



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

Job Details

Job Title	MACP Portfolio Route Lead (Standard 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 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 Portfolio Route through collaborative working with 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, HEIs (involved in external validation of portfolio submissions) 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 all 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, HEIs involved in external validation of portfolio submissions 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 Portfolio Route to MACP membership.

The post holder will be expected to:

Review the current Portfolio Route Handbook to ensure ease of use for prospective applicants, registered students, mentors, nominated assessors and HEIs

Receive and provide information to the MACP on a monthly basis in the form of the Portfolio Route submissions and liaise with the registered student regarding the status of their submission

Respond to new applicant enquiries regarding eligibility for MACP membership and support registered applicants with portfolio submission and mentored clinical practice (MCP).

Assist applicants with negotiating a period of MCP and allocation of a clinical mentor.

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

Liaise with the MACP Education Lead for reporting and achievement of IFOMPT Educational Standards 2016

Attend annual MACP Course Leader study day.

Implement a system for portfolio route evaluation, involving assessors, mentors, students and HEIs (involved in external validation of portfolio submissions)

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

Recruit, and work alongside an External Assessor to support annual monitoring of route to membership.  
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 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 portfolio 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