



027470

Deputy Director of Medical Education

Job Description and Conditions of Service

NHS FORTH VALLEY

JOB DESCRIPTION

1. Job Details

Job Title:	Deputy Director of Medical Education (DDME)
Tenure:	5 years.
Accountable to:	Director of Medical Education
Principle Relationships:	Director of Medical Education Medical Director Deputy Medical Director Specialty Leads Clinical Education Manager Undergraduate Coordinator

2. Key Roles and Responsibilities

- Support the DME
- Member of and attend the Board's Medical Education Governance Group.
- Under leadership of the Director of Medical Education in conjunction with other members of the Medical Education Governance Group; produce, implement and monitor a strategy for the provision of Medical Education and training at all levels.
- To work with the Director of Medical Education, Training Quality Lead's, Foundation Programme Director's, Sub Deans, Deputy Directors of Medical Education and other members of Medical Education Governance Group to promote educational activity in NHS Forth Valley.
- Under the leadership of the Director of Medical Education, support the Clinical Teaching and Simulation Fellows in the development and provision of clinical skills and simulation for all Undergraduate students..
- Develop, in conjunction with the Director of Medical Education and other relevant clinical and managerial staff, and in response to regular assessment of need, specific programmes for the training of Undergraduate medical students in NHS Forth Valley
- Under leadership of the Director of Medical Education ensure the availability of training and support for recognised and non recognised undergraduate medical educators in NHS Forth Valley.
- In conjunction with the Director of Medical Education and other relevant clinical and managerial staff, develop and oversee the governance of the recognised and non recognised trainers (educators) in NHS Forth Valley.
- In conjunction with the Director of Medical Education ensure that NHS Forth Valley and senior medical staff meet the appropriate requirements as laid out in Promoting Excellence; Standards for education and training (GMC)

- http://www.gmcuk.org/Promoting_excellence_standards_for_medical_education_and_training_0715.pdf_61939165.pdf
- In conjunction with the Director of Medical Education and other relevant clinical and managerial staff provide clinical leadership and strategic development of the widening access, work experience program in NHS Forth Valley.
- Provide support, leadership and role appraisal for Clinical lead Trainers aligned to Seniors / Career Grade program.
- Under leadership of the Director of Medical Education, develop a suitable Virtual Induction Pathway mapped to the statutory mandatory modules as well as clinical systems modules to the access level required for Undergraduate Medical students as their training moves to a ward based, apprenticeship model during the Covid-19 pandemic and its aftermath.
- To share with the Director of Medical Education in representation at appropriate NHS Forth Valley and national committees.
- To be responsible for other duties as may be agreed with the Director of Medical Education

3. Job Purpose

The post is to support the Director of Medical Education (DME).

- DDME will promote and develop the provision of high quality Undergraduate medical education.
- Develop and deliver a widening access programme in NHS Forth Valley, through engagement with local schools and youth groups.

4. Assignment and Review of Work

There is substantial freedom to plan and organise own workload as long as the responsibilities are being met. Other work may be delegated by the Director of Medical Education. Review of performance is through the agreement of performance objectives and appraisal by the Director of Medical Education and / or Deputy Medical Director.

5. Communication and Working Relationships

The DDME will develop and maintain effective working relationships, communicating regularly with a wide range of individuals, clinical and non-clinical, internal and external to NHS Forth Valley. These will include:

Internal

- DME
- Clinical Education Manager
- Director of SCSC^{HF}
- Clinical Teaching Fellow / Simulation Fellow
- Undergraduate Coordinator

External

- Medical School leads
- NES

It is essential within all of the above groups that the DDME develops and maintains effective working relationships and communication networks

6. Knowledge, Training and Experience Required

QUALIFICATIONS AND EXPERIENCE	
APTITUDES / SKILLS / ABILITIES	<ul style="list-style-type: none">• Excellent communication and teamworking skills• Highly organised and able to deliver to deadlines• Motivated to deliver improvement in challenging circumstances• Persistent in pursuit of improvement
QUALIFICATIONS/ KNOWLEDGE AND EXPERIENCE	<ul style="list-style-type: none">• Medical practitioner fully registered with the GMC with a licence to practice.• A further qualification in Medical Education is desirable but not essential• Proven track record in delivery of Undergraduate education within their department or service• Understanding of principles and standards governing medical education• Understanding of Quality Management as it applies to medical education• Sufficient profile and experience to provide credible leadership for medical education across all specialty groups• Evidence of project management• Evidence of delivery of objectives within limited time constraints / resources• Appraisal skills
LOCATION OF JOB HOLDER	<ul style="list-style-type: none">• Able to use office base at Forth Valley Royal Hospital (Medical Education Department) or own existing office accommodation, linking as necessary with managerial staff, administrative staff at the Medical Education Department as well as developing strong links with the Simulation Centre team (SCSCHF).

8. Job Description Agreement

Job Holder's Signature:

Date:

General Manager's Signature:

Date:

DEPUTY DIRECTOR OF MEDICAL EDUCATION

TERMS AND CONDITIONS OF SERVICE

1. Tenure of Post

5 years

2. Appointments Process

Appointment to this role will normally be made through open, formal competitive recruitment.

3. Purpose of Role

This post holder will have responsibility for the Undergraduate program in Forth Valley, and for overseeing the widening access work experience program for NHS Forth Valley. The Deputy DME will improve the quality and experience of medical students from Glasgow, Edinburgh and Dundee medical schools whilst on placement at Forth Valley. They will also support the development of simulation learning opportunities for Undergraduates.

3. Time Commitment

The Deputy Director of Medical Education will be required to negotiate and agree a core job plan prior to commencement in post. Within individually agreed job plans, it is anticipated that **core Deputy Director of Medical Education allocation will comprise two Programmed Activities.**

4. Managerial Accountability

The Deputy Director of Medical Education is managerially accountable to the Director of Medical Education.

5. Notice Period

This appointment is subject to one months' written notice of termination on either side.

6. Appraisal and Performance Review

Review of performance is through the agreement of performance objectives and individual appraisal by the Director of Medical Education.