

EMWA Executive Committee (EC) Officer Job Description: EDUCATION OFFICER

For details regarding eligibility, election, duration of office, meetings, benefits and advantages: see Policy Document: Executive Committee (EC) Roles and Responsibilities on the EMWA website or contact Head Office for the latest version.

Responsibilities

Development and Maintenance of the EMWA Professional Development Programme (EPDP)

The Education Officer, supported as needed by the EPDC, is responsible for the following tasks:

- Proposing new EPDP workshop topics prompted, for example, by membership surveys, workshop leader suggestions and discussions within the EMWA Professional Development Committee.
- Ensuring the timely development and assessment of new workshops.
- Determining whether a workshop can be used in the EPDP and ensuring that it has the appropriate quality and format to justify EPDP credit status. *Note that the individual workshops that constitute the EPDP are not then 'owned' by EMWA but remain the property of the workshop leaders.*
- Reviewing participant feedback from EPDP workshops presented at each EMWA conference, and following up with the workshop leader(s) as required.
- Removing EPDP workshops from the programme as required (e.g. workshop leader no longer available, topic no longer relevant).
- Reviewing the requirements for the EPDP foundation and advanced certificates as the field of medical writing evolves and new qualification opportunities emerge. Any proposed changes would be subject to agreement by the EC and a changeover process would need to be implemented for members partway through certification:
 - Adjusting the overall structure of the EPDP to match developments in the field of medical writing and membership needs, e.g. creating new subject streams, (re)allocating workshops to options.
 - Developing new workshop formats and levels as required, often in response to workshop leader suggestions. In the past, this has included introduction of foundation and advanced level workshops and associated formats; more recently, the master class format and the double workshop format have been developed.
 - Exploring new education opportunities within the EPDP framework (e.g. certification beyond the advanced level). This may involve liaising with external educational establishments or medical writing associations.
- Updating the EPDP Brochure as necessary to reflect the current composition of the EPDP, the requirements for gaining EPDP credit and for obtaining EPDP certification.
- Maintaining the FileMaker database* including all EPDP workshop abstracts and associated workshop leader personal summaries. This involves creation of entries, assigning appropriate codes, specifying class

* With regard to all FileMaker-related tasks in this and the following sections: the Education Officer may work directly within FileMaker after being trained in its use and provided with the appropriate licence and access by EMWA, as is current practice. In principle, the Education Officer could delegate this task, e.g. if it were agreed by the EC, to Head Office. In that case, the process of maintaining and updating the FileMaker database would

sizes and timing of workshops and assignments, updating information in response to discussions with workshop leaders, updating workshop status (e.g. new workshop, for credit, inactive), and adding unpublished comments. As the entries in the database form the basis for the conference brochures and web pages, the quality and consistency of the textual entries must also be ensured (see also last point of the following section).

Selecting and Scheduling the EPDP Workshops at EMWA Conferences

The Education Officer provides an EPDP schedule at each conference that will attract maximum numbers of both new and experienced members. In doing so, the Education Officer considers several factors including the following:

- Workshop leader availability and preference in terms of workshops offered and time allocation.
- Ensuring availability of workshop leaders with multiple commitments during the conference (e.g. committee meetings, running other events).
- Maximum choice for participants per time slot in terms of EPDP option.
- Maximum choice for participants per time slot in terms of foundation versus advanced level.
- Inclusion of popular workshops or workshops that have not been in the programme recently and may therefore attract new participants.
- Ensuring new workshop leaders can attend a workshop leader training session, if provided.

In order to foster growth and diversity of the EMWA membership and help retain experienced members, the Education Officer will include new topics and niche areas that may be less popular but will enhance the overall appeal of the conference programme and may stimulate development of the EPDP in new directions. Some workshops may also be included in order to retain valuable workshop leaders for future conferences. Thus, individual workshops are not to be considered separate profit centres.

The approximate timing of the steps required to schedule the EPDP component of EMWA conferences is given in the Workshop Leaders Handbook. The Education Officer takes responsibility for the following activities:

- Contacting workshop leaders shortly after the spring conference with regard to their availability to present workshops at the following autumn and spring conferences.
- Assembling a draft EPDP schedule for both conferences following the principles outlined above.
- Confirming the availability of workshop leaders for the allocated time slot(s) in the draft EPDP schedule.
From this point onwards, the autumn conference is finalized with greater urgency than the following spring conference but the steps for both conferences are the same.
- Setting up the EPDP schedule in FileMaker for each conference.

take more time because the Education Officer would provide content from numerous emails to be entered into the database and would have to review the output and edit as necessary. As updating the database and setting up the conference schedules are on the critical path for conference-related processes, these additional steps would have to be planned into the overall conference project planning.

- Generating output from FileMaker of the titles, abstracts, personal summaries and timing of EPDP events at the conference, and sending this output for review and feedback by the workshop leaders.
- Setting deadlines for feedback from workshop leaders to ensure that downstream activities for conference brochure production and online conference details are developed following the overall schedule for brochure preparation, online registration and other conference logistics. Separate deadlines will be required for established workshops and new workshops being developed.
- Implementing changes requested by workshop leaders in the FileMaker database, as necessary after appropriate discussions and clarification.
- Troubleshooting as required when late-stage changes to the EPDP schedule occur (e.g. a new workshop has not been sufficiently developed; workshop leader availability at the conference changes).
- Identifying and allocating observers for new workshops, liaising between observers and Head Office to ensure that observers are included in Head Office plans and provided with observer checklists.

After finalization of the conference brochure: reviewing changes made by the proofreaders to the conference brochure to determine if FileMaker records should be re-edited to ensure future consistency. As FileMaker only has limited word processing functionality, some changes will always be required to FileMaker output during brochure production.

Management of EPDP Workshop Leaders

The Education Officer organises training and mentoring of workshop leaders, as necessary, to ensure that:

- the workshop leaders apply the EPDP procedures as set out in the Workshop Leaders Handbook
- they have the appropriate presentation skills
- their workshops fulfil the format and quality standards required by the EPDP.

The Education Officer is also the spokesperson for the workshop leaders on the EC and at Head Office on a wide range of issues; the purely administrative management of EPDP workshop leaders is the responsibility of Head Office.

The Education Officer, supported as needed by the EPDC, is responsible for:

- Recruiting new workshop leaders, e.g. through calls in Medical Writing or during conferences.
- Encouraging established workshop leaders to develop new topics.
- Organising workshop leader training during EMWA conferences, as necessary.
- Organising the mentoring of new workshop leaders.
- Allocating observers for new workshop leaders or for established workshop leaders where participant feedback suggests a quality issue with a workshop.
- Following up workshop leader queries and deciding on award of credit in special situations (e.g. where a workshop leader is unsure if credit can be awarded or there is a disagreement between a workshop leader and a participant).
- Responding to workshop leader suggestions for optimising the logistics and arrangements for running successful workshops during an EMWA conference (e.g. taking up discussions within the EC or with Head Office).

- Liaising as required between Head Office and workshop leaders (e.g. special requests from workshop leaders to Head Office for presentation materials, issues with delivery of materials to Head Office for conference preparation, special requirements for participant eligibility).
- Maintaining the Workshop Leaders Handbook to ensure consistent quality across workshops and to standardize processes for their development, assessment, and presentation at multiple conferences.
- Assessing workshop leader contributions over time and highlighting particular dedication or excellence of individual workshop leaders to the EC for special recognition.

Management of the EMWA Professional Development Committee (EPDC)

The tasks and responsibilities involved in managing the EPDC include the following:

- Setting the agenda for the EPDC meetings, and liaising with Head Office for all logistical aspects regarding running the EPDC.
- Chairing the EPDC meetings and organising the preparation and finalisation of meeting minutes.
- Allocating tasks to EPDC members, including mentoring new workshop leaders, organising workshop leader training, maintaining the Workshop Leaders Handbook, the EPDP Brochure, workshop assessment forms and observer checklists.
- Overseeing special EPDC task forces, e.g. to develop new educational formats or certification levels.
- Managing the recruitment and selection of new EPDC members and proposing them for appointment by the EC.
- Proposing to the EC the removal of EPDC members who are not able to fulfil their responsibilities adequately.