



**national association of
medical device educators & trainers**

NAMDET

c/o Cameo Productions
44 Heath Drive,
Brookwood, Woking,
Surrey,
GU24 0HQ

Incorporated on 26 October 2011: Reg No. 07824762

To all NAMDET members

27th March 2017

A New Management Group

Dear NAMDET members,

The NAMDET Board are establishing a new 'Management Group' whose aim will be to drive forward and deliver on our agreed aims and objectives. Our current 5 year strategy plan, which is available on our website, continues to show growth to 2020 and we need help and expertise to take this forward.

Over the coming years we intend to increase our membership and develop additional regions to be able to further support and build our organisation. Our current website and forums page also needs to be developed and promoted. We are looking to establish a new education faculty and Medical Device Driving Licence portal. We will continue to work with other organisations to help increase safety and build our portfolio and presence further. We are particularly interested if you have skills and/or experience in any of the following key areas;

- E-Learning, Education, competencies, MDDL
- Marketing, Promotion, Advertising (including; NAMDET and Patient First Conferences)
- Governance, Assurance, Credentialing schemes
- Medical Device alerts, device safety and DERS
- National and Regional Coordination and membership
- Communications, MDET Journal, newsletters and website

In order to be able to develop our specific work-streams and increase our presence within the healthcare industry we need to enlist the help of others. As a result, we are looking for people that are passionate about patient and industry safety, that are motivated and self-starters with lots of ideas. You do not require any specific qualifications but a proven track record of making things happen within the NAMDET arena is essential. You will need to be a current member of NAMDET and seek approval of your regional chair.

You will join a team of like-minded, hard working, fun people but we anticipate that you will have your own area and portfolio to work towards. You will be expected to work with the NAMDET Board to fulfil our current and annual obligations which will include our showpiece annual conference.

The positions that we are recruiting to will have full voting rights, but as a member of the Management Group you will not be required to be added to the Companies House Director's list. The group will meet up to four times a year (with additional teleconference meetings and web-calls) and we try to ensure that we make travel as central as possible for face to face meetings.

NAMDET Board and Management Group appointments do not attract a salary but we pay all reasonable expenses. These new positions are for an initial period of twelve months. In the first instance you will be expected to provide a written appraisal (no more than 2 sides of A4) of your background, what you have achieved and how you would work to achieve NAMDET's current stated objectives and key work areas.

We would particularly welcome applications from our industry colleagues and government bodies. If you are interested and require more information then please contact me via email (paul.lee@namdet.org). For more information on our work streams and current projects please visit our website at www.namdet.org

The closing date is April 24th 2017. All applications will be reviewed at the NAMDET Director's Board meeting on 8th May 2017.

Yours sincerely,

Paul Lee

Paul T. Lee, Chairman NAMDET Ltd.
paul.lee@namdet.org
www.namdet.org