Musculoskeletal Association of Chartered Physiotherapists

MACP Professional Development Committee (PDC) Subcommittee Role Description

Volunteering on the PDC subcommittee is a great opportunity to experience world class CPD with MACP tutors delivering MACP ratified courses. You will gain invaluable experience whilst networking with MSK experts in their speciality – and gain free CPD at the same time.

The time commitment depends on your own circumstances and how much time you feel you can commit. Obviously, the more courses you choose to "host", the more of your time would be required to help to promote and support with these. There is no minimum "set" amount of courses you need to sign up for and there are approximately 8 members of the PDC subcommittee to spread out the workload. The courses are offered out to everyone via our WhatsApp group and people volunteer to host the courses they wish. There is a small time commitment from each member of the PDC subcommittee in terms of approximately 3 evening meetings a year (lasting a maximum of 1-hour), where any ideas, issues, and plans are discussed. There is no requirement for travel or face to face meetings. Volunteering for this role contributes towards the leadership pillar of advanced practice, as you will be networking for a professional body on a national scale.

You will be given full training and the opportunity to shadow a fellow member of the PDC on courses before commencing the role.

Role specification:

- HCPC Registered Physiotherapist
- Full member of the MACP
- An organised individual with the ability to prioritise tasks and work towards specific deadlines
- Excellent communication skills
- Technical and digital skills desirable, but not essential, as training will be provided.

Main Duties:

- Volunteering to "host" and promote MACP courses
- Sharing MACP posts to increase visibility on social media

"Hosting" a course: Online hosting:

Prior to the course:

- Create promotional material to advertise the course on social media (on X, Facebook, and Instagram)

- liaise with the course tutor/s to ensure the course can run in line with their expectations
- create course polls or quizzes as required in liaison with the course tutor on the zoom platform

During the course:

- Admit the course tutor into the zoom meeting and checking tech is working OK
- Admit attendees
- Welcome attendees and introduce the course tutor on behalf of the MACP
- Take a register of attendees for the MACP admin to cross reference for CPD certificates
- Monitor attendees entering and leaving the course during the day so that the day runs smoothly
- Monitor the meeting "chat" and questions in the thread and flagging to the course tutor where necessary
- Facilitate the use of "breakout rooms" for discussion where necessary
- Liaise with the MACP admin team as required to ensure that attendees are able to access any course resources
- Thank the course tutor at the end of course on behalf of the attendees and the MACP, and advise delegates how to submit course feedback to obtain their CPD certificates.

Face to face courses:

Usually face to face courses have their own local host. However, sometimes they do request a host in which case all the above duties remain similar, but in the face to face setting, in liaison with the local department.

After the Course

- Feedback any relevant issues to the PDC lead and MACP admin team where needed.