

## Role Description

<b>Role</b>	Chair of the CPD Audit Committee
<b>Term of office</b>	3 years
<b>Meetings</b>	<ul style="list-style-type: none"> <li>• Annual audit (2 consecutive days in Spring/Summer)</li> <li>• Remote/online assessing of re-submissions + mentoring of CPD registrants as required</li> <li>• 1 annual training/planning meeting to ensure the audit runs efficiently</li> <li>• Additional ad-hoc meetings as required.</li> </ul>
<b>Why volunteer?</b>	<p>Sharing your professional knowledge, enthusiasm and personal time means we can work together on our mission to improve health through physics and engineering in medicine.</p> <p>Volunteers are key to achieving IPEM's charitable objective through its strategy.</p>
<b>Where does this role fit in?</b>	<p>The CPD Audit Committee plays a vital role by carrying out the annual audit of CPD submissions as part of the IPEM CPD scheme which includes RCT registrants and members with Engineering Council and Science Council registrations.</p> <p>CPD allows registrants to maintain a continuous, up-to-date and accurate record of their CPD activities ensuring they maintain their competence in their role and keep abreast of new developments. The Chair of the CPD Audit Committee ensures the audit runs efficiently.</p>
<b>Who can apply?</b>	IPEM Full or Fellow Members preferably with registration such as CSci, CEng or RCT.
<b>Examples of work</b>	<ul style="list-style-type: none"> <li>• Leading the annual CPD audit with IPEM's Licenced Activities team</li> <li>• Assessing CPD audit submissions and re-submissions</li> <li>• Coaching registrants who fail the audit or request advice</li> <li>• Engage in CPD and promote within the workplace.</li> </ul>
<b>Time Commitment</b>	2-3 days auditing plus training/ad-hoc meetings as required.
<b>What you get out of it</b>	<ul style="list-style-type: none"> <li>• Meet with other professionals outside your local network to help with contacts and career progression</li> <li>• Provides CPD and supports your development</li> <li>• Volunteering as an Assessor supports IPEM in addressing the Clinical Scientist workforce shortages</li> <li>• Leading the CPD Audit Committee provides an opportunity to develop your leadership skills further.</li> </ul>
<b>Support available</b>	<ul style="list-style-type: none"> <li>• Onboarding training session followed by annual training</li> <li>• The committee consists of past Chairs and experienced auditors</li> <li>• Support from the IPEM National Office.</li> </ul>

## Eligibility Requirements

<b>Membership</b>	IPEM Full Member or Fellow, preferably with a registration such as CSci, CEng or RCT
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<b>Experience</b>	Previous membership of the CPD Audit Committee is desirable but not essential as a training/transition period with the existing/outgoing Chair would be encouraged.
<b>Skills and Attributes</b>	Encouraging and positive attitude towards CPD, awareness of CPD, ability to encourage and mentor and a positive attitude.