

JOB DESCRIPTION

NHS Education for Scotland

THE SCOTLAND DEANERY

ASSISTANT DIRECTOR OF POSTGRADUATE GENERAL PRACTICE EDUCATION (ADPGPE)

Accountability to	Director of Postgraduate General Practice Education, Scotland Deanery
Salary	Assistant Director Scale
Programme Activities	Five per week
Employer	NHS Education for Scotland
Tenure	Permanent
Base	West Port, Edinburgh

JOB SUMMARY

The Assistant Director of Postgraduate General Practice Education (AD) has responsibility for assisting the Director of Postgraduate General Practice Education in the development and management of education for General Practice in the South Region (comprising East and south east regions) of the Scotland Deanery. The Assistant Director will work with the Director, Assistant Directors in the West and East Regions and other colleagues to discharge this responsibility across the Scotland Deanery. The AD is accountable to the Lead Dean/Director of Postgraduate General Practice Education.

The AD must also assist the Director in the quality management and improvement of general practice and primary care education and for the implementation of NES corporate initiatives such as the 2019 – 2024 strategy, *'A skilled and sustainable workforce for a healthier Scotland'*. Other major initiatives are shifting the balance of care and improving quality in primary care and delivery of the Workforce Plan part 3.

The AD is expected to contribute to the strategic development of General Practice education in the deanery and will be responsible for the day to day management of programmes of specialty training for general practice to be agreed with the Director.

The AD will have key responsibility, through delegation from the Director, for the management of Training Programme Directors (TPDs) and Associate Advisors (AAs). This will include all relevant performance appraisals.

The AD role will also include 1 session for national Scotland Deanery activities. The national activities will be negotiated with the Director, and while accountability for the national activity will be to the

appropriate Scotland Deanery Workstream Lead, the line management for the AD post will remain with the Director.

BACKGROUND INFORMATION

The East region of the Scotland Deanery comprises the South East and East offices (Edinburgh and Dundee). This area covers the health boards of NHS Lothian, Tayside, Fife and Borders. There are approximately 380 GP trainees within the 7 programmes. The Director is supported by 2 Assistant Directors in this region along with a team of TPDs, Associate Advisors, Course Organisers and Administrative staff. The administration of all of Scotland's GP training is from the West Port office.

MAIN DUTIES AND RESPONSIBILITIES

AD will have specific duties which are listed as follows:

(a) SPECIALTY TRAINING FOR GENERAL PRACTICE

- The organisation and management of GP Specialty Training Programmes in the SE/East Region in line with the national curriculum. This will include planning for the development of GP training opportunities in this region.
- Working with hospital-based educational supervisors to ensure shared purpose for the quality improvement of all GPST placements.
- Supervision of study leave budget for GP training in the SE/E Regions according to NES standing financial instructions and accountable to the Postgraduate Dean.
- Appointment and Performance Review of relevant Training Programme Directors in accordance with regional and national criteria
- The identification, initial training and on-going educational development and support of trainers in general practice.
- The management, co-ordination, approval and reapproval of trainers and training practices according to regional and national criteria.
- The management and co-ordination of hospital-based placements for GP training programmes according to regional and national criteria, working closely with the Director and other stakeholders.
- Management of the progress of doctors in training including responsibility for the organisation of the assessment of trainees as required by the Royal College of General Practitioners (RCGP) and the regulator, the General Medical Council (GMC)
- Identification, management and support of doctors in training with caring and special needs. Ensuring suitable placements for those doctors requiring/requesting flexible and less than full-time training for general practice by working closely with the APGD for flexible training.
- Quality management of training programmes for general practice including leading practice accreditation visits and participation in hospital visiting.
- Ensuring provision of career advice for potential applicants to medical school, medical students and doctors considering a career in general practice.
- Participation in the National recruitment and selection process for GPST
- Participation in the Annual Review of Competency Panels (ARCP)
- Organising and chairing TPD meetings

(b) **FOUNDATION PROGRAMMES**

- Working with the relevant Training Programme Director to Identify and recruit suitable general practice placements for the Deanery Foundation Programme.

(c) **CONTINUING PROFESSIONAL DEVELOPMENT**

- Encouraging the development of a variety of educational activities which will promote better quality patient care and the effect of working of primary healthcare teams within the West Region.
- Encouraging the development of a variety of educational activities which will help retain doctors within the medical profession. This includes managing flexible careers and GP returner opportunities in co-operation with NHS Board Primary Care organisations.
- Working with Health Board Directors of Medical Education to ensure there are appropriate links between GP training programmes and service providers.

(d) **MANAGEMENT AND ADMINISTRATIVE RESPONSIBILITIES**

- Collating and disseminating information on GP recruitment as regionally relevant
- Initiating and encouraging educational research and development.
- Ensuring all training and support services meet current guidelines and legislation regarding equal opportunities.
- Ensuring that all GP Deanery processes meet current guidelines and legislation regarding equal opportunities and diversity.
- Ensuring that all GP Deanery processes are subject to rigorous quality management.
- Acts as a visible ambassador for NES and the Scotland Deanery.
- Contribute to the overall corporate governance and management of NES.
- Contribute to quality management and improvement and to lead site visits as required.
- Represent the Lead Dean/ Director when required.

(e) **COMMUNICATIONS AND WORKING RELATIONSHIPS**

The AD will work closely with others involved in medical education and primary care including

- Postgraduate Deans
- Deanery Foundation Team
- Deanery Training Programme Directors
- Associate Postgraduate Deans
- Assistant GP Directors
- South East/East Region Faculty RCGP
- Deanery Management Team
- NES Deanery Research Teams
- Health Board Primary Care Leads and Directors of Postgraduate Medical Education
- University Departments of General Practice and Primary Care

(f) **EQUAL OPPORTUNITIES**

All duties will be carried out in a manner that supports and promotes absolute commitment to the NES Equality and Diversity Policy and Strategy.

(g) **GENERAL**

All duties will be carried out in a manner that supports and promotes absolute commitment to the NES Equality and Diversity Policy and Strategy

The post holder:

- Can maintain a clinical commitment as this post is available for 5 sessions per week.
- Have an opportunity to develop an academic interest and involvement in medical education
- Be expected to meet professional requirements for Licensure, Continuing Professional Development and Revalidation
- Conduct duties in accordance with NES health and safety policy in a manner that safeguards the wellbeing of the post holder and colleagues. Managers have a special responsibility for assessing and minimising risks to staff. All staff must report accidents and near misses.
- Handle personal and other manual and electronic data in accordance with the current
- Data Protection Act and policies issued by NES and NHS Scotland

Person Specification

NHS Education for Scotland

Post Title: Assistant Director of Postgraduate General Practice Education
Location: Medical Directorate – East Region, Westport, Edinburgh

FACTORS		CRITERIA (examples)	MEANS OF ASSESSMENT
Leadership Behaviour	Essential	<ul style="list-style-type: none"> Inspiring Empowering Adaptive Collaborative Engaged & Engaging 	Application & Interview
Education and Professional Qualifications	Essential	<ul style="list-style-type: none"> MRCGP or equivalent Relevant training in Medical Education 	Application, Interview, and Pre-employment checks
	<i>Desirable</i>	<ul style="list-style-type: none"> <i>Qualification in medical education</i> <i>Training/qualification in Healthcare Management</i> <i>Higher degree</i> 	
Experience/Training (including research if appropriate)	Essential	<ul style="list-style-type: none"> Significant experience in General Practice Significant experience as a GP Trainer Leadership in an aspect of GP and/or Primary Care Relevant experience in General Practice as a performer Experience of development, co-ordination and management of educational activities Experience of appraisal and learning needs assessment Experience in and knowledge of recruitment and selection for GPST 	Application & Interview
	<i>Desirable</i>	<ul style="list-style-type: none"> <i>Demonstrable track-record in research and audit</i> <i>Experience in dealing with trainers and trainees with difficulties at a strategic level</i> <i>Experience in the design and development of recruitment and selection</i> <i>Experience of Quality Management</i> 	

Specific aptitude and abilities	Essential	<ul style="list-style-type: none"> • Knowledge of current strategies and policies in Postgraduate Medical Education – particularly as relevant to Primary Care • Evidence of excellent written and oral communication skills • Evidence of strategic thinking and planning skills • Time management skills • Negotiation skills • Significant experience of managing a team • Evidence of team-working and inter- and multi-professional collaboration • Evidence of interest and endeavour in medical education • Computer literate 	Application & Interview
	<i>Desirable</i>	<ul style="list-style-type: none"> • <i>Ability to establish academic and professional credibility quickly and in context</i> • <i>Evidence of excellence in leadership and management skills</i> • <i>Evidence of innovation/initiative in healthcare and/or medical education</i> 	
Interpersonal skills	Essential	<ul style="list-style-type: none"> • Enthusiastic self-starter • Clear ability to assess priorities and make decisions within boundaries • Ability to cope under pressure and work to deadlines • Clear communicator • Flexible and adaptable approach • Positive attitude to change 	Application & Interview
	<i>Desirable</i>	<ul style="list-style-type: none"> • <i>Enthusiasm for developing new ideas</i> • <i>Understanding and supportive of a corporate approach to priority setting and developments</i> 	
Other factors	Essential	<ul style="list-style-type: none"> • Able to travel throughout Scotland and the UK 	Application & Interview
	<i>Desirable</i>	<ul style="list-style-type: none"> • <i>Current full driving licence</i> 	

Leadership Behaviours

NHS Education for Scotland (NES) assesses and selects employees based on our leadership behaviours which are expected at all levels in the organisations. These leadership behaviours support the NES ways of working and NHS Scotland values.

These leadership behaviours describe how we work, and what is expected of everyone who works in NES. A number of methods may be used to assess these behaviours as part of our recruitment and selection processes. Our leadership behaviours are:





CONDITIONS OF SERVICE

TITLE:	Assistant GP Director	LOCATION:	Westport 102, Edinburgh
REPORTING TO:	Director of Postgraduate GP Education		
GRADE:	Educator Assistant Director - J220	SALARY SCALE:	Existing Salary Arrangement
HOURS AND DAYS OF WORK:	Part time, 5PAs (20 hours per week)		
JOB STATUS:	Permanent	NOTICE PERIOD:	3 months
ANNUAL HOLIDAYS:	6 weeks pro rata to the number of session worked	PUBLIC HOLIDAYS:	10 local/ Public Holidays per annum
REHABILITATION OF OFFENDERS CLASSIFICATION:	The 'exemption' status of posts within NES may change in the future and all successful candidates should be aware that they may be asked to obtain a further Disclosure from the Criminal Records Bureau at a later date, should a post's status change, or if they are transferred or promoted into a post that is exempt.		

SUPERANNUATION:

Please note under changes to workplace pension arrangements introduced by the UK Government, NHS Education for Scotland along with other employers requires to ensure all staff are automatically enrolled in a pension scheme. Consequently, all new starts from 1 October 2013 will be automatically enrolled into the NHS Superannuation Scheme (Scotland). Contributions are based on whole time pensionable earnings as set out in the table below;

Employee contribution rates 2020/2021		
Tier	Annual Pensionable Pay (Full Time Equivalent)	Contribution
1	Up to £18,936	5.2%
2	£18,937 to £23,228	5.8%
3	£23,229 to £28,891	7.3%
4	£28,892 to £56,266	9.5%
5	£56,267 to £79,801	12.7%
6	£79,802 to £117,960	13.7%
7	£117,961 and above	14.7%

Sessional workers who work more than 10 sessions per week under NHS condition may be unable to contribute further to the superannuation scheme.

The conditions above are for information purposes only and may be subject to variation. They do not form the basis of a legal contract.