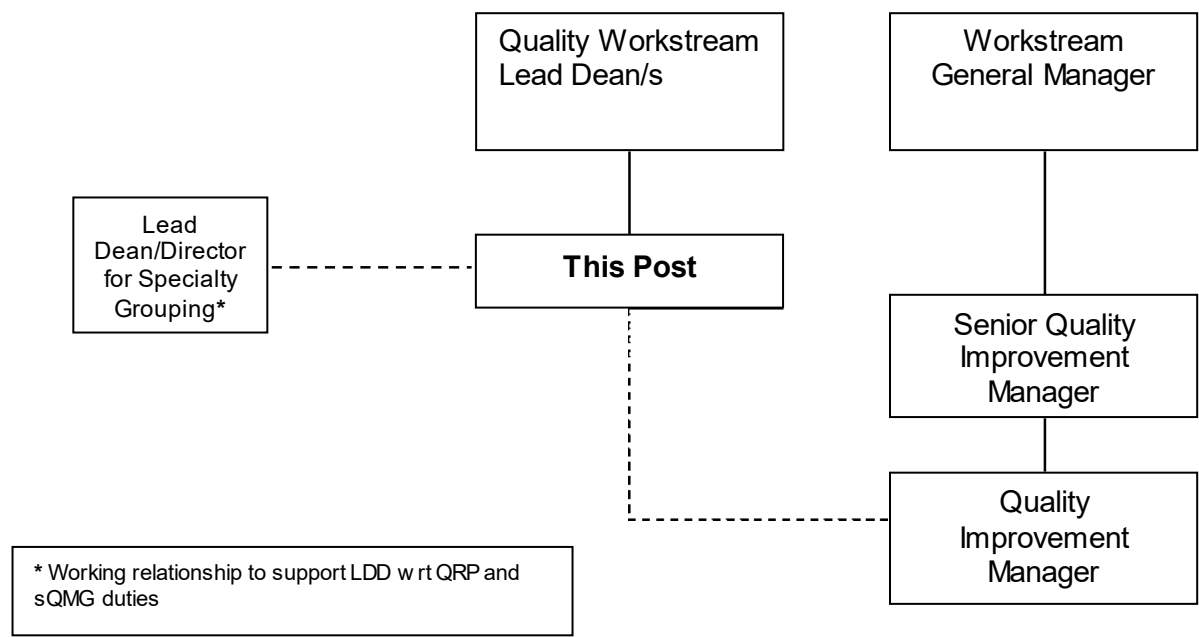


**JOB DESCRIPTION**

<b>1. JOB DETAILS</b>	
<b>JOB REFERENCE</b>	
<b>JOB TITLE</b>	Associate Postgraduate Dean (Quality)
<b>DEPARTMENT AND LOCATION</b>	Scotland Deanery
<b>IMMEDIATE MANAGER'S TITLE</b>	Lead Deans who lead the Quality Workstream
<b>2. JOB PURPOSE</b> <ul style="list-style-type: none"> <li>The Associate Postgraduate Dean (APD) (Quality) will be an operational lead for quality improvement within the Scotland Deanery, in association with the other APGD Quality Leads and reporting to the Dean Director for Quality.</li> <li>The APD (Quality) will provide the key point of liaison for further development of QM-QI in assigned specialty areas within the remit of the Specialty Training Boards. The APD (Quality) will bring clinical understanding to the ongoing development of quality improvement systems and structures across Scotland as part of the Scotland Deanery's consistent approach to QM-QI.</li> <li>The APD (Quality) will support a culture of innovative quality improvement, ensuring they are familiar with national and international developments in relevant literature, research and data analysis.</li> <li>The APD (Quality) will provide leadership and support for quality team assigned to their specialty area</li> </ul>	
<b>3. DIMENSIONS</b> <ul style="list-style-type: none"> <li>The wider dimensions of the APGD-Q role involve support for a recognisably consistent Scottish approach to QM-QI across Scotland, and to act as an operational lead for quality management &amp; quality improvement in an assigned specialty grouping(s) including in their QRP/s) across Scotland reporting to the Lead Dean Director for the specialty and to the Quality Workstream Leads.</li> <li>There is a need to be familiar familiarity with GMC National Training Survey (annual) and with the NES Scottish Trainee survey (end of post survey) and other sources of quality data, information &amp; intelligence to provide scrutiny of the quality of PGMET against the GMC standards using data, information and intelligence, and contribute to Scottish and National discussion on their ongoing development and analysis.</li> <li>The operational lead role as APGDQ requires participation in and leadership of QM-QI visit processes, including leadership of the writing of reports to reflect the outcomes of these processes, ultimately to ensure that any deficiencies against the GMC's standards are addressed.</li> <li>Fostering team work within the quality workstream and within the quality infrastructure supporting the specialty groupings. Liaison with key stakeholders– including Specialty Training Board members, APGD in other disciplines, Directors of Medical Education, trainers, their Health Board colleagues, trainees, lay members, and external groups including Colleges, other Deaneries, Undergraduate Medical Schools and the GMC</li> </ul>	

4. ORGANISATION CHART



## **5. ROLE OF THE DEPARTMENT**

The NES, Scotland Deanery, Quality Workstream is responsible for:

- ensuring the Scottish Government's Medical ACT budget of ~£80M is used to support the delivery of undergraduate medical education & training in Health Boards.
- ensuring that postgraduate medical education & training that is delivered to doctors in training in Scotland conforms to national standards set by the GMC.
- supporting infrastructures for the delivery of undergraduate medical education & training within the Scottish Health Boards

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

- grouping(s) including QRP/s across Scotland. This requires review of sources of quality data, information and intelligence including GMC & STS survey results including free text comments. Also participation in and leadership of QM-QI visit processes, including leadership of the writing of reports to reflect the outcomes of these processes, ultimately to ensure that any deficiencies against the GMC's standards are addressed.
- Engage around QM-QI with key stakeholders– including Specialty Training Board members, APGD in other disciplines, Directors of Medical Education, trainers, their Health Board colleagues, trainees, lay members, and external groups including Colleges, other Deaneries, Undergraduate Medical Schools and the GMC.
- Support the Annual Specialty Review process and contribute to the Quality Annual Report, that supports NES' governance around the quality of PGMT.
- Support and participate in NES' engagement in the GMC's QA processes including the SAQ other processes required by the GMC.
- To actively and closely work with the Scotland Deanery's Specialty Training Boards (STBs) to improve the quality of medical education and training in an assigned specialty area(s) across the Scotland. The APD (Quality) will ensure that summary reports are available for each meeting of the Specialty Training Board that is aligned to their specialty grouping to share headlines of good educational practice, and areas where improvements are required, to ensure the STB is kept up to date around issues relating the quality of training within their specialties around Scotland.
- To support the training of the QM team including development of Trainee Associates working in the Quality Workstream, the work of the Quality Workstreams' Data, Improvement or Development Group Teams as required.

## **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; GroupWise e-mailing system and NHS net online services; Alfresco

In house database (TURAS), NES Scottish Trainee Survey and GMC Connect & GMC National Training Survey.

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

Associate Deans are accountable to the Lead Dean/s for the Quality Workstream and in line with NES policy will participate in annual appraisal / performance review and work in line with an agreed Job Plan.

The post holder requires to be fully self-motivated to work autonomously.

The work for this position will be generated primarily by the Lead Deans for the Quality Workstream and via Directives & Guidelines of the GMC, appropriate medical Royal Colleges & Faculties and NHS Scotland.

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

Internal Stakeholders:

Workstream lead Postgraduate Dean/GP Director  
Deanery General Manager  
Regionally located Postgraduate Dean/GP Director  
Training Programme Directors  
Specialty Advisors  
Specialty Trainees  
Educational Supervisors  
Quality Improvement Managers  
STB Chairs

External Stakeholders:

GMC  
Royal Colleges & Faculties  
NHS Scotland  
Other Deaneries  
Health Boards

## 10. MOST CHALLENGING PARTS OF THE JOB

The collection and interpretation of data collected from various sources in order to help improve the quality of training within specialties across the whole of Scotland. The collation and interpretation of data, information & intelligence on the quality of postgraduate medical education & training and preparation of reports summarising our interpretation, conclusions and actions to meet external regulatory standards.

To maintain support and engagement of our stakeholders as we engage in scrutiny of quality of training as well as striving to drive improvements in the quality of training that is delivered to our trainees.

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

### Physical skills

Keyboard skills

### Physical effort

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

Travel across Scotland and occasionally out with

### Mental effort

Prolonged concentration for developing reports, plans, briefing papers, analysis of data for regular reports

Attendance at regular meetings covering all aspects of NES business

Frequent interruptions to answer ad hoc queries.

### Emotional effort

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

### Working Conditions

Good working conditions within safe office environment but with constant use of computer systems.

## 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 and NES quality frameworks

Experience of Medical ACT processes

Senior career grade doctor in NHS

Practical experience in training of postgraduate medical trainees e.g. educational supervision

Significant knowledge and experience of the postgraduate medical training process

Strong communication skills

Experience as a Specialty Adviser, Training Programme Director or other position

involving significant training management and leadership



## 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
<b>Leadership Behaviours</b>	<ul style="list-style-type: none"> <li>Inspiring</li> <li>Empowering</li> <li>Adaptive</li> <li>Collaborative</li> <li>Engaged &amp; Engaging</li> </ul>		Application & interview
<b>Education and Professional Qualifications</b>	<ul style="list-style-type: none"> <li>GMC Full Registration</li> </ul>	<ul style="list-style-type: none"> <li>Hold specialist or General Practitioner registration</li> </ul>	Application & Pre-Employment checks
<b>Experience/Training (including research if appropriate)</b>	<ul style="list-style-type: none"> <li>Held a senior or significant appointment in the NHS</li> </ul>	<ul style="list-style-type: none"> <li>Evidence of audit/research in medical education.</li> </ul>	Application & Interview
<b>Specific Skills and Knowledge</b>	<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> </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, (Presentation)

	<ul style="list-style-type: none"> <li>• Interest and enthusiasm for improving delivery of medical education and training</li> <li>• Knowledge of assessment methods.</li> </ul>		
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• Evidence of ability to work in a team and to organise and manage the work of the department.</li> <li>• Effective leadership and communications skills, motivating and developing others, approachability, good interpersonal skills.</li> <li>• Evidence of delivering well evaluated teaching sessions/tutorials.</li> <li>• Ability to manage change.</li> </ul>	<ul style="list-style-type: none"> <li>• Understand strategies for supporting trainees and trainers.</li> <li>• Understand use of IT in education.</li> <li>• Evidence of successful delivery of training programmes.</li> <li>• Evidence of working with other specialties/professions.</li> <li>• Involvement in undergraduate teaching.</li> </ul>	Interview, Presentation



# 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>	Associate Postgraduate Dean for Quality	<b>LOCATION:</b>	Flexible Base – Any NES Office Location
<b>REPORTING TO:</b>	Lead Dean for Quality Workstream		
<b>GRADE:</b>	Consultant	<b>SALARY SCALE:</b>	Consultant £84,984 to £112,925 per annum pro rata
<b>HOURS AND DAYS OF WORK:</b>	Part time, 2 PAs (8 hours per week) *1PA is equivalent to 4 hours		
<b>JOB STATUS:</b>	Fixed Term for 36 months*	<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 HOLIDAYS:</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 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.



## CONDITIONS OF SERVICE

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