

# Job Description

<b>Job title</b>	<b>Medical Education Manager</b>
<b>Grade</b>	<b>7</b>
<b>Reports to</b>	<b>Head of Education, Learning and Development</b>
<b>Accountable to</b>	<b>Head of Education, Learning and Development</b>
<b>Directorate</b>	<b>Workforce</b>
<b>Department</b>	<b>Education</b>

## **JOB PURPOSE**

To provide operational management in the development and implementation of the Trust's Postgraduate and Continuing Medical Education Programmes in line with Local and National Standards and Service Level Agreements, whilst adhering to General Medical Council (GMC) Health Education England (HEE) and Medical Royal Colleges compliance. In conjunction with the Director of Medical Education, College Tutors and the Foundation Programme Directors, the Post-Holder will support the delivery of Undergraduate and Postgraduate Medical Education, and the development of Junior Doctors, Locally Employed Doctors and Physician Associates.

The post also involves financial management responsibilities associated with educational contracts, business planning and departmental policy and service development.

When directed the post holder will deputise for Head of Education, Learning and Development and Director of Medical Education at key strategic meeting or take the lead in identified education related initiatives both medical and non-medical.

## **FREEDOM TO ACT**

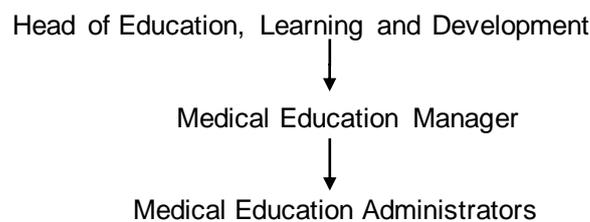
The post holder is responsible for the day to day direction of their own work and that of the teams they manage, and has control over the day to day operational decisions within the department.

Their workload is principally self-generated or initiated by HEE, the DME and other Tutors, or by junior doctors.

The post holder works within policies and procedures where they exist but is also expected to use their own experience when there are no procedures or precedents, and to use their own initiative to find solutions to issues

The post holder is required to act independently working within clearly defined policies.

## **ORGANISATION CHART**



## **COMMUNICATION AND WORKING RELATIONSHIPS**

- The post holder will provide and receive complex or highly sensitive, contentious information from staff at all levels across the organisation and external contacts, this will include giving feedback at sign off assessments for doctors in training and relaying other information relating to progress of training.
- The post holder will be required to use motivational, negotiating, persuading, presentation and training skills.
- The post holder will be required to make formal presentations within their work to both internal and external bodies and this can be between 2 and 100.
- Communicate on a regular basis with a range of professionals both internal and external to the trust as outlined below;

### **Internal:**

- Medical education faculty, Trust educational leads and trainers and members of their teams.
- Medical staff at all levels in the Trust
- Divisional managers and their teams.
- Corporate support functions such as Human Resourcing (Medical Resourcing) Recruitment and Finance.

### **External:**

- Health Education England Wessex
- Medical Schools
- Royal Colleges
- Other external stakeholders as appropriate.



## KEY RESULT AREAS

This post is envisaged to function as a strategic role.

- Manage and implement a broad range of business and administrative functions and projects that will inform and support Medical Education and wider Trust objectives.
- Produce assurance reports on medical education activity for the People and Culture Committee.
- Provides strategic direction, specialist medical training knowledge, planning and leadership to the medical education team, including providing guidance and senior management administrative support to the DME and other Tutors, particularly focusing on the interpretation and implementation of national policies and current legislation relating to medical training.
- Operational lead for all administrative functions supporting Undergraduate and Postgraduate Medical Education activities across the organisation.
- Work collaboratively and co-operatively as and when required, with others within the workforce directorate and with the wider multi-professional education and training team, clinical services, IT, finance and other trust departments to support the delivery and monitoring of high quality medical education.
- The post holder will be the most senior non-medical lead for medical education in the Trust and as such provides strategic and operational management of the function under the advice, guidance and direction of the Head of Education, Learning and Development and the Director of Medical Education.
- They will be responsible for the overall management, organisation, administration and monitoring of postgraduate medical education within the organisation.
- Responsible for the day to day management of the undergraduate and postgraduate element of the NHS Education contract funding accountable to the budget holder.
- Ensure the delivery of all contractual obligations relating to postgraduate education and training for all grades of doctors and dentists in training as appropriate.
- Work with the DME and other tutors to ensure the needs of educational leads are provided for, and all recording and documentation is completed in accordance with HEE requirements.
- Devise and coordinate teaching programmes for Doctors in training as required by the relevant curricula, and in collaboration with the relevant TPDs, and arrange the resourcing, publicity and evaluation of these programmes.
- Supporting excellence in the development of Trust based medical education teaching programmes for postgraduate learners and Medical Education Faculty.
- Manage any new projects within postgraduate medical education liaising with key stakeholders and ensuring that projects are managed to time, quality and cost, reporting and escalating as necessary.
- Manage Trust processes for medical education feedback systems, reporting as and when required and developing action plans in response.
- Manage the processes for ensuring the Educational and Clinical Supervision of Doctors in training.
- Prioritise and organise own and team workload in order to contribute to own and departmental workflow.
- Promote systems and excellent communication between staff and customers of the department and ensure this is maintained.
- Act as authorised signatory on all accounts as required and authorise invoices on behalf of the Head of Education, Learning and Development
- Oversee the planning and delivery of a full programme of induction training for Doctors in Training and other junior medical staff, adhering to corporate policies and Health Education England (HEE) recommendations.



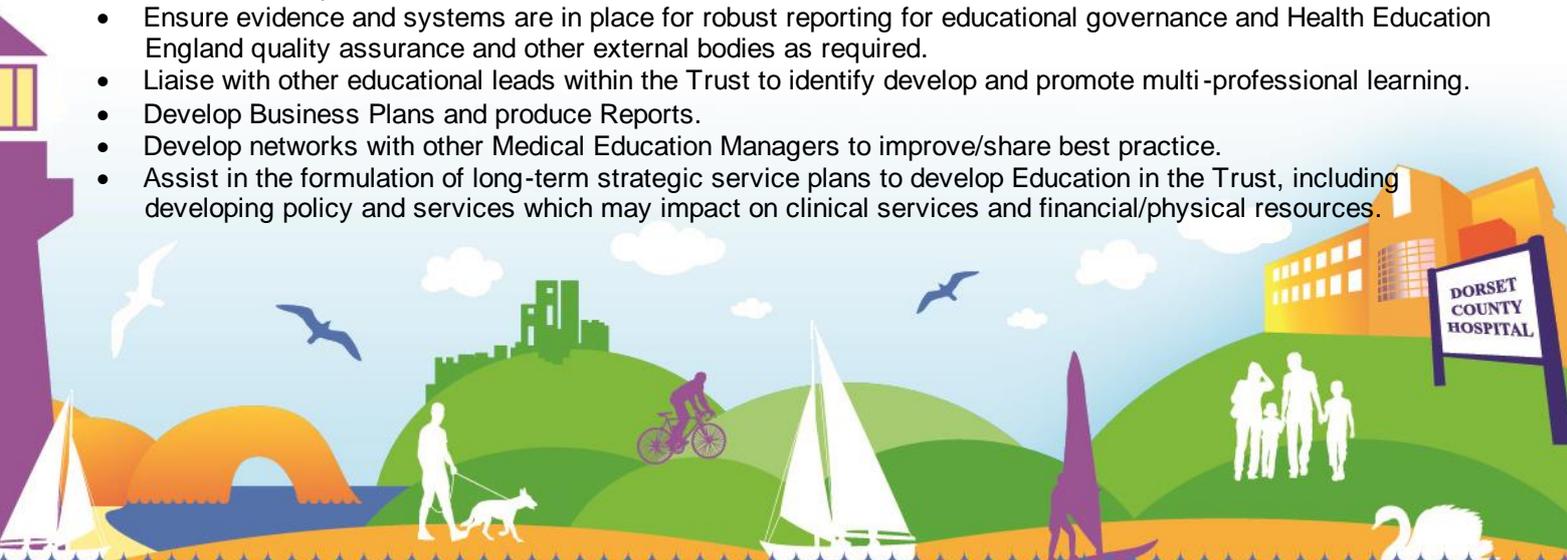
- Provide advice and guidance as required.
  - Ensure the effective implementation of changes to national induction arrangements such as shadowing placements and e induction.
  - Oversee the compilation and updating of relevant and up to date induction materials including web based training
  - Organise the administration of local, regional and national training events as appropriate.
  - Plan and organise the arrangements for QA inspection visits by HEE, liaising closely with the visiting team and relevant departments. Proactively identify any quality issues and work with the Director of Medical Education (DME) and educational leads to ensure these are addressed.
  - Co ordinate the completion of the relevant pre and post visit paperwork for all quality visits.
  - Ensure there is a robust system in place for recording and monitoring trainee progress, assessments and appraisals.
  - Support the DME and educational leads with the management of trainees requiring additional support.
  - Attend and actively participate in the Trustwide Medical Education Committee.
  - Attend regional and national medical education meetings and keep abreast of new initiatives and projects.
  - Manage the medical education team to process, approve and administer junior medical staff study leave in accordance with national guidelines. This includes ensuring all applications and claims are dealt with in a timely and efficient manner, maintaining a study leave database to ensure trainees keep within their allocations, resolving any issues locally where possible.
- **Analytical and judgmental skills**
  - Ability to understand and interpret and report on information relating to training data.
  - Analyse financial data relating to funding new or established projects, writing reports to relay project details to other trust staff.
  - Interpret information being presented locally, regionally and nationally on developments in Medical Education and make judgements on the impact to the organisation.
  - Take part in end of year sign off ARCP's for junior doctors

### Responsibility for Patients

The post holder will have no contact with patients during the general course of duties

### Responsibility for Policy and Service Development

- Ensure data collection and reporting processes are in place, which are necessary for quality control and training service development.
- Ensure evidence and systems are in place for robust reporting for educational governance and Health Education England quality assurance and other external bodies as required.
- Liaise with other educational leads within the Trust to identify develop and promote multi-professional learning.
- Develop Business Plans and produce Reports.
- Develop networks with other Medical Education Managers to improve/share best practice.
- Assist in the formulation of long-term strategic service plans to develop Education in the Trust, including developing policy and services which may impact on clinical services and financial/physical resources.



### **Responsibility for Financial and Physical Resources**

- Responsible for monitoring and maintaining records of income and expenditure in conjunction with the Wessex GP Educational Trust .
- To be responsible for the raising of invoices in relation to income generated from pharmaceutical sponsorship of educational events.
- When required act as signatory for the Education budgets and act in accordance with the organisations standing financial instructions.
- Advise on the development of the centre to meet the long term needs of education in the organisation.

### **Responsibility for Staff**

- Work unsupervised using own judgement and decision making skills on day to day operational and strategic issues affecting Education and Training within the trust.
- The post holder will have responsibility for the line management of the medical education administration team
- Maintain a professional work ethic and promote professionalism within the department. Use own judgement to define short, medium and long term work priorities
- Undertaking appraisals, training and development, performance management, sickness absence, recruitment and selection and grievance and discipline

### **Responsibility for Information Resources**

- To be proficient in word processing, inputting data, collate/compile statistics creates spreadsheets/databases.
- To produce course publicity to include designing booklets, programmes, web pages to support the marketing of educational events both within the trust and within the Wessex region.
- To oversee the development and maintenance of e portfolio monitoring of assessments and attendance to education. Ensuring regular feedback for Educational Supervisors.
- Overseeing the monitoring data held on junior doctor's completion of assessments. Reporting noncompliance/incomplete documentation to Foundation Programme Director. Ensuring quality assurance standards for attendance to education and completion of assessments are adhered to.

### **Responsibility for Research and Development**

- The post holder may be required to participate in department audits, or Trust surveys, for example, the staff survey..

## **ENVIRONMENT AND EFFORT**

### **Physical Effort**

- The post holder will be required to use desktop or laptop computers for a large proportion of their shift which is around 80% of the time. There may be some lifting of stationery supplies. Also preparation and clearing of training rooms before and after educational events.

### **Mental Effort**

- Concentration for inputting of data
- Handle telephone and face-to-face enquiries
- Prioritise a variable workload within tight timescales at times.

### **Emotional Effort**

- The post holder will be exposed to distressing or emotional circumstances e.g. dealing with a doctor in training that is experiencing difficulties.
- Will be required to deal with difficult situations e.g. imparting sensitive information to a doctor relating to failed completion of adequate assessments or attendance to education in line with national guidelines. Act as a panel member for end of placement sign offs.
- Imparting sensitive unwelcome information to staff regarding performance related issues.

### **Working Conditions**

- The post holder will be working in an office environment with no unpleasant working conditions.
- The post holder will be required to use a computer for a significant proportion of the day.

<b>1 OCCUPATIONAL HEALTH HAZARD EXPOSURE ASSOCIATED TO THE POST</b> (Please tick as appropriate)			
Patient contact	Lone working		Working in isolation
Passenger / Client Transport	Exposure prone procedures		Patient Handling
Strenuous Physical Activity	DSE user (defined in DSERegs)	X	Confined Spaces
Night working	Food Handling / Preparation		Working at heights
Working with vibratory tools	Noisy Environment Working		Safety Critical Work
Working with respiratory irritants (including latex)		<b>Please specify Gloves</b>	
Working with substances hazardous to health		<b>Please specify COSHH</b>	
Other		<b>Please specify</b>	

## 2 HEALTH AND SAFETY

Under the Health and Safety at Work Act 1974, as an employee, you must take reasonable care for the health and safety of yourself and for other persons who may be affected by your acts or omissions at work. The Act also states that you must not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare.

You are also required to make yourself aware of the Trust's health and safety policies and to report any accidents/incidents.

## 3 EQUAL OPPORTUNITIES

Dorset County Hospital NHS Foundation Trust is committed to the development of positive policies to promote equal opportunity in employment. All employees have a responsibility to ensure that they understand the standards expected and that they promote and adhere to the equal opportunity measures adopted by the Trust.

## 4 CONFIDENTIALITY

Confidential and personal information related to staff, patients and Dorset County Hospital NHS Foundation Trust must not be disclosed within or outside the place of work, except in the proper discharge of duties.



**PERSON SPECIFICATION**

Category	Criteria	Score per criteria	How assessed through selection process
<b>Education, Qualifications &amp; training</b>	<ul style="list-style-type: none"> <li>Educated to Masters level or equivalent professional qualification or experience</li> <li>Management/leadership qualification</li> <li>Post graduate certificate in Education</li> </ul>	3 3 2	<i>Application form, certificates at Interview</i>
<b>E, Q &amp; T total score:</b>			
<b>Knowledge &amp; Experience</b>	<ul style="list-style-type: none"> <li>2 years experience as a manager in an education or training role, or 2 years as a senior manager in the NHS</li> <li>Experience of line managing teams and managers in a senior position.</li> <li>Experience of strategic and operational thinking, policy/service development, business planning and decision making</li> <li>Managing budgets in the public sector</li> <li>Specialist, expert level knowledge of medical education training</li> <li>Demonstrable understanding of the operational management of the NHS, and the delivery of services in a secondary or tertiary care environment</li> <li>Good working knowledge of performance management of services and staff</li> <li>Experience of QA, audit and management of regulatory body inspection visits</li> <li>Knowledge of GMC framework and statutory regulations</li> </ul>	3 3 3 2 3 3 2 3 3	<i>Application form, certificates at Interview</i>
<b>K &amp; E Total Score</b>			
<b>SKILLS &amp; ABILITIES</b>	<ul style="list-style-type: none"> <li>Confidence with Information Technology and Experience of using Microsoft Office especially Word, Excel, Access, PowerPoint and email.</li> <li>Ability to operate and analyse with a high degree of independent judgement and initiative.</li> <li>Strong team leadership and communication skills, with experience of managing people, conflict and negotiating change.</li> <li>Highly advanced organisational skills and ability to co-ordinate and prioritise complex projects.</li> <li>Enthusiastic, resolute and flexible approach to work, including ability to motivate team members.</li> <li>Counselling and career adviser skills</li> </ul>	3 3 3 3 3 2	<i>Application form, questions at Interview and/or test</i>
<b>S &amp; A Total Score</b>			
<b>Total shortlisting score:</b>			

## SHORTLISTING CRITERIA

### Scoring

Criteria in each section are weighted in order of importance 3 – 1, with 3 being the most important

Each candidate will be scored against the person specification as follows:

- 3 points = fully meets or exceeds the criteria
- 2 points = significantly meets criteria although falls short on minor aspects
- 1 points = partially meets criteria but falls short on key aspects
- 0 points = does not meet criteria



**Outstanding Care, Outstanding Careers**