

Recruitment Profile

Job Title: Foundation Training Programme Director – West Midlands for Careers Advice

About the Job

Summary of Roles and Responsibilities

The role of the 'Foundation Training Programme Director (FPD) for Careers Advice' is to provide careers support for Foundation Doctors in the school and wider as necessary in line with the HEE Midlands and national (MDRS) careers strategy.

The FPD for Careers will work with the local Postgraduate Clinical Tutors/ DMEs in the School, Foundation School Director, Postgraduate Dean and the Faculty Support Team. They will work with the other FPDs with a careers remit and the other Foundation School Directors in the West Midlands.

The post holder is jointly accountable to the Postgraduate Dean via the local Postgraduate Clinical Tutors/Directors of Medical Education, the Foundation School Directors (FSD) in their School.

The descriptors below give the functions of what all Foundation Programme Directors do in general terms. FPDs are responsible for the overall management and control of the foundation programme. The focus of the FPD for Careers however is on careers support (see in bold below), but the general principles of what follows applies. In this post, there is less emphasis on the day-to-day running of the foundation programme in an individual Trust.

All FPDs work with the local lead educators to ensure that each placement as well as the programme as a whole meets the Local HEE area standard for training and ensure that each trainee is able to access a comprehensive range of experiences which will enable them to gain the capabilities necessary for full registration and completion of the foundation curriculum.

Organisational Structure

Postgraduate Dean



Foundation School Directors



Clinical Tutors/DMEs



Foundation Training Programme Directors

<p>Leadership</p> <p>To work with the Post Graduate Clinical Tutors and Foundation School Directors:</p> <ul style="list-style-type: none"> • To provide effective clinical leadership, contributing to the strategic development of HEE • To contribute to the vision of the local NHS and to enhance patient care by providing leadership and direction with respect to the quality of education and training • To be an advocate and a positive role model on behalf of HEE, by promoting leadership that inspires, motivates and empowers all staff, and demonstrating the values of the NHS • To provide leadership in both the professional development of Foundation doctors and the contribution of Foundation doctors to education and training of trainees in relevant specialities • To assist the Clinical Tutor in development/organisation of educational activities with the Trust and deputise in their absence. 	<p>Quality and safety</p> <p>To work closely with the Clinical Tutors and Foundation School Director to support implementation of the HEE Quality Framework and:</p> <p><u>Education and Training Quality Improvement and Performance</u></p> <ul style="list-style-type: none"> • To ensure learning environment in Trust is conducive to learning • To be responsible for management and quality control of the FY1 and FY2 programme • To emphasise the importance and promote the development of a quality learning environment. <p><u>Patient Safety and Healthcare Quality Improvement</u></p> <ul style="list-style-type: none"> • 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>School Programme Management</p> <p>To manage and control a specified Foundation Training Programme:</p> <ul style="list-style-type: none"> • To work with the Clinical Tutors / Directors of Medical Education (DME) to manage and quality control a specified foundation training programme (FY1 and FY2) • To plan the training programme for Foundation Doctors and ensure that it meets the requirements of the educational contracts or agreements for foundation training • To ensure that each programme and its constituent rotations have a current work schedule that meets the educational aims specified for the programme and maps to the Foundation Programme Curriculum • To help develop and coordinate protected teaching programmes for Foundation doctors 	<ul style="list-style-type: none"> • To ensure that each placement in the programme meets the educational aims specified for the placement. This should include a clear description that outlines how the outcomes, including the general professional capabilities are covered in each placement • To participate in local HEE area Quality Assurance visits • To help to manage the Annual Review of Competence Progression (ARCP) process • To help to manage action plans from national, regional or local quality processes (e.g. GMC/NETS) • To be involved in the HEE-led recruitment to vacancies in training posts and programmes.

To ensure that all foundation doctors in the programme have access to suitable training to allow them the opportunity to achieve the requirements for satisfactory completion of the Foundation Programme

- To provide support and guidance to all Foundation doctors in the Trust, in collaboration with the Clinical Tutor, Lead Clinicians and the Post Graduate Dean (HEE WM)
- To assist the Clinical Tutors in ensuring that the "educational climate" in the Trust is conducive to learning
- To provide access to suitable induction, coordinated generic teaching and educational supervision
- To provide training in e-portfolio to trainees and trainers
- To provide access to clinical supervision and trained assessors
- To monitor the attendance and performance of each foundation doctor at regular intervals and with, the support of the clinical tutor, initiating remedial support for any doctor in difficulty (and, if necessary, initiating disciplinary action in the face of poor performance)
- To collect evidence about attendance and performance to corroborate the content of individual foundation doctor's e-portfolios and enable decisions about recommendations for registration and certification
- To evaluate shadowing, induction, generic teaching and supervision and to ensure it meets minimum standards
- To assist the Postgraduate Clinical Tutor and Foundation School Director in ensuring provision of a system of careers advice, guidance and counselling for Foundation Doctors
- **Some FPDs may wish to develop expertise in delivering the careers service across HEE West Midlands within the School or across HEE West Midlands as an agreed part of their PDP. (This is of particular relevance to this post).**

- To liaise regularly with the Foundation School Director (FSD), Foundation Programme Co-ordinator and other FTPD/Ts to ensure that best practices are shared and there is a coordinated approach to the development and management of foundation training programmes
- Assist development of Postgraduate Medical and Dental Education as an active Clinician and Educator
- Advise the Local HEE area/LETB of practical issues and developments in Trusts, which may have implications on the future planning and funding of Postgraduate Medical and Dental Education/Training
- To assist the Postgraduate Clinical Tutor in ensuring the Local HEE area/LETB guidelines are followed

To fulfil the following responsibilities:

- To liaise regularly with the Foundation School Director, Foundation Programme Co-ordinator and other FTPD/Ts to ensure that best practices are shared and there is a coordinated approach to the development and management of foundation programmes
- To regularly attend foundation school board meetings
- To support the foundation administrative teams and attendance at faculty meetings
- To continue to be accredited as named educational supervisor by the GMC by completing the educational element of your annual trust appraisal
- To undergo a separate annual appraisal of the Assistant Clinical Tutor / Foundation Training Programme Director role with either the DME or FSD
- Ensure "good standing" is maintained in respect of Continuing Professional Development with the relevant Royal College
- Be interested in furthering educational study e.g. working for further qualification in Medical Education
- To be a member of NACT UK and completion of NACT UK basic training course within 12 months of taking up post.

<p>To work with the FSD and Local HEE area to ensure foundation training benefits from a coordinated approach:</p> <p>Educational and Workforce Development</p> <p>To support the Clinical Tutors in the effective development of local faculty of educators capable of delivering foundation training including:</p> <p><u>Professional Development of the educational faculty</u></p> <ul style="list-style-type: none"> • To ensure that all educational and clinical supervisors have received appropriate training (including equality and diversity training) for their role as educators, supervisors and assessors • To ensure that all educational supervisors are familiar with the required national documentation to be completed prior to full registration with the GMC, completion of foundation training and for revalidation • To ensure that there is a sufficient number of trained staff able to supervise, provide feedback and assess foundation doctors • To ensure that there is an effective method of selection and reselection of educational and clinical supervisors in conjunction with the director of medical education/clinical tutor, local HR departments and the local HEE area • To ensure there is a database of local educators (educational supervisors, clinical supervisors, trained assessors) • To be involved with training of others in educational skills • To provide collaborative working with the other foundation or associate tutors. 	
<p>Finance</p> <p>To ensure compliance with procurement requirements.</p>	

About Us

HEE 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. HEE 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.

Our **ambition** is to be the best organisation of our type in the world by living our values every day.

Our Core **Values** are that everyone feels **valued and respected** and are **included and involved** in everything that affects them; are **trusted** to make decisions with clear reasons in order to **be empowered** to deliver; are committed to clear, **effective communication**, which is transparent and open when sharing information; takes **pride and has integrity** in everything we do and recognises that everyone has a significant contribution whilst taking **personal responsibility and accountability** for actions and behaviours.

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 HEE 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

Skills and Abilities

Demonstrate:

- Demonstrable leadership skills and an ability to influence and motivate others
- Ability to manage change
- 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
- Practical understanding of use of IT in education
- Evidence of involvement in multi professional education
- Demonstration of motivation in education or management

Experience and Knowledge

- Medical, dental or general practitioner with postgraduate qualifications
- Full or Specialist GMC registration with a licence to practice. Educational accreditation from the GMC
- Trained and experienced in recruitment, selection and Equality and Diversity in the last 3 years
- Knowledge of management structures in relation to Medical Education
- Interest and enthusiasm for improving the delivery of Postgraduate Medical Education and Continuing Professional Development
- Participation in educational training
- An understanding of the appraisal process
- Consultant who currently holds a minimum of 5 sessions within the Trust
- Understanding of developments involving UKFPO, professional bodies, related NHS organisations and regulatory bodies
- Previous management training or experience

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)
- Previous experience of management of medical education. PGCert in medical education or higher

Expected Outcomes

About your role This section details the outcomes and deliverables that would be expected from the role	
Engaging People/Key Working relationships <ul style="list-style-type: none"> Development of an effective network of communication and collaboration of all relevant stakeholders on a local, regional and national basis Key working relationships and stakeholders <ul style="list-style-type: none"> Postgraduate Dean Foundation School Director Clinical tutors Staff at all levels across the geographical area covered by the local office General Practices, Psychiatry units and other community placement providers Associate and deputy deans Associate Post Graduate Dean for careers Clinical Faculty Other Heads of Schools Other Training Programme Directors, including Defence Deanery leads where appropriate UKFPO Professional and regulatory bodies Wider Stakeholder Network Local Medical and Dental Schools Directors of Medical Education Higher Educational Institutions 	Delivering Results/Functional Responsibilities <ul style="list-style-type: none"> 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 in the West Midlands Commitment to national vision, policies and processes for effective educational quality management Ensuring that objectives are met within budget and proportionate contribution to budget savings when required Ensuring that Code of Practice Guidelines are met Giving accurate guidance to trainees on TOFP /IFST/ LTFT
Leadership and Management	
<ul style="list-style-type: none"> Leading on appropriate FTPD activities across the Trust 	

Benefits Information

About the Benefits This section details the benefits of working for HEE													
What's great about this post? <ul style="list-style-type: none"> • An opportunity to contribute to the medical workforce of the future • Gaining a different perspective of the NHS by working for Health Education England • Managing and working with a motivated team of educators and administrative staff. • Positively contributing to the quality of care given to patients by ensuring excellent training is delivered in the West Midlands 	What are the terms and conditions? As an NHS employer the following terms and conditions apply to this post:- <table> <tr> <td>Salary</td><td>To be funded by the Education Contract</td></tr> <tr> <td>Location</td><td>Based from your permanent place of work, visits to St Chad's Court, Birmingham and other venues across the region for education and training events will be required</td></tr> <tr> <td>Hours of Work</td><td>1 session per week (4 hours per week)</td></tr> <tr> <td>Permanent, Fixed Term or Secondment</td><td>Secondment</td></tr> <tr> <td colspan="2">Leave and Bank Holidays: As per your permanent contract of employment</td></tr> <tr> <td colspan="2">Pension: As per your permanent contract of employment</td></tr> </table>	Salary	To be funded by the Education Contract	Location	Based from your permanent place of work, visits to St Chad's Court, Birmingham and other venues across the region for education and training events will be required	Hours of Work	1 session per week (4 hours per week)	Permanent, Fixed Term or Secondment	Secondment	Leave and Bank Holidays: As per your permanent contract of employment		Pension: As per your permanent contract of employment	
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What other opportunities are available to me? 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.	Other useful information 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												