

## Recruitment Profile

### Job Title: Training Programme Director

#### About the Job

##### Summary of Roles and Responsibilities

GP Training Programme Directors are commissioned and appointed by NHS England, working across Yorkshire and the Humber (NHSE YH) to direct and manage specialty training placements and rotations across Local Education Providers (LEPs) and General Practices (GP).

The role of Training Programme Director is to work with and support the Head of School in leading the delivery of a wide range of functions, aligned to the NHS England mandate.

The Training Programme Director is professionally and managerially accountable to the Deputy Head of School. The Training Programme Director will focus upon improvement of learner supervision, assessment and experience, engagement of faculty and ensuring effective educational outcomes, both now and in the future. The role is evolving and will also focus on whole workforce transformation and developing multi-professional links.

To support the Postgraduate Dean, Training Programme Directors will work across the spectrum of health and where relevant, social care, within the context of a team, so that the provision of education reflects changing service models. This will deliver an integrated workforce comprising individuals from a spectrum of professional and other backgrounds.

As a provider of medical education and training, Training Programme Directors should undergo an annual appraisal, with feedback on involvement in postgraduate education and training provided by the Deputy Head of School.

#### Organisational Structure

Primary Care Dean

Head of School

Associate Dean

Training Programme  
Director

## Leadership

To work closely with the Head of School and:

- Develop a structured training programme to provide general and sub-specialty training for trainees
- Organise, manage and direct the specialty programme within NHSE YH or across NHSE YH boundaries, ensuring programmes meet curriculum requirements
- Work closely with the Trust Directors of PGMDE where appropriate
- Advise the Deputy Head of School on workforce planning matters in liaison and consultation with the NHSE YH Specialty Training Committee, GMC, CFWI and the Royal College of General Practitioners.
- In conjunction with the Deputy Head of School and NHSE YH 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 NHSE YH OOP application procedure
- In conjunction with the Deputy Head of School and Trust Directors of PGMDE, participate in NHSE YH / 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 Deputy Head of School, Trust Directors of PGMDE and Associate Postgraduate Deans
- In line with NHSE YH policies and procedures and in conjunction with the Deputy Head of School, coordinate 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
- In line with NHSE YH policies and procedures and in conjunction with the Deputy Head of School, co-ordinate arrangements for inter-deanery transfers via the national process (managed by London Shared Services)
- In consultation with the Deputy Head of School, Medical Personnel staff and the appropriate NHSE YH office, ensure that rotational information is submitted to the Programme Support team as per NHSE YH guidelines. This will involve completing the appropriate paperwork and submission to the appropriate NHSE YH office 4 months prior to the rotation date.
- Coordination and participation in the Annual Review of Competence Progression (ARCP) process in consultation and liaison with the Deputy Head

## Quality and safety

To work closely with the Head of School to support implementation of the NHSE Quality Framework and:

### Education and Training Quality Improvement and Performance

- To emphasise the importance and promote the development of a quality learning environment for all learners.

### Patient Safety and Healthcare Quality Improvement

- To support the development of quality processes which are complementary across the healthcare workforce.
- To support the use of clinical skills training and simulation (where appropriate/applicable), stressing the importance of teamwork and human factors.

<p>of School, College representative, and the Programme Support team within NHSE YH as necessary</p> <ul style="list-style-type: none"> <li>• Ensure revalidation processes are fully incorporated into the assessment process</li> <li>• In line with NHSE YH policies and procedures, and where appropriate, provide support for doctors 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, GP Performance Team and NHSE YH Programme Support staff will be essential.</li> <li>• Ensure trainees have access to career counselling</li> <li>• 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</li> <li>• Ensure appropriate sign off of curriculum delivery applications from trainees</li> <li>• Liaise with academic TPDs in supporting academic training programmes related to the specialty</li> </ul>	
<p><b>School Programme Management</b></p> <p>To oversee School programme management and advise the Head of School on the following matters:</p> <ul style="list-style-type: none"> <li>• Specialty-specific matters and trainee/trainer concerns;</li> <li>• Recruitment to training posts and programmes;</li> <li>• To use our educational resources to support learners within programmes to fulfil their full potential.</li> <li>• Postgraduate programme management, including assessments, progression, rotations, support and remediation, OOP management, trainee management, careers support, less than full-time training, inter-deanery transfer, academic training and other related work-streams.</li> </ul> <p>To fulfil the following responsibilities:</p> <ul style="list-style-type: none"> <li>• To attend School meetings within the structure and other relevant meetings.</li> <li>• Attendance at appropriate NHSE YH meetings as and when appropriate, e.g. STC etc.</li> <li>• Play a full part in the activities of the Postgraduate School and share in its responsibilities and duties through liaison with the Deputy Head of School.</li> </ul>	<p><b>Educational and Workforce Development</b></p> <p>To advise and support the Head of School in educational and workforce development elements, including:</p> <p><u>Professional Development of the educational faculty</u></p> <ul style="list-style-type: none"> <li>• To support compliance with requirements particularly with regard to the supervision and support for trainees and learners.</li> <li>• To identify learning needs and support provision of educational appraisal, educator development and resource for faculty, trainees and learners.</li> <li>• To create and promote shared learning opportunities to increase effective inter-professional working across the School.</li> <li>• Compile job descriptions and timetabling for posts within the training programme, ensuring that these are updated on a regular basis in accordance with post approval mechanisms.</li> <li>• Ensure all trainees receive a comprehensive induction into the specialty, and to ensure that the induction takes place in a timely manner.</li> <li>• Participate in interviews for training posts in consultation and liaison with the Deputy Head of School, College representative, Medical Personnel staff, Lead Employers (if applicable) and the lead NHSE YH office</li> <li>• Collate necessary evidence for NHSE YH Quality Management of the training programme(s)</li> </ul>

<ul style="list-style-type: none"> <li>• To meet Code of Practice requirements, ensuring that rotational information is available to local teams to meet the 12 week deadline, and to support information sharing to track exceptions, noting the contribution to NHSE metrics.</li> <li>• To undertake professional development identified for the role (attendance at required training days, on-line e-learning packages, etc)</li> <li>• To assist the Head of School and Postgraduate Dean in the early identification of trainees requiring additional support through local monitoring, escalation as required and referral to appropriate services.</li> <li>• To facilitate career management or be able to provide access to career management skills or provision.</li> </ul>	<ul style="list-style-type: none"> <li>• Support Educational Supervisors (ES) in the programme, advising on trainees with difficulties (in line with NHSE YH policies and procedures)</li> <li>• Support and advise Clinical Supervisors</li> <li>• Participate in the appointment of GP trainers and educators in conjunction with the Deputy Head of School.</li> <li>• Actively participate in promotion of the specialty where there is a need to do so i.e. at careers fairs, via the website etc.</li> </ul> <p><u>Intelligence Support/ provision</u></p> <ul style="list-style-type: none"> <li>• To ensure local intelligence processes inform quality management processes.</li> <li>• To engage with information systems (trainee database, post establishments).</li> </ul> <p><u>Strategic Workforce Development and Commissioning</u></p> <ul style="list-style-type: none"> <li>• To develop educational programmes where needed to support achievement of curriculum competencies, engaging with commissioning processes as required.</li> <li>• To support the implementation of alternative workforce solutions within the School.</li> <li>• To advise the Head of School on commissioning and decommissioning activities.</li> </ul>
<p><b>Finance</b></p> <p>To ensure compliance with procurement requirements.</p>	
<p><b>About Us</b></p> <p>NHSE provides leadership for the education and training system. It ensures that the shape and skills of the future health and public health workforce evolve to sustain high quality outcomes for patients in the face of demographic and technological change. NHSE ensures that the workforce has the right skills, behaviours and training, and is available in the right numbers, to support the delivery of excellent healthcare and drive improvements through supporting healthcare providers and clinicians to take greater responsibility for planning and commissioning education and training.</p> <p>Our <b>ambition</b> is to be the best organisation of our type in the world by living our values every day.</p> <p>Our Core <b>Values</b> are that everyone feels <b>valued and respected</b> and are <b>included and involved</b> in everything that affects them; are <b>trusted</b> to make decisions with clear reasons in order to <b>be empowered</b> to deliver; are committed to clear, <b>effective communication</b>, which is transparent and open when sharing information; takes <b>pride and has integrity</b> in everything we do and recognises that everyone has a significant contribution whilst taking <b>personal responsibility and accountability</b> for actions and behaviours.</p>	

## Recruitment Profile

### About You

This section details the personal attributes we require for this role. If you feel these describe you we would welcome your application

### Behaviours and Values

- A transformation leadership style
- Ability to make decisions autonomously when required on difficult issues
- Management of transformation and change
- Sensitivity, tolerance and acceptance of criticism
- Perform all duties in a manner that supports and promotes NHSE commitment to equal opportunities
- Conduct all duties in a manner that safeguards the health and safety of yourself and your colleagues, trainees and staff. Note the special responsibility as a manager for assessing and minimising risks to staff.
- A continuing quest for personal and professional development
- An academic interest in training and education across primary and secondary care
- Caring, empathetic and supportive
- Commitment to own and others' CPD
- Successful team worker
- Ability to communicate effectively with trainees, trainers, TPDs, educational and clinical supervisors, other health care professionals and administrative/secretarial staff.
- Commitment to shared goals and transparent methods.
- Enthusiasm to keep up to date with local and national GP training issues.

### Skills and Abilities

Demonstrate:

- Demonstrable leadership skills and an ability to influence and motivate others
- A strong sense of vision and ability to innovate
- Politically astute with an ability to sensitively manage complexity and uncertainty
- Ability to problem solve and maintain objectivity
- Strong interpersonal, communication, written and presentation skills
- Ability to quickly establish personal and professional credibility with colleagues and other key stakeholders
- Excellent organisational and time management skills
- Committed to own personal development and an ability to support others to develop and progress
- Knowledge and understanding of recent developments in medical education
- Experience of working as an educator of doctors in training
- Knowledge of the organisation of postgraduate medical education
- Excellent organisation and time management skills

### Experience and Knowledge

- Previous educational role
- Previous attendance or commitment to attend training in Appraisal, Managing Trainees with Difficulties, Career Guidance Skills, Selection Interviewing Skills, Teaching Skills, Education Supervision and Management and Leadership Development
- Currently in active clinical practice in the boundaries of Yorkshire and the Humber's three integrated care systems.
- Identified time and commitment available within the working week.
- Considerable experience of working with learners or doctors in training in an educational context

### Qualifications and Training

- Primary clinical healthcare qualification
- Membership/Fellowship of a College, Faculty, professional association and/or regulatory body
- Attendance at courses aimed to support educational development (example: educator courses, Train the trainer, etc)

<ul style="list-style-type: none"> <li>• Experience of clinical and educational leadership and innovation, including managing a multi-professional team</li> <li>• Demonstrable track record of delivery in service and education</li> <li>• Understanding of developments involving the relevant Colleges/Faculties, professional bodies, related NHS organisations and regulatory bodies</li> <li>• Understanding of the workforce transformation agenda</li> <li>• Trained and experienced in recruitment, selection and Equality and Diversity in the last 3 years</li> <li>• Active involvement in, and up to date with, appraisal processes</li> <li>• Knowledge of the NHS, its structures and processes, including an understanding of healthcare/multi-professional workforce matters</li> <li>• Applicants who are doctors require a Licence to Practise</li> </ul>	
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## Expected Outcomes

<b>About your role</b> This section details the outcomes and deliverables that would be expected from the role	
<b>Engaging People/Key Working relationships</b>	<b>Delivering Results/Functional Responsibilities</b>
<ul style="list-style-type: none"> <li>• Development of an effective network of communication and collaboration of all relevant stakeholders on a local, regional and national basis</li> </ul> <b>Key working relationships and stakeholders</b> <ul style="list-style-type: none"> <li>• Director of Postgraduate General Practice Education</li> <li>• Head of School</li> <li>• Deputy Head of School</li> <li>• Directors of PGMDE in Trusts</li> <li>• NHSE YH office staff</li> <li>• Scheme Administrators</li> <li>• School Training Committee Chair and Regional College Adviser</li> <li>• Educational Supervisors</li> <li>• Royal College of General Practitioners representatives</li> <li>• College Tutors</li> <li>• GMC (via Deputy Head of School)</li> <li>• Local TPD admin support and Medical Education Centre staff</li> </ul>	<ul style="list-style-type: none"> <li>• Ensuring high standards of education and training as defined by the General Medical Council and other national bodies with respect to training posts and other educational programmes</li> <li>• Commitment to national vision, policies and processes for effective educational quality management</li> <li>• Ensuring that objectives are met within budget and proportionate contribution to budget savings when required</li> <li>• Ensuring that Code of Practice Guidelines are met</li> <li>• Giving accurate guidance to trainees on OOP / IDT's / LTFT / Acting up applications</li> </ul>
<b>Leadership and Management</b>	

<ul style="list-style-type: none"> <li>Leading on all TPD activities across the region</li> <li>Ensuring that trainee rotations and placements are managed in accordance with Code of Practice guidance</li> </ul>	
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## Benefits Information

<b>About the Benefits</b> This section details the benefits of working for NHSE		
<b>What's great about this post?</b>	<b>What are the terms and conditions?</b>	
<ul style="list-style-type: none"><li>• An opportunity to contribute to the medical workforce of the future</li><li>• Gaining a different perspective of the NHS by working for NHS England</li><li>• Managing and working with a motivated team of educators and administrative staff.</li><li>• Positively contributing to the quality of care given to patients by ensuring excellent training is delivered</li></ul>	As an NHS employer the following terms and conditions apply to this post:-	
	<b>Salary</b>	NHS Medical & Dental: GP Educator GP01
	<b>Location</b>	Don Valley House, Sheffield, S4 7UQ
	<b>Hours of Work</b>	3 sessions per week (4 hours)
	<b>Permanent, Fixed Term or Secondment</b>	Permanent
	<b>Leave and Bank Holidays:</b> As per your permanent contract of employment	
	<b>Pension:</b> As per your permanent contract of employment	
<b>What other opportunities are available to me?</b>	<b>Other useful information</b>	
We'll be committed to your training and development from day one. When you join, you'll receive an induction and have the opportunity to attend a variety of skills-related courses, some on-line. Our learning and development strategy includes all the ways that we can support you to 'shine' and excel in your role and is open to our staff at every level in our organisation. It also includes Leadership and Management development and provides the opportunity to apply for funding to support personal development activity.	Your essential role will indirectly contribute to saving and improving people's lives. Job-sharing and part-time working is welcomed. Please indicate this on your application form. We are committed to implementing reasonable adjustments for people with disabilities. If you are successful, you will be issued with a contract of employment which will include a full statement of the terms and conditions of service and Job Description	