



Clinical Oncology Exam Preparation Portfolio Lead

Contributor candidate pack



The Royal College of Radiologists

01 Welcome



It's a pleasure to welcome you as you explore the opportunity to contribute to the work of the Royal College of Radiologists. I'm delighted that you're considering joining our committed community of professionals who contribute their time, skills and experience to support our work.

At the RCR, colleagues like you are absolutely vital to the work we do. You play a key role in helping us support excellence in medical imaging, interventional radiology and cancer treatment - both now and in the future. In contributing your time, expertise, and perspective, your involvement strengthens our impact and supports the delivery of safe, high-quality patient care, which sits at the heart of everything we do.

As a Contributor, you will help us deliver the College's strategic priorities, including providing excellent standards and guidance for the workforce, delivery of high-quality professional learning, and being recognised as the experts in our fields. Your insight and involvement help ensure that our specialties continue to grow in both strength and influence.

Many of our Contributors have told us they choose to give their time because they want to make a real difference to our specialties. And by getting involved, they've also found opportunities to build lasting professional networks and stay connected with peers across the UK and beyond. The same will be true for you.

We're proud to be a college that works in partnership with its members. Our Contributors bring energy, ideas, and commitment that shape our work and our future - and we are stronger because of it.

I look forward to the opportunity to work with you.

With warm wishes,

A handwritten signature in black ink that reads "Stephen Harden". The signature is written in a cursive style and is positioned above a thin horizontal line.

Dr Stephen Harden

President of The Royal College of Radiologists

02 Role Summary

Role title:	Clinical Oncology Exam Preparation Portfolio Lead
Time Commitment:	The tenure for this role will be 3 years. Maximum of 8 days per year, [including attending courses to observe, planning, and evaluation].
Location:	London, United Kingdom (with blended/remote working depending on meetings and course activity)
Closing date for applications:	Open-ended

Why this role exists

High-quality exam preparation is critical to supporting clinical oncology trainees to succeed in Royal College Radiologists (RCR) examinations and progress confidently through training. As curricula, assessment frameworks, and clinical practice continue to evolve, it is essential that exam preparation resources remain current, evidence-based, and aligned with both educational standards and trainee needs.

The Clinical Oncology Exam Preparation Portfolio Lead provides strategic leadership and clinical oversight of the RCR's exam preparation courses portfolio. This is a developing portfolio, with scope for growth and innovation, ensuring that all exam preparation courses are cohesive, high quality, and consistently support trainee success.

Your impact

As Portfolio Lead, you will shape the future direction of the Royal College Radiologists' Clinical Oncology exam preparation learning offer. By leading and supporting Course Leads, reviewing course quality and feedback, and sharing best practice across the portfolio, you will help ensure a consistently high standard of exam-focused education.

Through your leadership, you will have a direct and meaningful impact on the training experience of clinical oncology trainees across the UK. By ensuring that exam preparation resources reflect current curricula, assessment approaches, and educational best practice, your work will support trainee confidence, progression, and ultimately high-quality patient care.

03 Key responsibilities and requirements

As Clinical Oncology Exam Preparation Portfolio Lead, you will:

- Act as the clinical lead and Subject Matter Expert for the Clinical Oncology Exam Preparation courses portfolio
- Work collaboratively with the RCR Learning team to develop and deliver the strategic direction of the portfolio, aligned to RCR Learning objectives
- Oversee the scope, shape, and coherence of the portfolio, ensuring it remains needs-based, high quality, and responsive to trainee requirements
- Identify opportunities to refresh, improve, or develop courses, including through structured review and new product development processes
- Assure course quality, clinical relevance, and alignment with the RCR curriculum and assessment frameworks
- Review course evaluations and support meta-reviews to drive continuous improvement and share best practice across courses
- Attend at least one instance of each course per year to observe delivery first-hand
- Lead and support a team of voluntary Course Leads, facilitating collaboration, consistency, and shared learning
- Support the RCR Learning team with the recruitment and onboarding of Course Leads
- Contribute to wider RCR learning and development initiatives, ensuring consistency and collaboration across clinical disciplines
- Attend relevant meetings, including the Clinical Oncology Learning Leadership Group and portfolio strategy days
- Uphold RCR values and the Contributor Code of Conduct at all times

Knowledge, qualifications and experience	Essential (E) or Desirable (D)
Fellow of the RCR (by examination), GMC-licensed, practising in the UK	E
Clinical background in Clinical Oncology with excellent understanding of curriculum and examinations	E
Experience in educational programme or course development, preferably exam-focused	D
Knowledge of best practice in medical education, assessment design, and learning resources	E

Leadership and organisational experience, coordinating teams or contributors	E
Skills and abilities	
A commitment to abide by the Contributor Code of Conduct .	E
Excellent leadership, communication and influencing skills	E
Ability to work collaboratively with clinicians, educators and professional stakeholders	E
Commitment to equality, diversity and inclusion in education	E
Strategic thinking and an ability to balance innovation with quality assurance	D

04 Commitment and conditions

Contributors at the RCR play an essential role in supporting the College's strategic initiatives and shaping the direction of the College. Although our Contributor positions are undertaken on a voluntary basis, each role has optimal impact when Contributors dedicate sufficient time to fulfilling the responsibilities entrusted to them.

Most work can be carried out remotely, alongside attendance at relevant meetings and occasional in-person events. Contributors are expected to adhere to RCR policies relating to conduct, confidentiality, intellectual property, and data protection.



05 Support and benefits of the role

Support provided to the role

The RCR will offer you strong support, ensuring that you are informed, feel valued, and are equipped to fulfil your role.

This includes:

- comprehensive administrative support tailored to your role, facilitated by a key RCR staff contact,
- collaboration with other Portfolio Leads and the wider RCR Learning team,
- regular engagement opportunities with RCR staff and fellow Contributors,
- RCR's Contributor Officer, providing high-level support for all Contributors,
- the [Contributor Code of Conduct](#) and [Contributor Handbook](#), which provide reassurance around our expectations of conduct and personal integrity,
- the opportunity to attend induction sessions, providing you with all relevant information to fulfil your role effectively.

Benefits of the role



Contribute to flagship RCR events, including conferences and admission ceremonies



Influence the RCR's strategic direction



Letters of acknowledgement



Invitation to exclusive RCR recognition events



Networking with a diverse community of Fellows and experts



Opportunities to participate in global initiatives



Feature opportunities in Wave magazine



Shape the future workforce in both quality and quantity

06 Application process

How to apply

To apply, please submit:

- A short statement outlining your experience and interest (max. 150 words)
- A brief CV
- Applications can be submitted via the RCR online Contributor application form. If you have questions, please contact: rcrlearning@rcr.ac.uk

Our commitment to Equality, Diversity, and Inclusion

We are committed to actively fostering an inclusive culture at the RCR. We uphold a commitment to building a Contributor group that reflects the diversity of our global community, and therefore we actively welcome applications from individuals from under-represented groups and diverse backgrounds. We are also dedicated to making reasonable adjustments, for example, offering documents in alternative formats to accommodate neurodiversity. If you would like to discuss this further, please contact the Contributor Officer: contributors@rcr.ac.uk

Important information for Contributors

- We encourage you to explore the [Contributor Code of Conduct](#) and [Contributor Handbook](#).
- We request that all applicants complete our [EDI Monitoring Form](#). The information you provide anonymously will help us to understand how our Contributor group represents a diverse range of experience, views and backgrounds. Please complete the form by clicking this link: [EDI Monitoring Form for Applicants to Contributor Roles](#)
- All data will be handled in accordance with our data protection policy and membership privacy notice.
- Please note that you may be required to complete a 'Declaration of conflict of interest' form.
- For more general queries about the role of an RCR Contributor, please email contributors@rcr.ac.uk



“It’s a great network of colleagues and individuals who share similar interests in education and training.”

“One of the best things I do! Great group of colleagues.”

“An opportunity to work with some inspirational individuals & learn a lot about our specialty.”

“I found it interesting, personally developmental and hugely collaborative.”

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