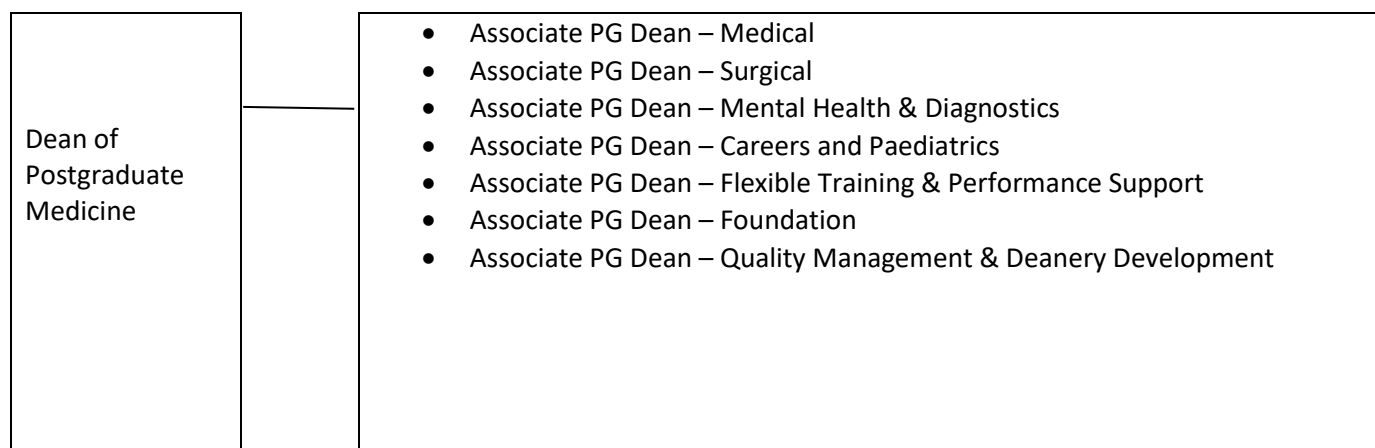


**NHS EDUCATION FOR SCOTLAND**  
**Scotland Deanery**

**JOB DESCRIPTION**

<b>1. JOB DETAILS</b>	
<b>JOB REFERENCE</b>	6099BR
<b>JOB TITLE/SESSION</b>	Training Programme Director – Forensic Histopathology
<b>DEPARTMENT AND REGION</b>	Medical Directorate
<b>IMMEDIATE MANAGER’S TITLE</b>	Associate Postgraduate Dean
<b>2. JOB PURPOSE</b>	
<p>Each programme has a designated Training Programme Director (TPD). As TPD you will have responsibility for managing specialty training programme(s) provided for doctors holding the following appointments: <i>specialty registrar (StR)</i>; core trainees (CT) and <i>locum appointment for training (LAT) doctors</i>.</p> <p>TPD’s should be a consultant and will be responsible to the appropriate Associate Postgraduate Dean (APGD) for the delivery of training within the programme, according to the standards set by the GMC and relevant Royal College or faculty. You will have a close relationship with the relevant DME(s) to ensure quality management of their training programme as set out in the NES Quality Management Framework. You may also combine the role with that of an educational and/or clinical supervisor.</p> <p>The demands on TPD’s are likely to vary between specialties and the guidance below should be interpreted flexibly.</p>	
<b>3. DIMENSIONS</b>	
<p>The Scotland Deanery is responsible for managing training and training programmes across the four Scottish regions. Staff in the regional teams work closely with the wider NHS through the regional workforce planning groups.</p> <p>Training programmes within the Scotland Deanery are organised either regionally or national/multi-regionally depending upon the specific specialty and the number of trainees within a programme. All programmes are overseen by at TPD responsible, through the APGD, to the postgraduate dean. Support for trainees and TPDs is provided by the Training Programme Management staff.</p> <p>The quality of postgraduate training is overseen through the NES quality team who will liaise with the TPD about any issues.</p> <p>The Scotland Deanery provides dedicated trainee support in the areas of performance support, career management and less than full time training.</p>	

#### 4. ORGANISATION CHART



#### 5. ROLE OF THE SCOTLAND DEANERY

The Scotland Deanery was created on 1<sup>st</sup> April 2014 from the four previous Deaneries in Scotland.

The Scottish model allows our four regions to work together as part of the Medical Directorate of NES, ensuring equity of recruitment and consistency in managerial approach. National policies and working committees, such as Specialty Training Boards, mean that Scotland can deliver a consistently high-quality approach, and allows us a stronger voice on a UK basis.

Our Postgraduate Deans provide strategic leadership and direction for postgraduate medical education and training to meet the requirements of the GMC. They take advice from Royal Colleges and Faculties to assist them. In doing so, they ensure consistent regional delivery of national and NES policies.

The Medical Directorate supports all activity via four workstreams: Training Programme Management, Quality Management, Professional Development, Strategic Planning and Directorate Support. Each workstream is led by a team of senior managers and postgraduate deans/GP directors.

To achieve high quality training in Scotland, the Medical Directorate work closely with Scottish Government and NHS service colleagues (medical directors and directors of medical education)

## 6. KEY AREAS OF RESPONSIBILITY: KEY RESULT AREAS / MAIN TASKS

- Ensure that all trainees receive a comprehensive induction into the specialty/and programme and to ensure that any subsequent induction to placements within the programme takes place in a timely manner;
- Ensure the allocation of trainees to appropriate placements and the coordination of rotational arrangements within their programme and across Scotland is agreed by the agreed Code of practice timescale;
- Take into account the collective needs of trainees in the programme when planning training for individual trainees;
- Participate in local, and where appropriate national, arrangements (including Specialty Training Committees (STCs) to support and advise on the management of the specialty training programme within the deanery. Work with delegated College representatives (e.g. college tutors, regional advisors) and local educational leads to ensure that the programme delivers the specialty curriculum and enable trainees to gain the relevant competences, knowledge, skills, attitudes and experience;
- Play a part in marketing the specialty, where there is a need to do so, to attract appropriate candidates e.g. coordinating taster sessions during foundation training, career fair representation, or liaison with specialty leads and with Royal Colleges/Faculties;
- Engagement with trainees' portfolio on regular basis
- Coordinate and participate in Annual Review of Competence Progression process;
- Completion of SOAR processes for trainees in the programme
- Be trained in equality and diversity to promote equality of opportunity and eliminate unfair discrimination;
- Provide support for clinical and educational supervisors within the programme;
- Provide and validate programme information to support NES information services;
- Help the Postgraduate Dean manage trainees who are require additional support through advising educational supervisors in their assessments and in identifying remedial placements where required;
- Participate in personal development planning and the annual appraisal process with NES. Be familiar with the deanery policy for careers management, providing access to this in-conjunction with educational and clinical supervisor's pastoral support. Have career management skills (or be able to provide access to them);
- Engage with the national recruitment and interview process;
- Participate in or provide advice to NES Specialty Training Boards (STBs);
- Attend relevant national meetings where possible;
- To provide externality to other regions
- Be aware of NES study leave policy and authorise appropriate study leave funding while remaining within the programme study leave budget
- Support the delivery of quality management and continuous educational improvement of their programmes in the Scotland Deanery to meet the standards set by the General Medical Council (GMC), participate and contribute to the NES/GMC quality control management assurances process including visits, provide and validate programme information to support the NES information services. Respond to requests from the quality management team to provide information and data, including the annual report

## **7. USE OF PHYSICAL RESOURCES**

- Use of IT equipment and advanced keyboard skills
- Daily use of a wide range of software: Microsoft Office applications - Word, Excel, PowerPoint, and NHS net online services;
- In house database (TURAS)
- Specialty e-portfolio system

## **8. ASSIGNMENT, GENERATION AND REVIEW OF WORK**

The Training Programme Director must be fully motivated to work autonomously but in line with NES policy and is accountable to the Associate Postgraduate Dean, participating in annual appraisal and an agree Personal Development Plan.

The work for this position will be generated primarily by the Postgraduate Dean, APGDs and via Directives & Guidelines of GMC, appropriate medical Royal Colleges & Faculties and NHS Scotland.

## **9. COMMUNICATIONS AND WORKING RELATIONSHIPS**

### **Internal Stakeholders**

- Postgraduate Dean
- Associate Postgraduate Dean
- Training Management Workstream lead responsible for Performance Support Unit
- Training Management Staff
- Postgraduate Training Support Manager
- Training Programme Directors
- Doctors in training
- Educational Supervisors and Clinical Supervisors
- Other Associate Postgraduate Deans and Assistant GP Directors with responsibility for trainee support

### **External Stakeholders**

- DME(s) and staff
- GMC
- Royal Colleges & Faculties
- NHS Scotland
- Health Boards (*NHS Borders, NHS Fife & NHS Lothian*)
- Occupational Health

## 10. MOST CHALLENGING PARTS OF THE JOB

- Managing and supporting the delivery of improvement of specialty training programmes in the Scotland Deanery to meet the standards set by the General Medical Council (GMC)
- Balancing of training priorities with service responsibilities
- Driving improvements in the quality of postgraduate medical education and training
- Keeping up with the changes in the requirements set by the Regulator, the GMC
- Taking into account equality and diversity issues
- The changing face of medical education

## 11. EFFORT REQUIRED TO DELIVER THE REQUIREMENTS OF THE POST

### Physical skills and effort

Advanced keyboard skills for daily use

Regular need for repetitive movement for inputting to the various computer systems requiring sitting at a fixed workstation

### Mental effort

Concentration for developing reports, plans, briefing papers, analysis of data for reporting

Attendance at regular meetings covering all aspects of NES business

### Emotional effort

There are often emotive and difficult communications where firmness or empathy may be required as well as mediation skills e.g. discipline, illness, bereavement, performance. There may also be the need to give people unwelcome news, apply an unpopular policy/procedure or reject a proposal/request.

## 12. QUALIFICATIONS AND/OR EXPERIENCE SPECIFIED FOR THE POST

MB, ChB or equivalent

Appropriate higher qualification

Must be included in GMC General & Specialist Registers

Experience and Qualifications in training and assessment methodology

Broad understanding of GMC quality frameworks

Senior career grade doctor in NHS

Practical experience training postgraduates

Significant knowledge and experience of the postgraduate medical training process

GMC approved Educational Supervisor in the NHS





## PERSON SPECIFICATION

**Essential Criteria** – these are attributes without which a candidate would not be able to undertake the full remit of the role. Applicants who do not clearly demonstrate in their application that they possess the essential requirements will normally be eliminated at the short listing stage.

**Desirable Criteria** – these are attributes which would be useful for the candidate to hold. When short listing, these criteria will be considered when more than one applicant meets the essential criteria.

**Means of Assessment** – please note that candidates invited for interview will be notified if there will be a requirement to undertake a test or presentation. These additional assessments may be used to judge one or more criteria within the factor.

Factors	Essential	Desirable	Means of Assessment
Education and Professional Qualifications	<ul style="list-style-type: none"><li>• GMC full registration</li><li>• Hold Specialist registration</li></ul>	<ul style="list-style-type: none"><li>• PG qualification in education</li></ul>	Application & Pre-Employment checks
Experience/Training (including research if appropriate)	<ul style="list-style-type: none"><li>• Knowledge of management and governance structures in medical education and training and awareness of recent changes in the delivery of medical education and training nationally and locally.</li><li>• Interest and enthusiasm for improving delivery of medical education and training and continuing professional development.</li><li>• Knowledge of assessment methods.</li></ul>	<ul style="list-style-type: none"><li>• Evidence of relevant research and/or publications.</li><li>• Evidence of experience at strategic level of national or international education organisations.</li></ul>	Application & Interview

<b>Specific Skills and Knowledge</b>	<ul style="list-style-type: none"> <li>• Effective leadership and communications skills, motivating and developing others, approachability, good interpersonal skills.</li> <li>• Evidence of participating in medical education e.g. delivering well evaluated teaching sessions/tutorials or successful delivery of training programmes.</li> <li>• Evidence of personal development in medical education.</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of supporting trainees and trainers.</li> <li>• Understand use of IT in education.</li> <li>• Evidence of audit/research in medical education.</li> </ul>	Application, Interview,
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• Health standards applicable – Doctor</li> <li>• Acceptable attendance record</li> </ul>		Pre employment checks



# 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

<b>TITLE:</b>	Training Programme Director - Forensic Histopathology	<b>LOCATION:</b>	Flexible Base / Any NES Office Location
<b>REPORTING TO:</b>	Associate PG Dean for Medicine		
<b>GRADE:</b>	Consultant	<b>SALARY SCALE:</b>	Non Payment Post
<b>HOURS AND DAYS OF WORK:</b>	Part time, Supporting Professional Activities (SPA) Time		
<b>JOB STATUS:</b>	Fixed Term for 3 years in the first instance*	<b>NOTICE PERIOD:</b>	3 months

*\* For NHS employees considering this post, please note that appointments will only be considered on a secondment or SLA basis, in the first instance.*

<b>ANNUAL HOLIDAYS:</b>	6 weeks pro rata to the number of session worked	<b>PUBLIC HOLIDAY</b>	10 local/ Public Holidays per annum
<b>REHABILITATION OF OFFENDERS CLASSIFICATION:</b>	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 Disclosure Scotland 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.***