

# EDUCATORprocurement

## ROLE DESCRIPTION

### JOB DETAILS

<b>Job Title</b>	Training Programme Director
<b>Specialty</b>	Microbiology
<b>PAs per week</b>	0.5
<b>Grade</b>	Consultant
<b>Department</b>	Postgraduate Medical & Dental Education
<b>Reports to</b>	Head of School
<b>Professionally Accountable to</b>	Royal College and GMC
<b>Responsible for</b>	Educational Supervisors
<b>Location</b>	North
<b>Contract Duration</b>	Three Years

## **1. JOB PURPOSE**

The purpose of the School is to provide a structure and framework for the delivery of high quality training of specialists through explicit and accountable arrangements through the Head of School, to Health Education England across the East Midlands (HEE EM).

The Training Programme Director is responsible for the quality, monitoring and supervision of the programmes in line with the standards laid out by the host specialty Board, its committees and the curriculum. This includes the structure, organisation, and delivery of training and the implementation of the new GMC approved curricula.

The Training Programme Director will adopt an approach based on elimination of discrimination, promotion of equality of opportunity and access, quality and patient safety, and promoting excellence.

The Training Programme Director will work with the Head of School to ensure that quality control processes are in place to:

- Supervise, support and advise trainees with respect to Specialty training
- advise on the quality of posts and programmes
- provide appropriate support, development and appraisal
- Involve all consultants in the specialty in the delivery of education in this specialty including those with defined School roles.

## **2. ESSENTIAL KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED**

### **Qualifications**

- Medical Degree
- Membership or Fellowship of a Royal College in relevant Specialty
- Additional relevant qualification in education (Desirable)

### **Experience**

- Currently working within HEE EM at consultant level or equivalent in the specialty school area.
- Experience within the specialty at consultant level
- Previous or present experience on the HEE EM specialty training / education committee.
- Demonstrates a track record of achievement in education including the provision of training / learning support.
- Willingness to develop training programmes in line with Department of Health / College guidelines and GMC (General Medical Council) and to explore opportunities for the further development of multi-professional and inter-professional education.
- Demonstrates excellent knowledge of the policies and frameworks for clinical governance and the ability to ensure effective implementation within the areas of influence of this role.

## **Knowledge**

- Understanding of educational principles, policies, and best practice methods.
- Up to date training in equal opportunities (or is willing to attend this training) and demonstrates understanding of legislative and policy frameworks for ensuring equality of opportunity and elimination of discrimination, in employment and services, on the basis of gender, ethnicity, disability, age, faith or sexual orientation. Demonstrates the ability to lead development of best practice within the areas of influence of this role, including the requirements of the Disability Discrimination Act.
- Demonstrates understanding of the educational, professional and pastoral needs of trainees and has attended courses recommended by the Postgraduate Dean Director to fulfil these duties effectively (e.g. career counselling).
- Demonstrates awareness of developments in the wider context of health and social care.

## **Skills**

- Effective interpersonal skills including the ability to listen, motivate, persuade and influence individuals and organisations and overcome potential resistance to change.
- Demonstrates leadership with the ability to develop strategic vision, and also to follow the leadership of others where this will enable the most successful outcome for HEE EM.
- Ability to work within the policies and practices of HEE EM and to participate in the development and implementation of new policies and procedures where appropriate.
- Demonstrates problem solving and trouble-shooting skills.
- Effective time management and administrative abilities with the ability to respond effectively to changing priorities.
- Has commitment to personal and professional development and can evidence having fulfilled the requirements of Continuous Professional Development with application of this learning.
- Ability to work in partnership with other Specialty Schools and HEE EM to raise the profile of specialty training within the East Midlands.
- Support and develop in partnership with HEE EM communication systems for the Postgraduate Specialty School to aid training and development within the specialty.

### **3. KEY RESULT AREAS (To be read in conjunction with the Terms of Reference for the Postgraduate Specialty School Board).**

#### **Leadership:**

- Participates in the local arrangements developed by the HEE EM Head of School to support the management of specialty training within the HEE EM boundaries.
- Champions the quality and the safety of patient care.
- Champions equality of opportunity and leads development of policy and practice to eliminate discrimination and promote equality in accordance with legislation and policy.

### **Administration**

- Ensures effective communication with colleagues within the Specialty School and within Associate specialties and utilises the Community Area and associated communication systems.
- Participation in the local arrangements developed by the Head of School to support the management of the specialty training programme(s) within HEE EM or across HEE boundaries.
- Being an active member of one of the Schools. There will be an undertaking to attend as many relevant School meetings as possible, and to liaise closely with the Head of School in the alternate section of the HEE EM, so that management of training in the East Midlands is optimised.
- Compilation of training programmes within the HEE EM and arrangement for rotational movement during training.
- Involvement in recruitment and selection to core training programme for the specialties involved.
- Ensuring that employers are normally notified at least three months in advance with the name and relevant details of the trainees who will be placed with them, with the help of HEE EM administrative support. From time to time, however, it might be necessary for TPDs to recommend that trainees be moved at shorter notice, but in such circumstances the employing Trust should be informed as early as possible.
- Maintenance of up-to-date records of specialty training requirements (in collaboration with the School and HEE EM).

### **Training Programme:**

- Development and monitoring of a structured training programme to provide core training for the trainees including incorporation of any changes contingent upon the arrangements for Modernising Medical Careers (MMC) and the General Medical Council(GMC) approval specialty curriculum and assessment processes.
- Working with delegated College/Faculty representatives (eg college tutors, regional advisers) and national College/Faculty Education Boards, or Specialty Advisory Committees (SACs), to ensure that programmes deliver the specialty curriculum (and assessment framework) and enable trainees to gain the relevant competencies, knowledge, skills, attitudes and experience.
- Taking into account the collective needs of the trainees in the programme when planning individual programmes.
- Provision of support for clinical and educational supervisors within the programme
- Advising the APD on additional placements/slots, re-allocation and removal of slots.
- Monitoring the quality of placements and update the APD within HEE EM when required.
- Participation/organisation of GMC and HEE EM visits
- Ensuring that the interest of less than full time trainees, trainees with disabilities, trainees in academic medicine or on research attachment and overseas doctors are respected and protected
- Allowing time within the trainees Job Plan for regular attendance at Board meetings.
- Playing a part in marketing the specialties where there is a need to do so, for the attraction of appropriate candidates eg co-ordination of taster sessions during foundation training, career fair representation, or liaison within specialty leads and with Royal Colleges/Faculties.
- Developing new training opportunities when appropriate with Regional College representatives and HEE EM.

### **Doctors in Training:**

- Allocation of trainees to appropriate training placements
- Contribution to the annual assessment outcome process, Annual Review of Competence Progression (ARCP) and associated activities in the specialty (see Gold Guide)
- Assisting the APDs in the management of trainees who are running into difficulties, with the support to Educational Supervisors in their assessments and in identification of targeted training placements where required.
- Ensuring that there is a policy for careers management that covers the needs of all trainees in the specialty programme and posts.
- Ensuring that there is provision of access to career management advice

#### **4. COMMUNICATIONS AND WORKING RELATIONSHIPS**

The Training Programme Director will work closely with others involved in postgraduate medical education including:

- The Dean Director
- Associate Postgraduate Deans
- Head of Postgraduate Specialty School
- Core and Higher Specialty Programme Directors
- Associate Specialties
- Academic institutions/Medical Schools
- Directors of Medical Education
- Postgraduate Clinical Tutors
- Directors of Human Resources
- College Regional Advisers
- Clinical Performance and Support Unit
- Quality and Performance Group
- Educational Development Group
- Educator and School Development Team
- Assessment Team
- Recruitment & Programmes Team

**5. GENERAL TERMS AND CONDITIONS**

The office of Training Programme Director will be held between the individual's employing organisation and HEE EM on a contract for service basis for a specified period of tenure for which an agreed allowance will be recharged by the employing organisation. The contract will automatically come to an end before the expiry of the period of tenure if:

- Employment as a consultant in the specialty in the East Midlands ends earlier than expiry of tenure.
- The agreement with the employer to continue the contract comes to an end earlier than expiry of tenure.

It may also come to an end earlier following consultation between HEE EM and the individual and their employing organisation:

- If the Training Programme Director becomes unable to fulfil the essential requirements of the post detailed above.
- On a voluntary basis, in which circumstances a period of 3 months' notice on either side will be applicable.

Travel will be required within the designated geographical area and to meetings at HEE EM. Occasional travel to national meetings will be required by arrangement.

All terms and conditions of the employing organisation will apply to the contract for services.

This role description may be reviewed in the light of changed service needs and developments. Any changes will be fully discussed with the post-holder.

**6. JOB DESCRIPTION AGREEMENT**

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Job Holder's Signature

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Manager's Signature:

Date: