

Working for NHS Lothian

JOB TITLE: Associate Director of Medical Education

JOB REFERENCE: CG1869

JOBTRAIN REFERENCE: 019502

CLOSING DATE: 30th April 2020



image courtesy of Edinburgh Inspiring Capital (www.edinburgh-inspiringcapital.com)



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Unfortunately we cannot accept CV's as a form of application and only application forms completed via the Jobtrain system will be accepted. Please visit <https://apply.jobs.scot.nhs.uk> for further details on how to apply.

You will receive a response acknowledging receipt of your application.

This post requires the post holder to have a PVG Scheme membership/record. If the successful applicant is not a current PVG member for the required regulatory group i.e. child and/or adult, then an application will need to be made to Disclosure Scotland and deemed satisfactory before the successful post holder can commence work.

All NHS Scotland and NHS Lothian Medical vacancies are advertised on our medical jobs microsite: www.medicaljobs.scot.nhs.uk

Please visit our Careers website for further information on what NHS Lothian has to offer <http://careers.nhslothian.scot.nhs.uk>



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Section 1: Person Specification Associate Director of Medical Education NHS Lothian

| REQUIREMENTS | ESSENTIAL | DESIRABLE |
|--|--|--|
| Clinical Qualifications & Training | <p>GMC registered medical practitioner</p> <p>Current licence to practice</p> <p>Career grade position in Lothian at the time of appointment aligned to Paediatric practice</p> <p>Support of Clinical Director for application</p> | <p>Additional degree or MSc in a relevant subject area.</p> |
| Clinical & System Experience | <p>Evidence of engagement to improve the process of training or enhance the clinical system in which they have worked</p> <p>Evidence of current/past Leadership or clinical management roles</p> <p>Knowledge of local (NHS Lothian) management and clinical governance structures aligned to medical education and training.</p> | <p>Prizes or awards linked to Clinical Education</p> <p>Presentation of work at a national or international meeting.</p> <p>Publications in peer reviewed journals.</p> |
| Educational Development & Scholarship | <p>Currently a Named Clinical or Educational Supervisor and holds Recognised Trainer status (RoT)</p> <p>Previous experience in delivery or design of clinical education at UG or PG level</p> <p>Understanding of basic research or systems improvement principles with a potential to contribute to</p> <p>Demonstrates knowledge of career pathways and organisation of PG Medical Education in medical education</p> <p>Knowledge of assessment methods</p> <p>Shows a commitment to continuing personal & professional development.</p> | <p>Research or Clinical improvement experience linked to clinical practice</p> <p>Attained Certificate or equivalent in Clinical education or Systems improvement</p> <p>Evidence of design and implementation of an innovation or improvement project linked to education or training</p> |



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| <p>Personal People Skills &</p> | <p>Evidence of excellent communication skills</p> <p>Evidence of educational leadership potential.</p> <p>Self-motivated and able to work within and lead a small team with appropriate guidance and support</p> <p>Able to demonstrate IT literacy</p> <p>Able to plan, organise and prioritise workload</p> <p>Approachable and friendly.</p> | <p>Evidence of collaborative working with other specialties/professions on educational or clinical projects</p> |
| <p>Circumstances of Post</p> | <p>Willing to network across all of NHS Lothian's clinical sites</p> | <p>Driving license & own transport option</p> |



Section 2: Introduction to Appointment

Job Title: Associate Director of Medical Education (ADME)

Department: Medical Education Directorate (MED)

Base: Royal Hospital for Sick Children then RHCYP & DCN (Little France)

Term: 3 years with the opportunity for renewal

Time: 1PA (core) & opportunity for additional time linked to MED corporate programmes of work

Post Summary:

Working through technical ability, team leadership skills and influence the ADME is responsible for maintaining and developing a supportive environment for high quality medical education and training within their site. The ADME will be an invited member of the Senior management team in RHSC, then the clinical departments hosted in the new Little France complex; and will work closely with the AMDs for those clinical areas and the Site Director for RHSC/Little France complex. The ADME is supported by a full-time Educational Coordinator based on the RHSC campus and will be part the cohesive medical education directorate team. The ADME will have responsibility for PG trainees and will work closely with the UG Education lead who has oversight of the UG medical student experience.

Key aims for the role of ADME in NHS Lothian are:

- *Being visible to and engaging with site-based leadership* to promote an appreciation of the pivotal place for clinical education in patient safety and system performance.
- Ensuring awareness and understanding of all the *quality measures* for medical education and training in clinical units.
- Supporting the *development of site-based opportunities* for all postgraduate trainees and undergraduate medical students to access key components of their curriculum.
- *Influencing site systems improvement* to support the local educational environment.
- *Engaging medical staff* with the role of the *clinician educator* through open communication, site-based events and role modelling
- Promoting *Leadership Development* for Drs in training to benefit the individual, the teams in which they work and the organisation as a whole.



Section 3: Departmental and Directorate Information

The **Medical Education Directorate** aims are to develop and implement the educational strategy for NHS Lothian, including:

- Integration of training and development into the demands of a clinical service while ensuring safety of patients through appropriate and graded supervision and on-going support for training doctors and clinical students.
- Communication and collaboration with the Postgraduate Deans (NES), the Director of undergraduate learning & teaching at the University of Edinburgh medical school and the wider DME network in Scotland to support, develop and innovate in relation to the educational process.
- Oversight of the quality of both postgraduate and undergraduate medical education in clinical areas of NHS Lothian
- Influencing and supporting quality improvement and innovative activity focussed on the educational environment, developmental opportunities and staff wellbeing.
- Development and support of a clinical educator's network through NHS Lothian at all levels.

Section 4: Main Duties and Responsibilities

Team Building, Leadership and Influence

The ADME will support and lead a small site-based team including the Education coordinator, UG Education lead, simulation lead and local teaching faculty. They will also ensure open communication across professional lines and consider opportunities for multi-professional education and development on-site.

Educational Quality and service improvement

The ADME will ensure regular communication (multi-modality) with clinical and managerial teams on-site to ensure educational quality data is transparent and well understood. They will work with all clinical leads to ensure action plans are in place to improve the quality of the environment and experience for PG Drs in training

Communication and Working Relationships

The ADME will be supported to establish and maintain extremely good communications and working relationships with a wide range of staff, including:

- Director (& Deputy) of Medical Education responsible for the overall organisation of the post.
- Site based leadership including the Site Director, Assoc Nurse Director, General Manger
- Site based Associate Medical Directors, Clinical Directors, and Patient Safety, Quality Improvement and Service Improvement leads
- Clinical teaching Fellows
- Associate Postgraduate Deans, Foundation Programme Directors, Training Programme Directors
- Appropriate University of Edinburgh staff



Medical Student and Trainee Engagement inc Trainee Management Forum

The ADME will establish and support excellent communication links to Drs in training and UG medical students to promote a shared understanding of our goal to be a high-quality clinical education provider. They will achieve this in part through attendance at the **Trainee & Management Forum [TMF]**; a trainee lead NHS Lothian forum where trainees engage with senior management and connection with the **MSC [Medical Students Council]** convenor.

Drs in Training wellbeing & engagement

The ADME will support the Lothian wide focus on Wellbeing and resilience through engagement with the cohort of Chief Registrars, Drs in training and service leads.

Assignment and review of work

The majority of the ADME activity will be self-directed with the aim to operate within agreed professional guidelines and the managerial objectives set with the DME. There will be opportunity for regular group and 1:1 meetings within the wider MED team and an annual appraisal meeting with the DME linking to the NHS appraisal process.

Section 5: Contact Information

Prospective applicants are encouraged to make contact with:

Dr Hannah Monaghan
Deputy Director of Medical Education
Postgraduate Medical Education Centre, RIE
Tel: 0131 242 1759
Email: hannah.monaghan@nhslothian.scot.nhs.uk

Dr Edward Doyle
Assoc Medical Director
Royal Hospital for Sick Children
Email: edoyle2@nhs.net



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Section 6: Working for NHS Lothian

Working in Edinburgh and the Lothians

Who are we?

NHS Lothian is an integrated teaching NHS Board in Scotland providing primary, community, mental health and hospital services. Tim Davison is the Chief Executive and Tracey Gillies is the Executive Medical Director.

NHS Lothian provides services for the second largest residential population in Scotland – circa 850,000 people. We employ approximately 26,000 staff and are committed to improving all patient care and services and engaging staff in service planning and modernisation.

Over the next year across Scotland there will be significant changes in the way health and social care services are provided. In April 2015, integration came into effect in local areas led by four Health and Social Care Partnerships in East Lothian, Edinburgh, Midlothian and West Lothian. Working together will help us provide even better services for our communities and, where appropriate, people will receive high quality care closer to home. There is work underway in relation to the operational and governance capacity required, ensuring that planning for unscheduled and scheduled care is done in tandem between the four Integrated Joint Boards and the acute service.

Further information about Edinburgh and NHS Lothian can be found at <http://www.nhslothian.scot.nhs.uk/OurOrganisation/Pages/default.aspx>.

Location

Edinburgh and the Lothians are on the eastern side of Scotland's central belt in the heart of the country. Four main areas make up Edinburgh and the Lothians – Edinburgh, East Lothian, Mid Lothian and West Lothian.

Edinburgh and the Lothians are a place of exceptional beauty and contrast, from Edinburgh's historic skyline to the scenic countryside and coastline that surround it. Edinburgh is famous for its castle, military tattoo, fringe and international festival.

Edinburgh and the Lothians are home to top-ranking state and private schools and world class universities and colleges. Edinburgh offers a rich diversity of parks and gardens to spend time relaxing with friends and family. Whether you want to buy or rent Lothian also offers a diversity of accommodation ranging from city centre based flats, waterfront living, Victorian or Georgian villas to more rural farm houses or coastal homes.

Local and wider transport networks are excellent. Glasgow is less than 50 minutes away by train. The Scottish Highlands are accessible in a few hours offering opportunities for skiing and walking. National and international transport links make it easy to keep in touch with friends and family via Edinburgh Airport which offers a variety of international flight opportunities.

If you are thinking about joining us from overseas further information can be found at www.talentscotland.com. For a comprehensive list of services to help moving to the City of Edinburgh, please visit the City of Edinburgh Council Website at: www.edinburgh.gov.uk.



<http://careers.nhslothian.scot.nhs.uk>

What we can offer you

Working with NHS Lothian offers a variety of opportunities and benefits:

- Access to the NHS pension scheme
- Assistance relocating to Edinburgh
- NHS Lothian is an equal opportunities employer and promotes work-life balance and family-friendly policies
- A beautiful setting to live and work and to take time out after a busy day or week
- Access to a transport network offering easy travel links to the rest of the UK and Europe, as well as international options

Teaching and Training Opportunities

NHS Lothian has one of the largest and some of the most successful teaching hospitals in Scotland. We have a growing national and international reputation for medical teaching and research and are recognised as a centre of excellence.

We successfully train medics, nurses and other healthcare professionals from all over the UK and the world, many of whom choose to remain in employment with NHS Lothian and continue to contribute to the development of the organisation, promoting new techniques and going on to train the doctors, surgeons and nurses of tomorrow.

NHS Education for Scotland (NES) and NHS Lothian recruits junior medical staff both UK and worldwide. We are committed to providing a high standard of medical education and are able to offer training in a variety of specialties at foundation and specialty level, with the majority of training posts in the South East of Scotland rotating through Edinburgh and Lothian hospitals.

Information regarding training with links to the appropriate UK websites can be found at <http://www.scotmt.scot.nhs.uk/> and <http://nes.scot.nhs.uk/>

We enjoy close links with the University of Edinburgh (<http://www.ed.ac.uk/home>) whose Medical School is renowned for preparing its medical students to become world-class doctors. Alongside NHS Lothian, the University of Edinburgh offers state-of-the-art medical teaching facilities at the Chancellors Building, including lecture theatres, seminar rooms, clinical skills training area, computing suites, as well as library facilities at the main university, Western General Hospital and Royal Hospital for Sick Children.

Our vision, values and strategic aims

We strive to provide high quality, safe, effective and person centred healthcare, continually improving clinical outcomes for patients who use our services and for our population as a whole.

To achieve this, we are committed to ever-closer integrated working with patients and our other partners in healthcare and to embedding a culture of continuous improvement to ensure that:

- Our staff can contribute fully to achieving the best possible health and healthcare, based on evidence and best practice
- Everything we do maximises efficiency and delivers value for patients and the public

We have identified six strategic aims to ensure we can deliver safe, effective and person-centred health and social care:

1. Prioritise prevention, reduce inequalities and promote longer healthier lives for all



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2. Put in place robust systems to deliver the best model of integrated care for our population – across primary, secondary and social care
3. Ensure that care is evidence-based, incorporates best practice and fosters innovation, and achieves seamless and sustainable care pathways for patients
4. Design our healthcare systems to reliably and efficiently deliver the right care at the right time in the most appropriate setting
5. Involve patients and carers as equal partners, enabling individuals to manage their own health and wellbeing and that of their families
6. Use the resources we have – skilled people, technology, buildings and equipment – efficiently and effectively.

The specific areas of focus and actions needed to achieve each of these aims are detailed in “Our Health, our Future: NHS Lothian Strategic Clinical Framework 2013 – 2020,” consultation document which you will find at www.nhslothian.scot.nhs.uk/OurOrganisation/KeyDocuments.

Our Health, Our Care, Our Future

NHS Lothian works to help people live healthier, longer lives – no matter who they are or where in the region they live. Much progress has been made, but significant challenges and opportunities lie ahead. NHS Lothian draft strategic plan - Our Health, Our Care, Our Future – sets out what we propose to do over the coming decade to address these challenges and continue to provide a high quality, sustainable healthcare system for the people of Lothian.

In developing the strategic plan we have:

- asked staff and patients what and how things need to change to deliver our aims
- brought together local plans into an integrated whole
- identified opportunities to make better use of existing resources and facilities
- prioritised areas that will make most difference to patients

The plan outlines a range of proposals, which will allow us to:

- improve the quality of care
- improve the health of the population
- provide better value and financial sustainability

Over the coming months we will discuss the need for change and the proposals set out in the plan with staff, patients, communities and other stakeholders. A summary of the plan can be found at

<http://www.nhslothian.scot.nhs.uk/OurOrganisation/OurHealthOurCareOurFuture/Documents/NHSL%20Strategy%20Summary%20final.pdf>

NHS Lothian’s Clinical Quality Approach – Quality Driving Improvement

This is a new way of approaching quality in NHS Lothian. With this approach to service improvement we aim to deliver ‘high quality, safe and person-centered care at the most affordable cost’. This acknowledges that every £1million of waste, unnecessary or inappropriate costs in one area of our system, denies us the opportunity to invest that £1million in another area of our system.

In all highly reliable healthcare organisations, it is clear that senior leadership commitment to the importance of the work, the introduction of consistent improvement methodology, the use of good quality data and building improvement capability within the workforce, are key to the successful delivery of improvement strategies.



<http://careers.nhslothian.scot.nhs.uk>

To allow NHS Lothian to meet the needs of our population today and in the future, we need to build on the good work that is already being done to redesign services and create a whole organisation approach to quality improvement.

Our Values and ways of working

NHS Lothian is determined to improve the way their staff work so they have developed a set of common values and ways of working which they now need to turn into everyday reality - to the benefit of everyone working in the organisation and, most importantly, to the benefit of their patients.

NHS Lothian – Our Values into Action:

Care and Compassion

- We will demonstrate our compassion and caring through our actions and words
- We will take time to ensure each person feels listened to, secure, understood and is treated compassionately
- We will be visible, approachable and contribute to creating a calm and friendly atmosphere
- We will provide a safe and caring setting for patients and staff, and an efficient, effective and seamless care experience
- We will meet people's needs for information and involvement in all care, treatment and support decisions.

Dignity and Respect

- We will be polite and courteous in our communications and actions
- We will demonstrate respect for dignity, choice, privacy and confidentiality
- We will recognise and value uniqueness and diversity
- We will be sincere, honest and constructive in giving, and open to receiving, feedback
- We will maintain a professional attitude and appearance.

Quality

- We will demonstrate a commitment to doing our best
- We will encourage and explore ideas for improvement and innovation
- We will seek out opportunities to enhance our skills and expertise
- We will work together to achieve high quality services
- We will use our knowledge and enthusiasm to implement positive change and overcome challenges.

Teamwork

- We will understand and value each other's role and contribution
- We will be fair, thoughtful, welcoming and kind to colleagues
- We will offer support, advice and encouragement to others
- We will maximise each other's potential and contribution through shared learning and development
- We will recognise, share and celebrate our successes, big and small.

Openness, Honesty and Responsibility

- We will build trust by displaying transparency and doing what we say we will do
- We will commit to doing what is right – even when challenged



- We will welcome feedback as a means of informing improvements
- We will use our resources and each other's time efficiently and wisely
- We will maintain and enhance public confidence in our service
- We will be a positive role model.

Throughout the recruitment process candidates will need to demonstrate they meet all of Our Values.

Further information on our values into action can be found at <http://www.nhslothian.scot.nhs.uk/OurOrganisation/Pages/OurValues.aspx>



<http://careers.nhslothian.scot.nhs.uk>

Section 7: Terms and Conditions of Employment

For an overview of the terms and conditions visit: <http://www.msg.scot.nhs.uk/pay/medical>.

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| TYPE OF CONTRACT | FIXED TERM: 3 Years |
| GRADE AND SALARY | Associate Director £82,669 - £109,849 (pro rata) |
| HOURS OF WORK | 4 HOURS PER WEEK |
| SUPERANNUATION | New entrants to NHS Lothian who are aged sixteen but under seventy five will be enrolled automatically into membership of the NHS Pension Scheme. Should you choose to "opt out" arrangements can be made to do this via: www.sppa.gov.uk |
| GENERAL PROVISIONS | You will be expected to work with local managers and professional colleagues in the efficient running of services and will share with Consultant colleagues in the medical contribution to management. Subject to the provision of the Terms and Conditions, you are expected to observe the organisation's agreed policies and procedures and to follow the standing orders and financial instruction of NHS Lothian, in particular, where you manage employees of the organisation, you will be expected to follow the local and national employment and personnel policies and procedures. You will be expected to make sure that there are adequate arrangements for hospital staff involved in the care of your patients to be able to contact you when necessary. |
| REMOVAL EXPENSES | Assistance with removal and associated expenses may be awarded (up to 10% of salary) |
| EXPENSES OF CANDIDATES FOR APPOINTMENT | Candidates who are requested to attend an interview will be given assistance with appropriate travelling expenses. Re-imbursment shall not normally be made to employees who withdraw their application, refuse an offer of appointment. Non NHS employees are not normally awarded travel expenses. |
| TOBACCO POLICY | NHS Lothian operates a No Smoking Policy in all premises and grounds. |
| DISCLOSURE SCOTLAND | This post is considered to be in the category of "Regulated Work" and therefore requires a Disclosure Scotland Protection of Vulnerable Groups Scheme (PVG) Membership. |
| CONFIRMATION OF | NHS Lothian has a legal obligation to ensure that it's employees, |



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| ELIGIBILITY TO WORK IN THE UK | both EEA and non EEA nationals, are legally entitled to work in the United Kingdom. Before any person can commence employment within NHS Lothian they will need to provide documentation to prove that they are eligible to work in the UK. Non EEA nationals will be required to show evidence that either Entry Clearance or Leave to Remain in the UK has been granted for the work which they are applying to do. Where an individual is subject to immigration control under no circumstances will they be allowed to commence until right to work in the UK has been verified. |
| REHABILITATION OF OFFENDERS ACT 1974 | The rehabilitation of Offenders act 1974 allows people who have been convicted of certain criminal offences to regard their convictions as “spent” after the lapse of a period of years. However, due to the nature of work for which you are applying this post is exempt from the provisions of Section 4 of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions Orders 1975 and 1986). Therefore, applicants are required to disclose information about convictions which for other purposes are “spent” under the provision of the act in the event of employment, failure to disclose such convictions could result in dismissal or disciplinary action by NHS Lothian. Any information given will be completely confidential. |
| MEDICAL NEGLIGENCE | In terms of NHS Circular 1989 (PCS) 32 dealing with Medical Negligence the Health Board indemnity will cover only Health Board responsibilities. Paragraph 63 of the General Medical Council's Good Medical Practice requires you to have adequate insurance or indemnity cover. You may wish to consider taking out additional medical indemnity e.g. with a Medical Defence Organisation to ensure that you have indemnity for the whole of your practice. |
| NOTICE | Employment is subject to three months’ notice on either side, subject to appeal against dismissal. |
| PRINCIPAL BASE OF WORK | You may be required to work at any of NHS Lothian’s sites as part of your role. |
| SOCIAL MEDIA POLICY | You are required to adhere to NHS Lothian’s Social Media policy, which highlights the importance of confidentiality, professionalism and acceptable behaviours when using social media. It sets out the organisation’s expectations to safeguard staff in their use of social media. |



Section 8: General Information for Candidates

Data Protection Legislation

During the course of our activities we will collect, store and process personal information about our prospective, current and former staff. The law determines how organisations can use personal information. For further information on the type of data that is handled, what the purpose is of processing the data and where and why we share data, please see the NHS Lothian Staff Privacy Notice, found [here on the NHS Lothian website](#).

For the purposes of this privacy notice, 'staff' includes applicants, employees, workers (including agency, casual and contracted staff), volunteers, trainees and those carrying out work experience.

Counter Fraud

NHS Lothian is under a duty to protect the public funds it administers, and to this end will use the information you have provided on your application form for the prevention and detection of fraud. It will also share this information with other bodies responsible for auditing or administering public funds for these purposes. More detail on this responsibility is on NHS Lothian intranet (Counter-Fraud and Theft page) and further information is available via [Audit Scotland](#).

References

All jobs are only offered following receipt of three satisfactory written references. At least one reference must be from your current/most recent employer or your course tutor if you are currently a student. If you have not been employed or have been out of employment for a considerable period of time, you may give the name of someone who knows you well enough to confirm information given and to comment on your ability to do the job.

Disclosure Scotland

Where a Disclosure or Protection of Vulnerable Groups Check is deemed necessary for a post, the successful candidate will be required to undergo an appropriate check. Further details on the Recruitment of Ex-Offenders are available from the recruitment centre.

Work Visa

If you require a Work Visa, please seek further guidance on current immigration rules, which can be found [here on the Home Office website](#).

Job Interview Guarantee Scheme

As a Disability Symbol user, we recognise the contribution that all individuals can make to the organisation regardless of their abilities. As part of our ongoing commitment to extending



employment opportunities, all applicants who are disabled and who meet the minimum criteria expressed in the job description will be guaranteed an interview.

Overseas Registration and Qualifications

NHS Lothian will check you have the necessary professional registration and qualifications for this role. You will need to provide an official translation of qualifications notarized by a solicitor of your overseas qualifications to be checked by the recruiting panel. Please ensure that this is available before applying for the post.

Workforce Equality Monitoring

NHS Lothian is committed to supporting and promoting dignity at work by creating an inclusive working environment. We believe that all staff should be able to fulfill their potential in a workplace free from discrimination and harassment where diverse skills, perspectives and backgrounds are valued.

In order to measure and monitor our performance as an equal opportunities employer, it is important that we collect, store and analyse data about staff. Personal, confidential information will be collected and used to help us to understand the make-up of our workforce that will enable us to make comparisons locally, regionally and nationally.

Equal Opportunities Policy Statement

NHS Lothian considers that it has an important role to play as a major employer and provider of services in Edinburgh and the Lothians and accepts its obligations both legal and moral by stating commitment to the promotion of equal opportunities and elimination of discrimination.

The objectives of its policy are that no person or employee receives less favourable treatment on the grounds of sex, disability, marital status, age, race (including colour, nationality, ethnic or national origin), creed, sexuality, responsibility for dependants, political party or trade union membership or activity, HIV/AIDS status or is disadvantaged by conditions or requirements which cannot be shown to be justifiable.

Our Equal Opportunities in Employment policy can be viewed at [here on the NHS Lothian website](#).

NHS Scotland Application Process

- The purpose of an application form is to help evidence that the applicant has all the requirements applicable to carry out the job applied for.
- It is essential to read both the job description and the person specification to gain a full understanding of what the job entails and the minimum criteria required.
- Please note for equal opportunity purposes NHS Lothian do not accept CV's as a form of application.
- Your personal information will not be sent with the application for shortlisting. The application form will be identified by the candidate number only to ensure that no applicant will be unfairly discriminated against.
- Please complete all sections of the application form. Those sections that are not relevant please indicate 'not applicable', do not leave blank.
- Please visit <https://apply.jobs.scot.nhs.uk> for further details on how to apply.

