

NHS EDUCATION FOR SCOTLAND

JOB DESCRIPTION

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| 1. JOB DETAILS | |
| JOB REFERENCE | 7261BR |
| JOB TITLE | Associate Postgraduate Dean for Diagnostics Simulation (2 PAs) |
| DEPARTMENT AND LOCATION | Any Location |
| IMMEDIATE MANAGER'S TITLE | Lead Dean/Director for Diagnostics Specialty |
| 2. JOB PURPOSE | |
| <p>The Associate Postgraduate Dean will:</p> <ul style="list-style-type: none"> • Be responsible as clinical lead for the development and implementation of a national simulation training strategy for Diagnostics trainees which involves both technical and non-technical skills training. The Diagnostics specialty grouping includes the following specialty training programmes: <ul style="list-style-type: none"> ○ Clinical Radiology ○ Histopathology ○ Infection (including combined infection, medical microbiology, medical virology, and infectious diseases) ○ Paediatric and Perinatal Histopathology ○ Neuropathology ○ Nuclear Medicine ○ Chemical Pathology ○ Forensic Histopathology ○ Diagnostic Neuropathology • With stakeholders, develop such a programme of skills and simulation training, mapped to curricular requirements, if this has not already been done by another collaborative group approved by the Diagnostics Specialty Training Board. • Establish and chair an operational group involving Training Programme Directors, health board simulation leads, local training leads and trainee / lay reps as appropriate to develop course materials including assessments for the simulation programmes. • Work with other professions in developing Diagnostics simulation as appropriate • Work to ensure equity of training for all trainees in the programme • Advise on appropriate courses to be commissioned for simulation if not provided through local networks • Facilitate at selected training sessions and ensure delivery of the course materials through establishment of a network of trainers with appropriate training and opportunities for personal development related to simulation • Ensure a quality assurance process of the delivered training including evaluation and analysis of benefit to inform future developments • Regularly report progress to the Diagnostics NES Specialty Training Board • Link with other simulation leads and Associate Deans through membership of the NES Medicine Simulation Collaborative and Clinical Skills Managed Educational Network | |

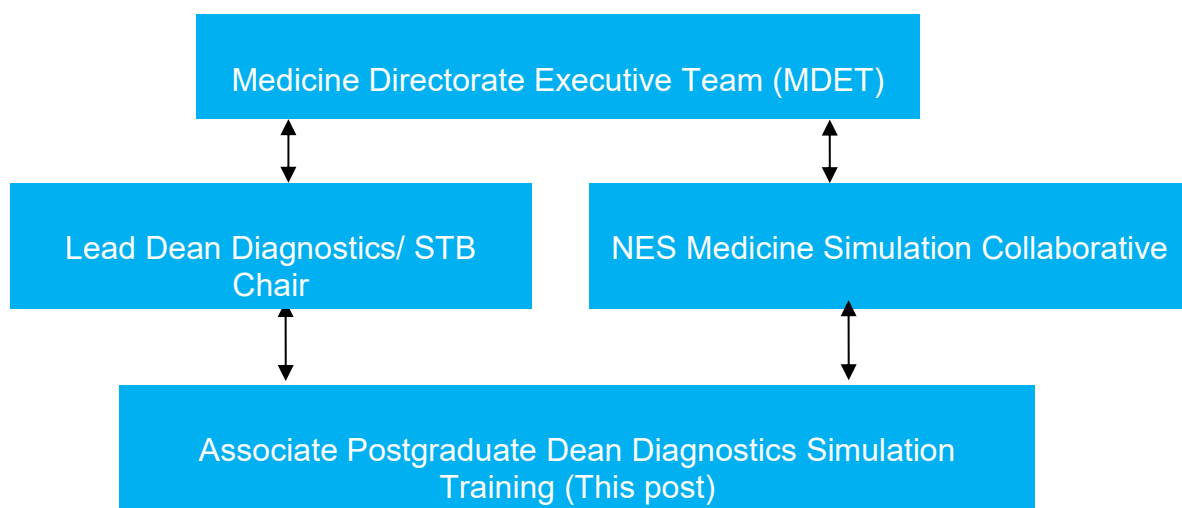
3. DIMENSIONS

The Associate Postgraduate Dean is responsible for:

- Development and implementation of a Diagnostics simulation programme
- Chairing an operational group to deliver and review the simulation programme
- Reporting through Diagnostics NES Specialty Training Board
- Contributing to the preparation of reports that will include regular Medical Directorate Exec Team (MDET) updates, NES annual reports, Equality Impact Assessments, ad-hoc reports
- Working with other professions as part of a team approach as appropriate
- Contributing to an evidence-based research culture and ensure appropriate dissemination of results.
- Contributing to the NES Medicine Simulation Collaborative and other NES committees as appropriate

NES Education has moved to a single deanery model with four workstreams. Medical simulation activity sits within NES Medicine Simulation Collaborative and reports to MDET. This activity will be aligned to Clinical Skills Group and associated managerial structures.

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 Medical Directorate of NHS Education for Scotland is responsible for delivering high quality training for NHS staff in Scotland:

- Deliver postgraduate medical education to national standards and support the single deanery model
- Accredite and quality control medical training programmes
- Ensure effective recruitment to and progress through medical training
- Ensure doctors in training are regularly, reliably, and fairly assessed
- Provide careers information and advice, for doctors and training
- Implement policy on medical workforce planning and development
- Deliver training courses to NHS staff
- Support NHS staff with educational responsibilities through training
- Provide short postgraduate clinical and generic courses
- Provide a finance support structure
- 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

- Influence the Diagnostics simulation agenda
- Chair an operational group
- Develop and deliver training courses for technical and non-technical skills
- Evaluate course materials which will provide information for future direction of Diagnostics simulation training
- Attend and provide regular written reports at relevant simulation meetings
- Ensure appropriate alignments with relevant NES workstreams across all directorates
- Liaise with stakeholders in health boards as appropriate

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, Outlook e-mailing system

Use of simulation equipment including manikins and part-task trainers, video and debrief systems

8. ASSIGNMENT, GENERATION AND REVIEW OF WORK

The Associate Postgraduate Deans are accountable to the Postgraduate Dean and in line with NES policy will participate in annual appraisal and work in line with an agreed Personal Development Plan.

The post holder will be accountable to the Dean responsible for Diagnostics Specialties.

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 appropriate Specialty Training Board.

9. COMMUNICATIONS AND WORKING RELATIONSHIPS

Internal Stakeholders:

- Postgraduate Deans and Directors
- Medical Directorate General Managers
- Diagnostics STB Chair
- Clinical Skills Managed Education Network
- Other Associate Postgraduate Deans and Assistant GP Directors
- Training Programme Directors and trainers

External Stakeholders (e.g., to include):

- Health Board simulation leads
- Other simulation colleagues
- GMC
- Royal Colleges and Faculties
- NHS Board Medical Directors and Directors of Medical Education
- Diagnostics Specialty Training Board
- Scottish Government

10. MOST CHALLENGING PARTS OF THE JOB

- Championing the need for a strong sustainable focus on the delivery of simulation training by local trainers and engagement by trainees.
- High level of advocacy and collaborative working required to ensure continued engagement across professionals working within the clinical service.
- Ensuring implementation of simulation training within a short timeframe
- Ensuring alignment with the changing face of medical education and regulation and engaging educators and stakeholders for undergraduate, postgraduate, and ongoing education

11. EFFORT REQUIRED TO DELIVER THE REQUIREMENTS OF THE POST

Physical skills

Advanced keyboard skills for daily use

Ability to use, and/or instruct others, in the use of simulation equipment in a variety of education and

training contexts and complexity

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.

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 in medical education / simulation is desirable, e.g., MD, PhD, Fellowship, or equivalent experience

Must be working at a senior career level in the NHS or academia

Experience of simulation training and assessment methodology

Broad understanding of GMC quality frameworks

Practical experience of training at undergraduate and postgraduate level – GMC recognised trainer

Significant knowledge and experience of the postgraduate medical training process and specifically delivery and evaluation of simulation training

Knowledge of GMC approved curricula

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



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"> GMC Full Registration GMC License to practise Higher academic qualification or equivalent experience | <ul style="list-style-type: none"> PG Cert/Dip/Masters in Medical Education (or similar) Higher Degree Fellow of Medical Royal College External recognition of educational achievement (e.g. AdvanceHE/Academy of Medical Educators) | Application & Pre-Employment checks |
| Experience/Training (including research if appropriate) | <ul style="list-style-type: none"> Hold a senior or significant appointment in the NHS / academia Experience of developing and evaluating simulation training | <ul style="list-style-type: none"> Evidence of academic/scholarly output in medical education GMC recognised trainer | Application & Interview |

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| <p>Specific Skills and Knowledge</p> | <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 using simulation to enhance medical education and training • Knowledge of assessment methods. | <ul style="list-style-type: none"> • Evidence of relevant research/scholarly activity within the field of simulation. • Evidence of experience at strategic level of national or international education organisations. • Applied knowledge of simulation in one or more Diagnostics specialties. | <p>Application, Interview, presentation</p> |
| <p>Personal Attributes</p> | <ul style="list-style-type: none"> • Evidence of ability to successfully work in a team and to organise and manage the work of the department. • Effective leadership and communications skills, motivating and developing others, approachability, good interpersonal skills. • Evidence of designing, delivery and evaluation of teaching activity. • Ability to manage change. • Previous experience of development of educational materials. • Flexibility in time management, readily contactable and adaptable | <ul style="list-style-type: none"> • Understand strategies for engaging and supporting trainees and trainers. • Experience of technology in education. • Evidence of successful delivery of simulation programmes. • Evidence of working well with other specialties/professions. • Involvement in undergraduate simulation • Transformational approach to leadership | <p>Interview, presentation</p> |

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

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|--------------------------------|--|-----------------------|--|
| TITLE: | APGD Simulation Lead - Diagnostics | LOCATION: | Flexible- your Contractual NES Office location will be agreed upon appointment |
| REPORTING TO: | Lead Dean/Director for Diagnostics Specialty | | |
| GRADE: | Consultant | SALARY SCALE: | Consultant £87,534 – 116,313 pro rata per annum |
| HOURS AND DAYS OF WORK: | Part time, 2 PAs (8 hours per week) *1PA is equivalent to 4 hours | | |
| 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

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| 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.