

Worshipful Society of Apothecaries of London.

Course in Conflict and Catastrophe Medicine.

Job Description for Course Director

This part-time one year course is designed to provide a broad range of appropriate knowledge to healthcare professionals, civilian and military, who wish to work with humanitarian aid agencies, international bodies such as the UN or the Red Cross, or with the military, to provide a medical and surgical response in major man-made and natural disasters and in the post disaster period. It is designed to ensure that its students understand the concepts of health care in the disaster environment and the non-health care factors that can affect the provision of health care in the disaster environment. The course is designed to prepare the students for the examination of the Diploma in the Medical Care of Catastrophes (DMCC).

Responsibilities:

- To deliver the course and ensure it is up to date and relevant.
- To annually review the syllabus to ensure up to date and liaise with the Convener of the DMCC.
- To prepare a timetable that covers the syllabus and invite subject matter experts to lecture.
- To attend (or provide a suitable substitute) each teaching day to facilitate, monitor and step in should an invited speaker has not been able to attend. This amounts to 14 Saturdays per academic year.
- To provide and maintain an up-to-date and relevant reading list for the students.
- To liaise with and support the Faculty Manager about the administrative aspects of the running of the course such as setting course fees, dates of teaching days etc.
- To sit on and attend the two executive committee meetings per year and provide a summary report for the executive and to maintain regular contact with the President of the Faculty.
- Establish and maintain a small Directors Support Group of individuals who can:
 - Cover for the Director on teaching days should the need arise (including providing substitute lectures in the case of inability of an external lecturer to attend)
 - Act as an advisory group to support the course director in his/her other duties as laid down in this document and help develop the course
- To encourage engagement of the student body and provide further information on course content and learning opportunities using the Faculty's platform FCCMConnect.

- To liaise with the Academic Dean to ensure that the course fulfils the requirements laid down by the Society in terms of content and delivery and to ensure that it reaches the required standards.
- To liaise with the Registrar and the Exams department to provide such information as is required for registration of students for the exams and to ensure the smooth running of the exams.
- Establish relationships with relevant organisations such as Humanitarian Aid Agencies to ensure the course content is relevant and that they have an awareness of what our alumni can offer them.

This post is an opportunity to continue a well-established and unique course which combines a programme of lectures, case studies and table-top exercises aimed to provide a broad knowledge base to support work in the humanitarian aid sector. We seek a healthcare professional or Clinical Scientist with recent experience in this sector and established contacts who can continue to advance this course into its third decade.

For an informal discussion about this post please contact Dr Christina Dale, President, Faculty of Conflict & Catastrophe Medicine Presidentcc@apothecaries.org