

## Job Description and Person Specification

Job Title: Postgraduate Administrator



*respect ♦ open ♦ accountable ♦ working together ♦ innovative ♦ excellence*

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## Job Description

**JOB TITLE:** Postgraduate Administrator

**BAND:** 4

**CARE GROUP:** Medical Directorate / Support Services

**DEPARTMENT:** Medical Education Department

**HOURS OF WORK:** 37.5 Hours per week Full Time

**RESPONSIBLE TO:** Medical Education Manager

**ACCOUNTABLE TO:** Medical Education Manager

**BASE:** (Main Base Options Maidstone / Dartford / Canterbury)

### **JOB PURPOSE:**

Assist and support the Director of Medical Education (DME), Deputy Directors of Medical Education (DDME), Medical Education Manager (MEM), Director of Undergraduate Medical Education (DUME), Locality Tutors, Medical Education Leads, and Deputy Medical Education Manager to run the Kent and Medway NHS and Social Care Partnership Trust Rotational Training Scheme regarding training and educational supervision for all trainee doctors and medical students in Psychiatry.

The post holder will be required to liaise with a wide range of contacts, including both senior and junior medical staff, managers and other staff of all disciplines in the Trust.

There may also be a requirement to liaise with other NHS Trusts and external bodies such as Royal Colleges, NHS England, Universities and Medical Schools on behalf of the Medical Education Manager.

### KEY RESULT AREAS:

- Communication skills, both oral and written required.
- Should be skilled at problem solving and have the ability to be both innovative and creative.
- Effective Planning and organisational skills
- Ability to work under pressure, prioritise workloads and plan to meet deadlines
- Ability to be flexible and work in a team.
- Ability to travel across site when required to do so and be prepared to work flexible hours.
- Builds effective relationships with other Trust staff in a variety of roles
- Ability to deal with all matters with discretion and complete confidentiality.

### RESPONSIBILITY:

- Works with the Director of Medical Education, Medical Education Manager, to evaluate and develop medical education. Ensuring this is done within the framework of the Educational Contract.
- Responsible for the comprehensive, day to day administrative support of Medical education across KMPT.
- Responsible for the administration of a weekly CPD programme for Consultants/SAS Doctors/Higher Trainees. This includes putting together the annual programme/supporting speakers/attendance records/facilitation/feedback.
- Monitors attendance producing an annual certificates for doctors who attend CPD so they can use this as evidence for part of their appraisal on request.
- Liaises with Medical HR, Training department and Consultant Leads on relevant CPD that includes mandatory training for substantive medical staff.
- Assists the MEM in administering the 4 x face to face Trust Wide CPD days a year for all Consultants, Speciality doctors , Higher trainees and Physician Associates working across the Trust. This includes support with booking conference rooms, ordering catering and facilitation on the day.
- Support with the weekly facilitation of Journal Club and Balint group programmes by supporting presenters, facilitation on day, attendance registers and supporting with feedback, working closely with the Leads.



- Responsible for processing all study leave and travel applications for SAS doctors, Consultants and Physician associates in the Trust. Keeping accurate records for audit purposes, processing all new applications for DME approval, organising for reimbursement of funds after event once receipts and certificate provided. Produce individual reports for doctors on request of their study leave and expenditure.
- Helps to administer the Psychiatry Simulation Training for all foundation trainees on placement in Psychiatry each rotation working closely with the Simulation Lead. Allocate teaching slots for new starters, creates and advertises virtual teaching rooms, books actors, records attendance, processes feedback summary and supports presenters with IT.
- Helps to organise and administer the Higher Trainee monthly teaching programme alongside the Deputy Postgraduate Medical Education Manager. Supporting presenters, setting up the IT locally, taking attendance registers and supporting with feedback with support from the Higher Trainee Lead.
- Runs the Kent Calman Day annually for all Higher Psychiatry Trainees in Kent Surrey and Sussex. - Responsible for supporting the Higher Trainee Rep with admin (Programme/Supports Speakers/ attendance records/facilitation/feedback)
- Assists the MEM in overseeing the petty cash tin in Canterbury, keeping accurate petty cash records on an excel spreadsheet and making sure cash in safe matches balance for the Education Centre. Responsibility for adhering to the Trust petty cash policy.
- Assists the medical education team with the organisation and delivery of junior doctors' inductions every 4 months which includes programmes and speakers, site tours, shadowing, site tours, feedback and facilitation on the day.
- Supports with keeping the Medical Education Website data up to date and ensures job descriptions are uploaded for Core and Higher Trainees onto the website.
- Supports the Medical Education team in all visits, from internal and external stake holders, relating to verification and accreditation.
- Responsibility for helping to maintain the department PC and laptop asset spreadsheet up to date with any amendments.
- Assists with education room bookings both virtual and face to face for medical education teaching events internally and externally.
- Books catering when required for weekly training and events when required.

- Support with Meeting agendas, collating documents and reports, taking Minutes and action plans.
- Supports the Medical Education Manager in organising Medical Education events:
  1. Booking venues
  2. Co-ordinating agendas and speakers
  3. Maintaining an attendance list.
  4. ICT support on the day.
  5. Sending out reminders and keeping a waiting list, where appropriate.
  6. Processing of payments from external applicants
  7. Collation and analysis of programme feedback.
  8. Issuing certificates.
- Communicates with trainees, medical students and educators as well as other stakeholders both internally and in external organisations.
- Responsible for the effective management of records and that appropriate records are maintained internally and externally on databases.
- Responsible for analysing and evaluating activity and performance in order to continually improve the quality of Medical Education in all service areas.
- Uses the Trust SBS Finance system to raise requisitions, track requisitions on the system, receipt goods, process invoices, raise purchase orders for delegate fees in accordance with the Trust's standing financial instructions. Ensuring prompt payment of invoices and that local records are kept of all transactions for audit purposes.
- Responsible assisting with the re ordering of stock and office supplies.
- The post holder needs to be able to use all Microsoft word, excel and PowerPoint efficiently and have experience in using virtual platforms
- Undertakes any other duties as reasonably requested by the Director of Medical Education (DME), Medical Education Manager (MEM), Director of Undergraduate Medical Education (DUME), Locality Tutors, Medical Education Leads, and Deputy Medical Education Manager

## **ENVIRONMENT:**

- The post requires frequent and high levels of concentration for checking documents and analysing statistics which includes paying close attention to reports, invoices and other financial data with relation to medical students and training events.
- The Post holder may be required to type's sensitive letters/emails medical students who may need additional support. This could be in relation to their well-being, problems with their placement, sickness or if they have been involved in a serious incident (SUI) or mishap.
- Provides pastoral care to medical students and junior doctors who need additional support.
- May be required to support the team with setting up room layouts which include moving tables and chairs, carrying heavy IT equipment such as screens, projectors and laptops to and from locations.
- Driving licence essential:  
The post holder is required to be flexible and may be asked to travel where necessary across KMPT sites.

## **JOB SUMMARY:**

The posts primary importance is in the delivery of the HEE educational contract. The post holder will be responsible for ensuring the educational contract for Medical Education between the Trust and Health Education England, Universities and Medical Schools are fulfilled and that educational targets within the contract are met.

The post holder must be aware of Trust visions, financial commitments and the government directives affecting the educational plan and requirements.

Ensuring that the Medical Director, Deputy Chief Medical officer (workforce), Director of Medical Education, Undergraduate Tutor & Trust vision for Medical Education is implemented timely and efficiently, with reflective practice for lessons learned improved to achieve and sustain a high-quality service.

Key results are monitored by the results national GMC Surveys, feedback and visits. The Medical Education Department are responsible for responding to feedback to aid and continually improve on training programmes at KMPT.

## **COMMUNICATIONS AND WORKING RELATIONSHIPS:**

### **Internal**

Medical Director  
Deputy Chief Medical officer (workforce)  
Director of Medical Education  
Deputy Director of Medical Education  
Medical Education Manager  
Deputy Postgraduate Medical Education Manager  
Deputy Undergraduate Medical Education Manager  
Undergraduate Leads  
Locality Tutors  
Psychotherapy Leads  
Medical Education Leads  
Medical Education Staff  
Consultant Psychiatrists  
Medical Students  
Medical staff in the training grades  
Medical staff in non-training grades  
Medical staff on Electives or tasters  
Workforce Information Team  
ERoster team  
Learning and Development Team  
Human Resources Directorate, especially Medical Staffing  
Directorate Finance Manager  
Communications Department  
Rio Team  
Smart card Team  
Personal Safety Training Team  
IT Team  
Estates Management Team  
Site Management Team  
Other Trust staff

### **External**

NHS England  
KMMS (Kent and Medway Medical School)  
CCCU (Canterbury Christchurch University)  
GKT (Kings Medical School London)  
St Georges Medical School Grenada  
The Royal College of Psychiatrists

The Royal College of General Practitioners  
South Thames Foundation School  
GMC  
BMA  
Tutors, Training Programme Directors and Administrators in Acute Trust  
Hospitals in Kent  
Knowledge Service Manager and Library Staff  
University of Kent, including KIMHS (Kent Institute of Medical and Health  
Sciences)  
Canterbury Christ Church University College  
Optima Occupational Health Department  
Workforce Development Directorate Deans and other relevant staff of Medical  
Schools  
Pharmaceutical companies  
Voluntary and Statutory Providers  
Relevant Non Profit Organizations and Charities  
Private education consultants providing training programmes

#### **STANDARDS OF BUSINESS CONDUCT:**

The post holder will be required to comply with the Trust's Standing Orders and Standing Financial Instructions and at all times, deal honestly with the Trust, with colleagues and all those who have dealings with the Trust including patients, relatives and suppliers.

#### **HEALTH AND SAFETY:**

The post holder will be required to observe local Health and Safety arrangements and take reasonable care of him/herself and persons that may be affected by his/her work.

#### **SAFEGUARDING:**

All staff have a duty to identify, report and record incidents of potential or actual abuse. This statement applies whether the victim is an adult or child. All queries will be addressed by the Trust Safeguarding Team.

#### **PERFORMANCE REVIEW:**

This job description will be used as a basis for individual performance review between the post holder and the Manager.



The job description covers only the key result areas, and as such does not intend to provide a comprehensive list of objectives. Specific objectives will be reviewed each April, and may develop to meet the changing needs of the service.

The post holder will need to take due account, in the way they achieve the key result areas of Trust policies and procedures.

The Trust aims to maintain the goodwill and confidence of its own staff service and users and the general public. To assist in achieving the objective it is essential that at all times, employees carry out their duties in a courteous and sympathetic manner.

The post holder will carry out their duties in accordance with the Trust Equal Opportunities Policy respecting the differing backgrounds of colleagues and clients.

#### **CONTINUOUS IMPROVEMENT:**

The Kent and Medway NHS and Social Care Partnership Trust has adopted a strategy for Continuous Improvement and all members of staff employed by the Trust are expected to play an active role in development and improving services to the benefit of patients.

#### **THE TRUST'S MISSION STATEMENT:**

To put patients first by providing community based, high quality and responsive healthcare services, delivered by well trained and supported staff who work with relatives, carers and other agencies in the best interests of patients.

#### **STATEMENT OF THE TRUST'S AIMS AND VALUES:**

- To remain patient focused at all times by providing high quality and responsive healthcare services in hospitals and the community.
- To work closely with patients, their families, carer groups, local communities and other organisations ensuring care is co-ordinated.
- To respect and develop every member of staff by encouraging and supporting them in their personal and professional development and by valuing their input through recognition and individual reviews.

- To be innovative and proactive by encouraging staff to initiate new ideas in working practices and ensuring a process and continuous improvement in the way services are provided.
- To provide best practice and value-for-money by reviewing and evaluating services and sharing information internally and externally.

### **CONFIDENTIALITY:**

The Kent and Medway NHS and Social Care Partnership Trust employees are required to ensure that information about patients is safeguarded to maintain confidentiality and is kept securely in accordance with NHS requirements of 1999. (The Caldicott Committee's Report on the review of patient-identifiable information 1997, & HSC/1999/012). This means that patient information can only be passed to someone else if it contributes to the provision of care or the effective management of health care services within the Trust.

### **ORGANISATION CHART:**



3. Med Ed  
Organisation Chart

*Must show 2 levels above and below post (if possible)*

### **JOB DESCRIPTION AGREEMENT:**

**Job Holder's Signature:**

**Date:**

**Manager's Signature:**

**Date:**

## Person Specification

### Knowledge, Skills, Training and Experience

	Essential	Desirable
<b>Training, Qualifications and Registration</b>	<p>Administrative or secretarial experience; and/or evidence of training in office administration, clerical or secretarial duties.</p> <p>NVQ level 3 or equivalent in related subject or equivalent experience.</p> <p>Advanced use of Microsoft packages, including Word, PowerPoint and Excel.</p>	
<b>Experience</b>	<p>Knowledge of the NHS</p> <p>Valid Driving Licence</p>	
<b>Knowledge and Skills</b>		Knowledge of Medical Education