

**Educational Co-ordinators
Faculty Development
Applicant Information**



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EDUCATIONAL CO-ORDINATOR FACULTY DEVELOPMENT



2 Part-time – 0.5 x Programmed Activity per week

Fixed Term for 12 months

For Consultant Applicants - Salary Scale - £87,534 - £116,313 per annum pro rata

For non-medical appointees (HCPC, NMC), an allocation of time will be built into the agreed core duties and responsibilities

Salary Scale will be determined in accordance with the provision of NHS Circular PCS (AFC)2021/2 and 2021/3

Looking for a new and exciting challenge? Then think about working in NHS Forth Valley in the heart of Scotland.

NHS Forth Valley seeks to appoint experienced and enthusiastic candidates for these Educational Co-ordinator positions. Eligible candidates should currently hold either a Consultant post or professional registration, have a strong interest in Medical Education and a commitment to teamwork.

The posts are for 0.5 programmed activity per week and are likely to take the form of a secondment from or in addition to a clinical appointment. Appointment and the salary are in accordance with the nationally agreed salary scales. There are no clinical duties within this post. Duties will be based mainly at the Scottish Centre for Simulation and Clinical Human Factors (SCSC^{HF}) within Forth Valley Royal Hospital.

Faculty Development

Applicants are encouraged to visit the SCSC^{HF} and meet key staff. Informal enquiries should be directed by telephone to Dr Julie Mardon, Director, SCSC^{HF}, Forth Valley Royal Hospital (01324 567412). Details of previous post holders contact details may be available on request.

You can look forward to a warm welcome and strong support from colleagues. Our hospital is situated in the heart of Scotland, nestled against the Loch Lomond and Trossachs National Park, and close to vibrant towns that are richly endowed with excellent cultural and sporting facilities, offering good transport links to Edinburgh and Glasgow.

To apply for this post, please visit the job posting on the NHS Scotland Job Train website.. Applicants should have either

- full GMC registration, a licence to practise and on the Specialist Register or be within 6 months of the anticipated award of a CCT at the time of interview or have a certificate of Eligibility for Specialist Registration (CESR). Applicants are required to have evidence of recent continued academic and professional development
- or HCPC / NMC registration

Excellent, communication, listening and organisational skills are essential.

Closing date: 20th October 2021

Interview date: To be confirmed

Please quote reference number 072101 on all correspondence.

NHS Forth Valley is an equal opportunities employer.

Introduction to NHS Forth Valley

NHS Forth Valley is one of 14 regional health boards in Scotland and serves a population of nearly 310,000 in a diverse geographical area which covers the heart of Scotland and covers three council areas, [Clackmannanshire](#), [Stirling](#) and [Falkirk](#).

NHS Forth Valley has an annual budget of approximately £570 million and is the largest employer in the area, with approximately 8000 staff from a wide range of professional and support occupations. Acute Services are based in our modern, purpose built 860 bedded, Forth Valley Royal Hospital, which opened in 2011 and provides inpatient and outpatient services. It is supported by a network of four [community hospitals](#), 56 health centres, day centres providing care and support for patients with mental illness and learning disabilities and a wide range of community based services.

We are home to the [Scottish Centre for Clinical Simulation and Human Factors](#), one of the most advanced training facilities of its kind where medical staff are able to hone their skills using computerised mannequins. In addition, NHS Forth Valley has been named in a survey of trainee doctors as one of the top places to be in the UK for medical education and training.

There are two Health and Social Care Partnerships (HSCP) which cover the Forth Valley area – one for [Clackmannanshire and Stirling](#) and one for [Falkirk](#).

Further information is available at www.nhsforthvalley.com



The Forth Valley Area

Forth Valley, in the heart of Scotland, is an exciting place to live and work. Transport links are second to none with excellent motorway and rail links and two international airports nearby, Edinburgh and Glasgow. House hunters in the Forth Valley area are spoiled for choice. On offer are a large array of established and new properties in a variety of attractive settings.



Education in the area is first class, with excellent provision of pre-school, primary and secondary education. State schools in the area have strong reputations and there is also easy access to the area's private schools in Dollar and Crieff. On the further education front, Stirling boasts an excellent University and access to the University cities of Glasgow and Edinburgh is easy. There are also further education Colleges in Falkirk, Stirling and Alloa.

Stirling Area

A wee city with a big history, Stirling punches well above its weight for historic attractions and spectacular scenery, not to mention shopping, places to eat and exciting events. Visit Stirling and take in the magnificent views from [Stirling Castle's](#) hill-top esplanade towards the [National Wallace Monument](#) on the edge of the rolling Ochil Hills before looking north east for the mountain peaks of [Loch Lomond & The Trossachs National Park](#). Find out more about the area on [Your Stirling](#).

Falkirk Area

The Falkirk area is steeped in history with a wealth of attractions, including two of the world's most unique, including, [The Falkirk Wheel](#) and [The Kelpies](#) in [The Helix Park](#). Plus the Falkirk area has a significant section of the [John Muir Way](#). [Falkirk](#) is a historic town centre with a traditional high street and lots of things to be doing with two large shopping centres. Find out more about the area on [Visit Falkirk](#).

Clackmannanshire Area

Clackmannanshire lies between the majestic Ochil Hills and the River Forth and provides the perfect year-round base to explore the stunning countryside, rich history, medieval castles and tower houses. For leisure, there are six golf courses, a luxury spa and a major shopping outlet. Find out more about the area on [Discover Clackmannanshire](#).

Job Description

| | |
|------------------------|--|
| Post 1: | Educational Co-ordinator Faculty Development |
| Department: | SCSC ^{HF} at Forth Valley Royal Hospital |
| Status: | 12 months in first instance |
| Responsible to: | Director, SCSC ^{HF} |
| Accountable to: | Management Board of the Centre. |
| Qualifications: | Substantive appointment as Consultant in NHSS or extensive experience as a registered healthcare practitioner. |
| Proposed focus: | Faculty development / Anaesthetic courses |

SUMMARY

Applications are invited from consultant grade doctors or senior healthcare practitioners with appropriate acute care and educational experience for the post of Educational Co-ordinator in the Scottish Centre for Simulation and Clinical Human Factors (SCSC^{HF}) based in Forth Valley Royal Hospital in Larbert. Having originally opened in 1998 at Stirling Royal Infirmary as a training hub for anaesthetists, the scope of the centre has markedly extended to involve a wide range of disciplines. The centre now houses a high fidelity human patient simulator along with several other intermediate and lower fidelity models and provides high fidelity simulation-based education for undergraduate and postgraduate doctors and other health care professionals involved in the delivery of acute health care across Scotland.

The successful applicants would join a small team of specialty-based educational co-ordinators and would be responsible for the development, co-ordination and delivery of courses to address the educational needs of those involved in the delivery of simulation across Scotland.



These posts arise due to the combined effect of expansion in the educational service and will be for a period of 12 months in the first instance.

DUTIES OF THE POSTS

These posts offer unique teaching opportunities, both within this purpose-built facility as well as in a wider educational context in the NHS in Scotland.

TEACHING

The post holders will participate in teaching/delivery of the Introduction of Simulation courses in the simulation environment.

MANAGEMENT ARRANGEMENTS

The post holders will report to the Director of the SCSC^{HF} and work alongside members of the team.

SALARY

This is a part-time, fixed term position based on a 0.5 PA appointment and the salary is in accordance with the nationally agreed salary scales. Dependant on the successful applicant's host Health board, a cross charge will be applied to NHS Forth Valley on a pro-rata basis.

For non-medical appointees (HCPC, NMC), an allocation of time will be built into the agreed core duties and responsibilities

BASE

The post holders will be based in the SCSC^{HF} at Forth Valley Royal Hospital. Office accommodation will be provided and the postholder will have full access to Centre's Resource Room and IT facilities.

The posts are funded by the SCSC^{HF} through NHS Forth Valley and is a 12-month appointment in the first instance.

ANNUAL LEAVE

Annual leave is in accordance with the nationally agreed level (pro rata)

QUALIFICATIONS AND EXPERIENCE

The post holders must have current full registration with the GMC, HCPC or NMC.

JOB REVISION

This job description should be regarded only as a guide to the duties required and not definitive or restrictive in any way. It may be reviewed in the light of changing circumstances following consultation with the post holder. This job description does not form part of the contract of employment.

VISITS

Prospective applicants are encouraged to make arrangements to visit the simulation centre and should contact Dr Julie Mardon, Director, SCSC^{HF} by telephoning 01324 567412

Selection Criteria

Educational Co-ordinator

Faculty Development

| Criteria | Essential | Desirable |
|--|---|---|
| Qualifications | <ul style="list-style-type: none"> • Appropriate professional qualifications relating to the clinical focus of SBME • Full GMC registration with a licence to practice • Certificate of Completion of Specialist Training (CCT) / Certificate of Eligibility for Specialist Registration (CESR). • Applicants who are within 6 months of achieving CCT at the date, of interview are eligible to apply. • HCPC or NMC registration | <ul style="list-style-type: none"> • Experience of formal roles relating to UG or PG education • Qualification in context of education e.g. Certificate, Diploma or Masters in Med Ed |
| Prior Experiences & Knowledge | <ul style="list-style-type: none"> • Extensive training and experience in SBME • Knowledge of the governance of UG and PG Medical education • Knowledge and participation in undergraduate and/or postgraduate education • Experience of team working and inter-disciplinary collaboration | <ul style="list-style-type: none"> • Previous experience of formal role in SBME • Experience of appraisal and learning needs assessment. • Experience in dealing with Trainer and Trainee issues. • Experience of Recruitment and Selection |
| Teaching Skills | <ul style="list-style-type: none"> • Enthusiastic and experienced in teaching clinical skills in the workplace or training environment • Experience of simulation based education | <ul style="list-style-type: none"> • Presentations at local/regional/national meetings in field of education |
| Personal Attributes | <ul style="list-style-type: none"> • Excellent written and verbal communication skills • Excellent interpersonal skills • Evidence of ability to present oneself in an organised, professional manner • Evidence of understanding of the importance of team work • Experienced with word-processing and spreadsheet software | <ul style="list-style-type: none"> • Motivated and able to work autonomously as well as within a small team • Enthusiasm for developing new ideas and taking them to completion |

Application Process

To apply for this post, please visit the job posting on the NHS Scotland Job Train website.

Please note that applicants not currently entered onto the Specialist Register must be within 6 months of award at the date of interview for the post.

Applicants who are not yet in receipt of a Certificate of Completion of Training (CCT) or Certificate of Eligibility for Specialist Registration (CESR) are required to provide documentary evidence of eligibility to apply when submitting their application.

Please quote **reference number 072101** on all correspondence.

Please note the following dates:

Closing Date: 20th October 2021

Interview Date: To be confirmed

Please note that we *do not* accept applications in the form of Curricula Vitae

Web Sites of Interest for Candidates

Scottish Health on the web : <http://www.scot.nhs.uk/>

Scottish Government: www.scotland.gov.uk

Living & Working in Scotland

<https://medicaljobs.scot.nhs.uk/working-in-scotland/>