

Job Description

Job Title	CPD learning manager	Grade	
Department	Continuing professional development	Location	Home based
Job Purpose			
<p>The role of Association of British Dispensing Opticians (ABDO) CPD learning manager is to support the ABDO CPD department with creation, delivery and facilitation of CPD sessions online, face-to-face and print based.</p> <p>ABDO CPD create and manage relevant professional education for ABDO members to enable them to fulfil their regulatory requirements with the General Optical Council. This covers education suitable for dispensing opticians, contact lens opticians and optometrists. Additionally, the department collaborates with other ABDO functions and external sector partners to provide education in the fields of dispensing and contact lenses/anterior eye, to support the promotion and advancement of the knowledge and skills of dispensing opticians and contact lens opticians. ABDO CPD also support ABDO members in other skills associated with lifelong learning such as professional development planning, reflection and evidence-based practice.</p> <p>Attending regular online Association of British Dispensing Opticians (ABDO) CPD meetings and occasional face-to-face meetings as required. Additionally, attendance at ABDO meetings both online and in person as requested.</p> <p>Regular contact with all members of the ABDO CPD department and occasional close working with other ABDO departments and staff members where cross-function collaboration is required.</p> <p>It is a requirement that the ABDO CPD Learning Manager is registered with the GOC.</p>			
Core Accountabilities			
<ul style="list-style-type: none">• Creation, delivery and facilitation of all formats of CPD sessions as required, including assessment setting if necessary. This may include online and face-to-face interactive formats and online or offline text-based formats.• Processing and managing CPD applications with the GOC• Provide support to Head of CPD including representation at meetings and events (online and face-to-face) as required.• Attendance at Regional events, industry tradeshow and conferences as required• Proofread documents as required			

- Keep up to date with industry changes, including: ABDO, regulatory bodies, optical and consumer law and other optical associations.
- It is a requirement that the ABDO CPD Learning Manager be registered with the GOC and to maintain that registration.
- This role is home-based which requires flexible working (occasional evenings/weekends) and on occasion requires travel to other ABDO locations and external venues if attendance at a face-to-face meeting is required.

The above list of responsibilities is not exhaustive, and the post holder will be required to undertake such tasks and responsibilities as may reasonably be expected within the scope of the role.

Experience, Knowledge and Skills

Essential

- Current GOC registration
- Experience of providing education to healthcare professionals e.g. authoring, presenting and/or facilitating CPD or academic lecturing
- Ability to review clinical research
- Competent with Microsoft applications
- Excellent written and oral communication skills
- Flexible approach to working

Desirable

- FBDO qualification
- Higher level qualification in a relevant area of clinical practice and/or adult teaching, learning or education.
- Experience of the GOC CPD providers requirements and platforms
- Experience in assessment setting
- Experience of evidence-based academic writing

Travel Required:

The role will require occasional travel and overnight stay in support of the ABDO. This may include travel to support national events such as industry conferences. All travel will be discussed and agreed in advance.