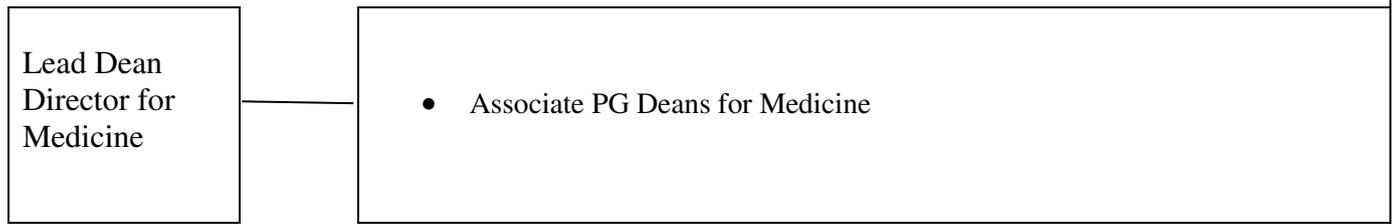


NHS EDUCATION FOR SCOTLAND

JOB DESCRIPTION

1. JOB DETAILS	
JOB REFERENCE	
JOB TITLE	Training Programme Director for Cardiology, East Region
DEPARTMENT AND LOCATION	Medicine Directorate - base location flexible
IMMEDIATE MANAGER'S TITLE	Associate PG Dean for Medicine, East Region
2. JOB PURPOSE	
<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>	
3. DIMENSIONS	
<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 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 DEPARTMENT

NHS Education for Scotland (NES) is the national health board with statutory responsibilities to effect sustainable change through workforce development, education and training across the health and social care system in Scotland, while working at UK level with partner organisations.

We are the leader in educational design, delivery and quality assurance and provide wide-ranging support to workforce development. We are the official provider of workforce statistics for NHS Scotland and support national workforce planning. We design and develop digital technologies supporting innovation and transformation.

Our purpose is to drive change and improve the quality of care experienced by citizens across Scotland by ensuring that we have the right staff, with the right skills, in the right place, at the right time. NES is integral to improving outcomes for people and in ensuring a skilled and capable workforce underpins the design and delivery of services. As an organisation, we recognise the significant contribution we can make to improving population health, reducing inequalities and economic development.

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.

Our Lead Dean Directors 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 Lead Dean 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 Lead Dean Director 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 / Lead Dean Directors
- 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 *****(please list appropriately dependent on region)***
- 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
Leadership Behaviours	<ul style="list-style-type: none"> Inspiring Empowering Adaptive Collaborative Engaged & Engaging 		Application & Interview
Attainments	<ul style="list-style-type: none"> GMC full registration Hold Specialist or General Practitioner registration 	<ul style="list-style-type: none"> PG qualification in education 	Application Form
Knowledge and Interests	<ul style="list-style-type: none"> 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. <p>Knowledge of assessment methods.</p>	<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. 	Interview

Special Aptitudes	<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. <p>Evidence of audit/research in medical education.</p>	Interview
Physical requirements	<ul style="list-style-type: none"> • Health standards applicable – Doctor • Acceptable attendance record 		OH, Application form Interview Referees



CONDITIONS OF SERVICE

TITLE:	Training Programme Director in Cardiology	LOCATION:	Flexible- your Contractual NES Office location will be agreed upon appointment
REPORTING TO:	Associate PG Dean for Medicine		
GRADE:	Consultant	SALARY SCALE:	Consultant – Non Payment Post
HOURS AND DAYS OF WORK:	Part time, Supporting Professional Activities (SPA) Time		
JOB STATUS:	Fixed Term for 36 months	NOTICE PERIOD:	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.*

ANNUAL HOLIDAYS:

41 days inclusive of public holidays: 33 days annual leave and 8 public holidays pro rata 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 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. Your employer also contributes an amount equal to 20.9% of your pensionable pay into the scheme on your behalf.

Employee contribution rates 2020/2021		
Tier	Annual Pensionable Pay (Full Time Equivalent)	Contribution
1	Up to £20,605	5.2%
2	£20,606 to £24,972	5.8%
3	£24,973 to £31,648	7.3%
4	£31,649 to £64,094	9.5%
5	£64,095 to £89,731	12.7%
6	£89,732 to £119,560	13.7%
7	£119,561 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.



CONDITIONS OF SERVICE

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:

