

Training Programme Director

1. JOB DETAILS	
JOB REFERENCE	6363BR
JOB TITLE/SESSION	Associate Advisor - General Practice
DEPARTMENT AND REGION	NES, North Region
IMMEDIATE MANAGER'S TITLE	Assistant Director of GP Education - Dr Rod Sampson
2. JOB PURPOSE <p>The role is to be part of the educational team in the North Region responsible for the delivery of GP training. A distinctive role will be to take a lead within the team for our GPST Educational programme. A further role will be to support organisation of hospital rotation planning, and the setting-up/delivery of stage specific induction. In addition, there will be involvement in other AA roles such as practice visiting and ARCP panels.</p>	
3. DIMENSIONS <p>The post holder will be responsible for the promotion of training and education within General Practice Training in the North Region. The work will contribute to Training Programme Management, Professional Development & Quality work streams within the Medical Division of NHS Education Scotland. The post holder will be based at Centre for Health Science, Inverness, but the work will encompass other training programmes across Scotland.</p>	
4. ROLE OF THE SCOTLAND DEANERY <p>The Scotland Deanery was created on 1st 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.</p> <p>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</p>	

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).

5. KEY AREAS OF RESPONSIBILITY: KEY RESULT AREAS / MAIN TASKS

This will include:

- Design, co-ordination and delivery of educational programme
- Rotation planning
- Supporting practice visit work

Specific Educational role

- Co-ordinating and delivering GP trainee induction
- Participation in the co-ordination and delivery of the educational programme

General Educational Role

This may include:

- Input into GP trainee and trainer education in Caledonian/Rural track
- Involvement in delivery of GP education
- Attendance at Trainers workshops
- Undertaking ARCP panels
- Any other work that is required by the Director of Postgraduate GP Education

6.COMMUNICATIONS AND WORKING RELATIONSHIPS

Good communication and interpersonal skills are important elements of this role. The post holder will be required to communicate with individuals within the primary care organisation, general practitioners, primary care staff and those involved in training and development locally. The post holder will be required to communicate information, to be

able to facilitate and train on skills development and on the development of knowledge and competencies required for independent practice and self-directed continuing professional development.

Internal Stakeholders

- Postgraduate Dean
- GP Director
- Assistant GP Directors
- 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
- Occupational Health

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. 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) and RCGP
- Balancing of training priorities with service responsibilities
- Driving improvements in the quality of postgraduate medical education and training
- Supporting Trainees in Difficulty and trainers with potential under performance
- Keeping up with the changes in the requirements set by the Regulator, the GMC
- Prioritisation of workload
- The changing face of medical education
- Taking into account equality and diversity issues

Person Specification – GP Associate Advisor

Factors	Essential Criterial	Desirable Criteria	Means & Assessment
Leadership Qualities	<ul style="list-style-type: none"> • Inspiring • Empowering • Adaptive • Collaborative • Engaged & Engaging 		Application & Interview
Education & Professional Qualifications	<ul style="list-style-type: none"> • GMC full registration • Hold General Practitioner registration • Hold MRCGP and uphold college standards 	<ul style="list-style-type: none"> • PG qualification in education 	Application & Pre-Employment Checks
Experience & Training	<ul style="list-style-type: none"> • Currently involved in clinical General Practice • 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. • Interest and enthusiasm for improving delivery of medical education and training and continuing professional development. • Knowledge of assessment 	<ul style="list-style-type: none"> • Evidence of relevant research and/or publications • Evidence of experience at strategic level of national or international education organisations. 	Application Form & Interview

	methods.		
Specific Skills & Knowledge	<ul style="list-style-type: none"> • Effective leadership and communications skills, motivating and developing others, approachability, good interpersonal skills. • Evidence of delivering well evaluated teaching sessions/tutorials. • Evidence of successful delivery of training programmes. • Evidence of personal development in medical education. 	<ul style="list-style-type: none"> • Evidence of supporting trainees and trainers. • Understand use of IT in education. • Evidence of audit/research in medical education. 	Application Form & Interview
Personal Attributes	<ul style="list-style-type: none"> • Health standards applicable – Doctor • Adequate time within the working week to undertake responsibilities as outlined in the job description. 		OH & Interview

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:	GP Associate Adviser	LOCATION:	Inverness, Centre for Health
REPORTING TO:	Assistant Director of GP Education		
GRADE:	Educator Associate Advisor - J215	SALARY SCALE:	J215 = Introductory year £91,388. AA01 –AA03 £95,125 to £101,979 per annum pro rata
HOURS AND DAYS OF WORK:	Part time, 3 PAs (12 hours per week) *1PA is equivalent to 4 hours		
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 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 newstarts 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.