responsible for collaborating with the CEA in order to operationalise and monitor standards for eligibility for the Accelerated Portfolio Routes leading to membership of the MACP and to provide ongoing monitoring of those standards.

Close working relationships are also required with the HEI MACP course leads and IFOMPT to ensure the MACP maximises opportunities for registration on the Portfolio Route to membership.

### Duties/ Responsibilities

Responsible for ensuring the leadership, effective management and delivery of the Accelerated Portfolio Route to MACP membership.

The post holder will be expected to:

Annually review the current Accelerated Portfolio Route Handbook to ensure ease of use for prospective applicants, mentors, nominated portfolio assessors.

Receive and provide information to the Chair of the CEA on a monthly basis in the form of the Portfolio Route submissions and liaise with the registered applicant regarding the status of their submission.

In conjunction with the Standard Portfolio route lead, respond to new applicant enquiries regarding eligibility for MACP membership and support registered applicants with accelerated portfolio submission.

Allocate two MACP examiners on behalf of the MACP to review the portfolio submission and undertake the Accelerated Portfolio viva.

Maintain a recording system for all enquiries and applicants on the Accelerated Portfolio Route to membership detailing submission and date and current status in process.

Liaise with the MACP CEA chair for reporting and achievement of IFOMPT Educational Standards 2016.

Attend annual MACP Course Leader study day.

Implement a system for Accelerated Portfolio Route evaluation, involving assessors, participants and MACP external examiners.

Liaise with MACP Administrator to confirm eligibility of those successfully completing the route.

Recruit Potential Accelerated Route examiners to ensure and maintain MACP quality standards.

Establish mechanisms to support assessor training and establishing a database of 'trained' assessors.

Provide regular reports on achievements in education to the MACP Executive Committee.

In conjunction with the MACP Executive Committee, plan the allocation of resources, physical, human and financial, to produce and operationalise the MACP Accelerated Portfolio Route and ensure resources are effectively deployed and managed.

Work with the CEA Chair to review and interpret any new/revised national policy and educational criteria within MSK medicine, providing advice to the MACP Executive Committee on how best these should be implemented within the Portfolio Route.

Plan and prioritise own work to ensure effective support to all areas of service responsibility and delivery of key objectives in conjunction with the CEA Chair.

CEA Duties:

- i. Manage and scrutinise the Accelerated Portfolio Route applications in line with CEA/IFOMPT educational standards document
- ii. Report to CEA the outcome of submissions
- iii. Monitor the Portfolio Route to membership and its processes and to propose improvements, as necessary, to the CEA
- iv. Ensure that the candidates requiring placements are provided with the current method of accessing the MACP clinical placement organiser and examiners
- v. Ensure an External Assessor is in post to scrutinise the portfolio route to membership
- vi. Liaise with MACP administrator regarding approved portfolios
- vii. Liaise with CEA regarding all queries and quality assurance issues e.g. concerns regarding eligibility for Portfolio Route Pathways, complaints, appeals etc

Signed: (Post Holder)

Date:

Signed: (MACP Chair)

Date:

Signed: (MACP Treasurer)

Date:

Date Job Description compiled: January 2021

Date for review: Jan 2022