JOB DESCRIPTION

# Job Title: Training Programme Director EM HST Educational Lead

**Tenure: Secondment for** 3 years (renewable under some circumstances, subject to approval of the Postgraduate Dean and the Head of School)

## Accountable to: Postgraduate Dean or Postgraduate Dental Dean

## Reports to: Head of School

**Commitment:** 1 Programmed Activities per week. This work must be included in the Trust Job Plan, within a total maximum of 12 PAs.

**Introduction**

Training Programme Directors are commissioned and appointed by Health Education England, working across Yorkshire and the Humber (HEE) to direct and manage specialty training placements and rotations across Local Education Providers (LEPs).

Appointment is for 3 years in the first instance (probationary for 12 months), and subject to annual appraisal and review.

As a provider of medical and/or dental education and training, Training Programme Directors should undergo an annual appraisal, normally at LEP level as part of clinical appraisal, with feedback on involvement in postgraduate education and training provided by the Head of School (or Locality Lead for General Practice).

**Appointment Process**

TPDs are important individuals in delivering HEE’s agenda, and are appointed by a transparent application and interview process involving appropriate representation.

The annual appraisal process creates the opportunity to promote further development of an interest in education/training. TPDs who also wish for a specific HEE appraisal can request this from their Head of School.

## Principal Duties and Responsibilities

## Administration

* Ensure all trainees receive a comprehensive induction into the specialty, and to ensure that the induction takes place in a timely manner
* Participate in shortlisting and interviews for training posts in consultation and liaison with the Head of School, College representative, Medical Personnel staff, Lead Employers (if applicable) and the Lead HEE Office
* Produce a bi annual report and submit to Head of School (for dental specialties Postgraduate Dental Dean) to feed into the School annual report
* Collate necessary evidence for HEE Quality Management of the training programme(s)
* Support Educational Supervisors (ES) in the programme, advising on trainees with difficulties (in line with HEE policies and procedures)
* In conjunction with the Head of School, ensure that Educational Supervisors have undertaken appropriate Educational Supervisors’ training
* Support and advise Clinical Supervisors
* Identify any opportunities to use simulation/ human factors training within the training programme, as appropriate
* Actively participate in promotion of the specialty where there is a need to do so i.e. at careers fairs, via the website etc.
* Update of the HEEYH website- educational sections
* Link with Leeds medical education administration for programme delivery
* Provide feedback to HEEYH trainers involved in running training sessions & ensure timely delivery of educational programme across the core training years.
* Actively participate in the Specialty Training Committee (STC) in liaison with local Trust administration support

## Training Programme Co-ordination

* Development of a structured training programme to provide general and sub-specialty training for Specialty Trainees
* Organising, managing and directing the specialty programme within HEE or across HEE boundaries, ensuring programmes meet curriculum requirements
* Work closely with the Trust Directors of PGMDE where appropriate
* In conjunction with the Head of School and HEE office staff, monitor the quality of placements using the local annual trainee survey and the GMC trainee survey. This includes analysing responses and ensuring that appropriate responses and actions are made and to give guidance on future placements as appropriate
* Provide advice on out-of-programme (OOP) training opportunities with responsibility for ensuring that all trainees follow the HEE OOP application procedure
* In conjunction with the Head of School and Trust Directors of PGMDE, participate in HEE / School Quality Management visits, including any triggered visits which may occur
* Encourage and develop opportunities for less than full time training, including liaison with the Head of School, Trust Directors of PGMDE and Associate Postgraduate Deans
* In line with HEE policies and procedures and in conjunction with the Head of School, co-ordinate the exit and return of trainees from the training programme who might undertake research, out of programme training, maternity or sick leave etc. This includes participation in the Return to Work procedure where appropriate
* Participation in the Annual Review of Competence Progression (ARCP) / Record of In Training Assessment (RITA) process in consultation and liaison with the Head of School, College representative, and the Programme Support team within HEE as necessary
* Ensure revalidation processes are fully incorporated into the assessment process
* In line with HEE policies and procedures, and where appropriate, provide support for doctors/dentists in training who are experiencing competence or performance difficulties ensuring that potential problems are notified at an early stage and remediation is arranged where necessary. Timely communication with appropriate Trust Directors of PGMDE and HEE Programme Support staff will be essential
* Ensure trainees have access to career counselling
* In line with HEE policies and procedures and the Gold and Orange Guides (Dental Gold Guide for dentistry) provide advice concerning requests for trainees to “Act up” as Consultants
* Oversee the progress of individual trainees through the curriculum; ensure learning objectives are set, appropriate assessments carried out, and appropriate supervision and support is in place
* Ensure appropriate sign off of curriculum delivery applications from trainees
* Liaise with academic TPDs in supporting academic training programmes related to the specialty
1. **Postgraduate Schools**
	* Attendance at appropriate HEE Specialty School meetings as and when appropriate, e.g. STC, School Management Committee etc.
	* Play a full part in the activities of the Postgraduate School and share in its responsibilities and duties through liaison with the Head of School

## Key Liaisons

* Head of School
* Directors of PGMDE in Trusts
* HEE office staff
* School Training Committee Chair and Regional College Adviser
* Educational Supervisors
* (Royal) College / Faculty representatives
* College Tutors
* GMC/GDC (via Head of School)
* Local TPD Admin support and Medical Education Centre staff

## Further responsibilities

These activities, which are carried out on behalf of the Postgraduate Dean and Head of School must be conducted according to the requirements of Health Education Yorkshire and the Humber, in particular with respect to:

* A Guide to Postgraduate Specialty Training in the UK (The Gold Guide)
* A Guide to Specialist Registrar Training (The Orange Guide)
* For dentistry, A Reference Guide to Postgraduate Dental Specialty Training in the UK (The Dental Gold Guide)
* the guide to Immigration and Employment of Overseas Doctors
* equal opportunities polices and
* all other relevant national or regional guidelines.

Appointment and assessment procedures and documentation relating to these activities are required to be robust, honest, fair and auditable. Members of Appointment Committees who are representing the HEE must have appropriate Equal Opportunities training.

**Extension Process**

There may be circumstances where it is not appropriate for a TPD to complete their fixed term appointment as TPD after the original three year tenure. If a TPD is to remain in post after three years, the following process must be followed:

* All members of the specialty must be made aware of the opportunity arising, six months ahead of the completion date. STC representatives cannot simply approve an extension on behalf of their colleagues
* If new interest is expressed by a colleague, the application/appointments process should be used as above. The existing TPD is eligible to re-apply for the position
* If no new interest is raised, AND the TPD wishes to continue, this must be endorsed by the STC. This request should then be made to the Head of School. Confirmation of re-appointment to a further term must be agreed between the Head of School and the Postgraduate Dean (or nominated Deputy Dean)
* A partial or complete second term of office can only be confirmed once this process is completed

Updated April 2018