

NHS EDUCATION FOR SCOTLAND

JOB DESCRIPTION

1. JOB DETAILS

JOB REFERENCE	7155BR
JOB TITLE	Lead Associate Postgraduate Dean Less Than Full Time
DEPARTMENT AND LOCATION	Medical Directorate
IMMEDIATE MANAGER'S TITLE	Dean of Postgraduate Medicine

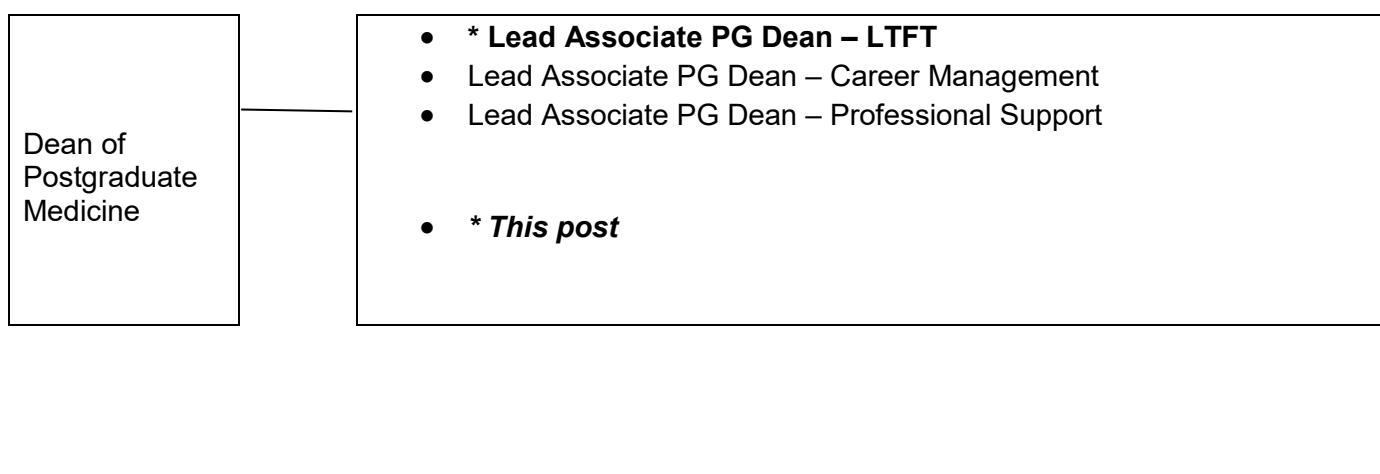
2. JOB PURPOSE

- The Lead Associate Postgraduate Dean (LTFT) will have the medical leadership responsibility for the coordination and further development of Less Than Full Time Training in the Scotland Deanery
- The Associate Postgraduate Dean (LTFT) will support and provide leadership to other Associate Deans providing front-line LTFT support to trainees across the Deanery
- The Associate Postgraduate Dean (LTFT) will contribute to professional development activities within the Scotland Deanery
- The Associate Postgraduate Dean (LTFT) will deputise for the Dean as required
- The Associate Postgraduate Dean (LTFT) will take responsibility for contributing to and leading as required on special projects

3. DIMENSIONS

- To be a strategic lead for LTFT in the Scotland Deanery
- To provide a clear sense of purpose and direction in relation to LTFT. This will be done by regular and effective communication, by promoting peer support, by feedback and by appraisal
- To work with the Postgraduate Dean and colleagues in partner organisations to ensure that LTFT within specialty training contributes appropriate workforce development to meet the needs of the service and patients
- Supporting the delivery of quality management and continuous educational improvement of specialty training programmes in the Scotland Deanery including support and training of trainers to meet the standards set by the General Medical Council (GMC)
- To contribute to the overall corporate governance and management of the Deanery and the NHS more widely

4. ORGANISATION CHART (APGDs)



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.

NES Scotland Deanery is responsible for delivering high quality postgraduate medical education and training in all specialty training programmes throughout Scotland. Specifically, the Scotland Deanery:

- delivers postgraduate medical education to GMC standards
- ensures effective recruitment to and progress through medical training
- ensures doctors in training are regularly, reliably and fairly assessed
- provides careers information and advice, for doctors in training
- provides support to doctors in training where required
- implements policy on medical workforce planning and development
- delivers training courses to NHS staff including to doctors in training and to trainers
- supports NHS staff with educational responsibilities through training
- provide short postgraduate clinical and generic courses
- support the infrastructure for the training population
- provide a Research and Development function to support all relevant activities

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

- To be a lead for LTFT training in the Scotland Deanery
- To provide a clear sense of purpose and direction in relation to LTFT training in the specialties to relevant Training Programme Directors and specialty Associate Postgraduate Deans. This will be done by regular and effective communication, by promoting peer support, by feedback and by appraisal
- To arrange regular meetings with regional LTFT APGDs to share good practice, develop and maintain effective procedures, and to aim for consistency in approach across regions and specialty training programmes
- To work closely with the LTFT trainee reps, offering support, advice and direction, and to be involved in the recruitment of new reps as required
- To co-ordinate the annual Form C Questback survey of all LTFT trainees
- To contribute to effective governance of Deanery Trainee Wellbeing, Development and Support through active engagement in appropriate committees and meetings
- To participate in other panels, committees as required including Quality Management visits, Quality Review Panels and specialty QM Groups, step 2 Appeals panels, under-graduate fitness to practise panels etc, where participation does not pose any potential conflict of interests
- To coordinate and produce annual reporting of LTFT activity in the Scotland Deanery
- To engage with LTFT discussions on a UK level as required
- To deputise for the Postgraduate Dean as required
- To contribute to the overall corporate governance and management of the Deanery and the NHS more widely

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, Access; Office 365; In house database (TURAS), Microsoft Teams

8. ASSIGNMENT, GENERATION AND REVIEW OF WORK

The Associate Postgraduate Dean is accountable to the Postgraduate Dean and in line with NES policy will participate in annual review and work in line with an agreed Personal Development Plan

The post holder will also be part of the Training Management Work stream and accountable to the appropriate workstream Lead Dean Director for the specialty group

However, the post holder requires to be fully self-motivated to work autonomously

The work for this position will be generated primarily by the Postgraduate Dean and via Directives & Guidelines of GMC, appropriate medical Royal Colleges & Faculties and NHS Scotland

9. COMMUNICATIONS AND WORKING RELATIONSHIPS

Internal Stakeholders

- Postgraduate Dean
- Other Associate Postgraduate Deans and Assistant GP Directors
- Training Programme Directors
- Educational Supervisors
- Specialty Trainees
- Training Programme Management team
- Specialty Training Boards
- Workstream General Manager
- Trainee Wellbeing, Development and Support structures

External Stakeholders

- Health Boards & their Directors of Medical Education
- Occupational Health
- Royal Colleges & Faculties
- NHS Scotland
- GMC

9. MOST CHALLENGING PARTS OF THE JOB

- Supporting APGDs and trainees in providing advocacy for LTFT working
- 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)
- Constant awareness of equality and diversity issues
- Balancing of training priorities with service responsibilities
- The changing face of medical education

11. EFFORT REQUIRED TO DELIVER THE REQUIREMENTS OF THE POST

Physical skills

Advanced keyboard skills for daily use

Physical effort

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

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 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

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/or Qualifications in training and assessment methodology

Broad understanding of GMC quality frameworks

Senior career grade doctor in NHS or Medical School

Practical experience training postgraduates

Significant knowledge and experience of the postgraduate medical training process

Educational Supervisor in the NHS

Experience as a Speciality Adviser, Training Programme Director, Postgraduate Tutor or other position involving training responsibility



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
Education and Professional Qualifications	<ul style="list-style-type: none">• MB, ChB or equivalent• Appropriate higher qualification• Must be included in GMC General & Specialist Registers	<ul style="list-style-type: none">• External recognition of clinical education achievement (e.g. MAcadMEd, PG Certificate Medical Education)	Application & Pre-Employment checks
Experience/Training (including research if appropriate)	<ul style="list-style-type: none">• Experience and/or Qualifications in training and assessment methodology• Senior career grade doctor in NHS or Medical School• Practical experience training postgraduates• Experience as a Speciality Adviser, Training Programme Director, Educational Supervisor or other position involving training responsibility.	<ul style="list-style-type: none">• Experience in analysing data and preparing written reports• Experience in chairing meetings	Application & Interview

Factors	Essential	Desirable	Means of Assessment
Specific Skills and Knowledge	<ul style="list-style-type: none"> • Broad understanding of GMC quality frameworks • Significant knowledge and experience of the postgraduate medical training process 	<ul style="list-style-type: none"> • Experience in supporting/advising trainees training less than full time 	Application, 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:	Lead Associate Postgraduate Dean - LTFT	LOCATION:	Flexible- your Contractual NES Office location will be agreed upon appointment
REPORTING TO:	Dean of Postgraduate Medicine		
GRADE:	Consultant	SALARY SCALE:	Consultant £87,534 – £116,313 pro rata per annum

HOURS AND DAYS Part time, 1 PAs (4 hours per week) *1PA is equivalent to 4 hours
OF WORK:

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 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.
CLASSIFICATION:

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.