

NHS EDUCATION FOR SCOTLAND

JOB DESCRIPTION

1. JOB DETAILS	
JOB REFERENCE	7860BR
JOB TITLE	Associate Postgraduate Dean for Simulation Anaesthetics (2 PAs)
DEPARTMENT AND LOCATION	Any Location
IMMEDIATE MANAGER'S TITLE	Lead Dean/Director for Anaesthetic, Emergency Medicine & Intensive Care Medicine Specialties
2. JOB PURPOSE	
<p>The Associate Postgraduate Dean will:</p> <ul style="list-style-type: none"> • Be responsible as clinical lead for development and implementation of a national simulation training strategy for Anaesthetics trainees which involves both technical and non-technical skills training. • 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 appropriate 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 specialty 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 appropriate 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 	

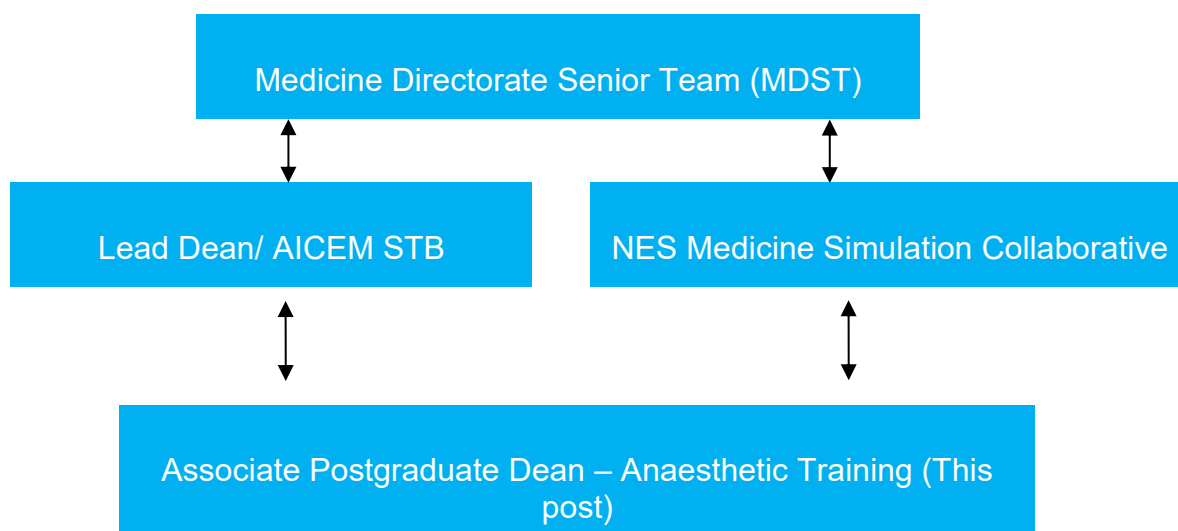
3. DIMENSIONS

The Associate Postgraduate Dean is responsible for:

- Development and implementation of the specialty simulation programme
- Chairing an operational group to deliver and review the simulation programme
- Reporting through appropriate NES Specialty Training Board
- Contributing to the preparation of reports that will include: regular Medical Directorate Senior Team (MDST) 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 MDST. 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 Anaesthetic 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 Anaesthetic 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 the Anaesthesia specialty.

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
- AICEM STB Chair
- Clinical Skills Managed Educational 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
- 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

Delivery of simulation training

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 included in GMC General or Specialist Registers and working at a senior career level within NHS Scotland

Experience of simulation training and assessment methodology

Broad understanding of GMC quality frameworks

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

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

Knowledge of relevant GMC approved specialty curricula

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



PERSON SPECIFICATION - Associate Postgraduate Dean

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 MB, ChB or equivalent Inclusion in the GMCs General and Specialist Registrars 	<ul style="list-style-type: none"> Appropriate higher qualification 	Application & Pre-Employment checks
Experience/Training (including research if appropriate)	<ul style="list-style-type: none"> Held a senior or significant appointment in the NHS Experience and qualifications in training and assessment methodology Broad understanding of GMC and NES quality frameworks Practical Experience of Training postgraduates Experience of dealing with difficult training scenarios and performance issues 	<ul style="list-style-type: none"> Evidence of audit/research in medical education. 	Application & Interview

Factors	Essential	Desirable	Means of Assessment
Specific Skills and Knowledge	<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 • Knowledge of assessment methods. 	<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. 	Application, Interview
Personal Attributes	<ul style="list-style-type: none"> • Evidence of ability to 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 delivering well evaluated teaching sessions/tutorials. • Ability to manage change. • Previous experience of development of educational materials for teaching faculty development. 	<ul style="list-style-type: none"> • Understand strategies for supporting trainees and trainers. • Understand use of IT in education. • Evidence of successful delivery of training programmes. • Evidence of working with other specialties/professions. • Involvement in undergraduate teaching. 	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:	Associate Postgraduate Dean for Simulation Anaesthetics	LOCATION:	Flexible- your Contractual NES Office location will be agreed upon appointment
REPORTING TO:	Lead Dean/Director for Anaesthetic, Emergency Medicine & Intensive Care Medicine Specialties		
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 3 years	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.