

## Role Description

<b>Role</b>	CPD Auditor
<b>Term of office</b>	5 years + 1-2 years for continuity
<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</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>	CPD Auditors play a vital role by carrying out the annual audit of CPD submissions as part of the IPEM CPD scheme. CPD allows registrants to maintain a continuous, up-to-date and accurate record for their CPD activities ensuring they maintain their competence in their role and keep abreast of new developments.
<b>Who can apply?</b>	IPEM Full or Fellow Members preferably with registration such CSci, CEng or RCT.
<b>Examples of work</b>	<ul style="list-style-type: none"> <li>• Assessing CPD audit submissions and re-submissions.</li> <li>• Coaching of 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 days auditing plus auditing resubmissions and training 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> </ul>
<b>Support available</b>	<ul style="list-style-type: none"> <li>• Onboarding training session followed by annual training</li> <li>• New auditors will be paired with experienced auditors to carry out audits</li> </ul>

## Eligibility Requirements

<b>Membership</b>	IPEM Full Member or Fellow, preferably with a registration such as CSci, CEng or RCT
<b>Experience</b>	To have been audited for CPD within the first 2 years of membership on the CPD audit panel (by self-selection) is essential and it would be desirable to have been audited previously.
<b>Skills and Attributes</b>	Encouraging and positive attitude towards CPD, awareness of CPD, ability to encourage and mentor and a positive attitude.