eLearning Content Developer Role Description

Role	Aspiring MPE eLearning Content Developer
Term of Office	6-12 months, depending on duration of project
Meetings	Meeting length and frequency to be determined in agreement with the group of volunteers depending on workload. Would expect to have 1-2 meetings initially to scope out the project and determine a plan of action, responsibilities and timeline. Then would expect to have monthly progress check-in meetings until project is finalised. All envisaged to be online.
Why volunteer?	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. Volunteers are key to achieving IPEM's charitable objective through its strategy. Volunteering your time builds the knowledge base and shares this amongst the workforce. It also allows you to build your network with like-minded individuals; explore topics that interest you; and gain skills in project management and teamwork.
Where does this role fit in?	We are recruiting a small group of volunteers to develop content for x2 eLearning modules to further support those aspiring to gain MPE certification. The topics have been identified following market research. The topics proposed are: • Medical Radiological Equipment Management • Medical Exposure Optimisation Feedback has informed us that more support is required, so this group will produce the content for each topic, for IPEM's LMS Officer to develop into eLearning modules. It will be vital for the three specialisms across MPE to be represented equally across the group (Nuclear Medicine, Radiotherapy and Diagnostic Radiology). We are looking for enthusiastic individuals with the right knowledge to write appropriate content.
Who can apply?	Individuals should be a registered professional in the area of either Nuclear Medicine, Radiotherapy or Diagnostic Radiology, and have knowledge and experience of becoming an MPE.
Examples of work	Write and review content to be turned into eLearning. Typically, content is written out in a word document or PowerPoint presentation. The IPEM LMS Officer will then convert this into e-Learning in consultation with volunteers, and volunteers are asked to review the formatting of the eLearning prior to publication.
Time Commitment	This will be determined by the group, but we do expect most activity to take place outside meetings.
What you get out of it	You will be credited with authorship, and will gain valuable experience in project management, collaboration, and developing a professional network.

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Revised by:	Paul Ostro	(volume-section-order)	Created by: Louis Blache

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Support available	Volunteers will be supported by dedicated <u>members of staff at the IPEM national office</u>, where needed. - LMS Officer, Nancy Simmons (nancy@ipem.ac.uk) - Training Manager, Lauren Knight (lauren@ipem.ac.uk) - IPEM's Education and Professional Standard's Committee will oversee this project and can provide advice and guidance when needed

Eligibility Requirements

Membership	Full Member or Fellow of IPEM
Experience	Knowledge of the relevant specialism (Nuclear Medicine, Radiotherapy or Diagnostic Radiology). Some experience in eLearning would be an advantage (completing or creating/writing content).
Skills and attributes	HCPC registered and MPE certified with RPA2000 Strong interest in education & training Familiar with RPA2000 DHSC syllabus Experience of gaining MPE certification, or supporting someone through it Willing to write eLearning material Strong written communication skills, including the ability to communicate complex ideas effectively Willing to engage and support fellow T&F group members to produce accurate and educative content Embrace IPEM's values (trusted, inclusive and progressive)