



Portfolio Route Lead – February 2024

Job Summary / Job Purpose – eligibility Full MACP Members

The post holder will work autonomously to provide leadership, strategic direction and operational management for the development and delivery of the Portfolio Routes 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 across the MACP Portfolio Routes through collaborative working with the joint-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 Portfolio Routes leading to membership of the MACP and to provide ongoing monitoring of those standards.

The post holder should work closely with potential portfolio route applicants whilst representing the MACP as an organisation and upholding the MACP constitution where appropriate.

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.

Attend annual MACP Course Leader study day.

Delivery, assurance and ongoing improvement of a system for Portfolio Route evaluation, involving assessors, participants and MACP external examiners.

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

Recruit Potential 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 Portfolio Routes 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 Routes.

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.

Support applicants in an advisory role through the portfolio submission and mentored clinical practice where appropriate through directing them to additional support e.g. mentorship, communicating outcomes of portfolio assessment etc.

CEA Duties:

- i. Manage and scrutinise the 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. Work with an External Assessor to scrutinise the portfolio routes to membership to maintain standards and quality assurance
- 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