

Role Description

Role	CPD Auditor
Term of office	3 years, renewable
Meetings	- Annual audit, consisting of remote/online assessing of submissions (within agreed timeframe in Spring/Summer), plus online meeting if required. - Ad-hoc mentoring/supporting of CPD registrants as required. - Annual training/planning/debrief meeting.
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.
Where does this role fit in?	CPD Auditors play a vital role by carrying out the annual audit of CPD submissions. 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.
Who can apply?	IPEM Full or Fellow Members preferably with Engineering Council, Science Council and/or RCT registration.
Examples of work	- Assessing CPD audit submissions and re-submissions. - Coaching of registrants who fail the audit or request advice. - Engaging in CPD and promoting within the workplace.
Time Commitment	Equivalent to approximately 2-3 days auditing submissions, and training as required.
What you get out of it	- Meet with other professionals outside your local network to help with contacts and career progression. - Provides CPD and supports your development. - Volunteering as an Auditor supports with maintaining high professional standards across MPCE.
Support available	- Onboarding training followed by annual training. - New auditors will be paired with experienced auditors to carry out audits.

Eligibility Requirements

Membership	IPEM Full or Fellow Members preferably with Engineering Council, Science Council and/or RCT registration.
Experience	It would be desirable to have been audited previously.
Skills and Attributes	Encouraging and positive attitude towards CPD, awareness of CPD, ability to encourage and mentor.

Any new auditor accepts that they will be pre-selected for audit in their first year of being on the panel.