

## **Job Description**

### **Yorkshire and Humber Foundation Academic Programme Advisor (FGPPA)**

#### **Summary of Role and Responsibilities**

The FGPPA will be responsible for providing management and quality control of Yorkshire and Humber Foundation GP Programme (FGPP). FGPPA's should be allocated the equivalent of one session of programmed activity for every 90 full time posts. They will work with the local lead educators to ensure that each placement of the programme and the programme as a whole meets the HEE standard for Foundation General Practice (GP) training and that each foundation doctor is able to access a comprehensive range of experiences which will enable them to gain the community and GP competences necessary for completion of community components of foundation training.

#### **Key Responsibilities:**

1. To organise (or oversee) and quality manage the foundation GP training programme:

- To work with local educators (e.g. the director of medical education, clinical Tutors, university departments and LEP's) to organise (or oversee) and quality manage the foundation GP training programme.
- To ensure that the training programme meets the requirements of the educational contracts or agreements for foundation community training.
- To facilitate the matching of Foundation trainees with appropriate GP programmes and supporting local LEP administrators in this function. Working with local GP leads to ensure that each programme meets the community educational aims specified for the programme and map to the curriculum.
- To participate in the Annual Review of Competence Progression (ARCP) outcomes for FAP doctors.
- To attend the FS committee meetings or provide a brief report.
- To coordinate in conjunction with Foundation programme support expansion of the GP LIFT programme.
- To work with the local GP School in producing GP educator accreditation requirements.
- To support and develop Foundation training within PCN's or novel initiative's such as becoming a Future doctor trailblazer site.

- **2.** To ensure that all foundation doctors in the programme have access to suitable training which will allow them the opportunity to achieve the requirements for satisfactory completion of the foundation community programme.

• This includes:

- Providing access to GP supervisors, and release for appropriate regional training.
- Providing access to GP supervision and trained assessors.
- Monitoring the attendance and performance of each foundation academic doctor at regular intervals and initiating remedial support for any doctor in difficulty.

- Collecting evidence about attendance and performance to corroborate the content of individual foundation doctor's e-portfolios and enable decisions about recommendations for achieving academic competencies.
- Evaluating induction, generic teaching and supervision to ensure it meets minimum standards.

**3.** To work with the LEP(s) Gp practices, PCN's and the GP School for the effective development of a local faculty of educators capable of delivering foundation GP and community training:

- To ensure that all GP supervisors have received appropriate training (including equality and diversity training) for their role as educators, supervisors and assessors.
- To ensure that there is a sufficient number of trained staff able to supervise and assess foundation academic doctors in community competencies.
- To ensure that there is an effective method of selection and reselection of GP supervisors.
- To ensure there is a database of local educators (educational supervisors, clinical supervisors, trained assessors).
- **4.** To work with the FSD and faculty to ensure foundation training benefits from a coordinated approach:
- To liaise regularly with the FSD, FSM and FTPD/Ts to ensure that best practices are shared and there is a coordinated approach to the development and management of foundation training programmes.

Reports to: The Local Education Provider (LEP) Director of Medical Education and Foundation

- School Director (HEE).
- **Duration: TBC**
- **Sessions/Grade: 1 PA**