

Scotland Deanery

Lay Representative: Job Description



Title: Lay Representative

Tenure: 3 years, subject to annual review. A maximum of 2 consecutive 3 year terms can be served.

Commitment: Flexible working required: overnight stays may occasionally be required.

Reports to: Quality Improvement Manager

Remuneration: £23 per hour

Travel will be reimbursed in accordance with NES financial policies. The same rate applies for completion of mandatory training (attendance at event or online training).

NES recognises the potential inconvenience to lay representatives when events are cancelled at short notice, therefore, the lay member will be paid the agreed fee for any cancellations made within 24 hours of the date the event was due to take place.

Reasonable notice should be given to NES if lay representatives are no longer able to attend an event they were scheduled to take part in; under these circumstances no fee will be paid.

Notice: 1 month

BACKGROUND

The NES Medical Directorate is responsible for the commissioning and quality management of postgraduate medical education and training in Scotland. The Scotland Deanery has operational responsibility for ensuring that all aspects of postgraduate medical education, from Foundation to Core and Specialty Training, are delivered to the highest standards. In 2009 NES appointed lay representatives to bring an additional level of scrutiny to their quality management processes, meeting the requirements stipulated by both COPMeD and the GMC.

JOB SUMMARY

Lay representatives will be part of NES panels/committees at various deanery and national events relating to the management of postgraduate medical education. The lay representative is non-medical and impartial, with a fundamental role of ensuring transparency and adherence to due process. Accordingly, they will be asked to complete a short online feedback form after each event they attend. Depending on the event, the lay representative may be asked to play an active role in proceedings; or they may be asked to observe only.

EVENTS

Lay representatives may be invited to participate in any of the following:

- Quality Management Visit: process whereby a team visit a hospital unit/site or training programme meeting with postgraduate trainees and consultant groups to review the provision of training and education.
- ARCP [Annual Review of Competence Progression]: process whereby postgraduate trainees have the evidence of their progress through training reviewed by an appropriately convened panel.
- Appeals Panel: process for trainee appeals against e.g. ARCP decisions, reviewed by an appropriately convened panel
- STB [Specialty Training Board]: national advisory group made up of consultants who manage training programmes across Scotland, and NES representatives, including a Postgraduate Dean.
- Recruitment Event: national or local events recruiting foundation, GP or specialty trainees.
- Other national and local committees: for example, NES Medical Advisory Group, Specialty Quality Management Group, Specialty Training Committee.
- Due to current government social distancing regulations some or all of the above activity will take place virtually. Some events will be in person after these regulations have been lifted.

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Lay representatives will:

- Attend local and national lay representative training and development events.
- Participate in an annual review with the Deanery Quality Improvement Manager.
- Perform their duties in a manner which supports and promotes NES' commitment to equality and diversity.
- Exercise discretion, tact and maintain confidentiality.



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
Specific Skills and Knowledge	<ul style="list-style-type: none"> • Awareness of Data Protection requirements when handling confidential or sensitive data • Awareness of equal opportunities legislation • Excellent communication and interpersonal skills • Ability to use appropriate initiative and judgement to resolve problems and issues and see them through to conclusion • Effective negotiating and influencing skills • Ability to use tact and diplomacy • Able to attend local and regional meetings as required • Ability to carry out the time commitments of the role • Skilled at interviewing and giving feedback • Skilled at evaluating decisions • Good listening skills • Ability to make thoughtful and unbiased decisions • Ability to objectively identify problems • Ability to give fair and sensitive feedback • Ability to argue a coherent position and arrive at shared judgements on contentious issues 	<ul style="list-style-type: none"> • Knowledge of the NHS, primary care and higher education other than as a consumer. 	Application & Interview

Personal Attributes	<ul style="list-style-type: none">• Ability to deal confidently with people at all levels• Ability to work as part of a team• Conscientious, responsible and discreet• Flexible and co-operative approach to work and working with colleagues• Can remain positive when working to tight deadlines• Adaptable – able to handle people of all capabilities and attitudes• Ability to deal with people in a courteous, professional and helpful manner		Interview
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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:

