**JOB DESCRIPTION**

**Job Title:** Training Programme Director  
**Department:** Health Education Wessex  
**Accountable to:** Head of School  
**Employed by:** Secondment  
**Salary:** Consultant Contract  
**Location:** Health Education Wessex, Otterbourne, Winchester  

**Programmed activity:** The level of funding contribution is based on the number of trainees in each programme. Sessional commitment to be agreed with employer and worked flexibly to allow attendance at key meetings in Otterbourne and other locations within Health Education Wessex locations.  

**Tenure:** 3 years with option for further 3 year renewal of contract (6 years maximum)

**CONTEXT:**

Health Education Wessex is responsible for the planning, development, education and training of the healthcare and public health workforce across Hampshire, Dorset, Isle of Wight and Salisbury. We also provide medical training for the States of Jersey and GP appraisal services for Jersey and Guernsey. We believe that the key to improving the health and healthcare of the 2.8 million people living in Wessex is investment in the skills and values of the 52,000 people working in the NHS and in primary care.

Within the field of postgraduate medical education and training, we manage across primary and secondary care for these health communities – totalling around 2,400 doctors in training at any one time across 12 Trusts and 160 GP practices. In addition, we support the workforce development for GP Practice Nurses and Public Health practitioners as well managing a bespoke GP appraisal service for established GP Practitioners to meet the requirements for revalidation in accordance with the statutory requirements set by the General Medical Council.

We manage training programmes for postgraduate medical training according to the statutory standards set by the General Medical Council (GMC) and have responsibility for establishing and maintaining quality management systems for all posts and programmes as required by the GMC.

The work of the Health Education Wessex is guided by the principles embedded within the NHS constitution.

August 2015
JOB SUMMARY:
The Training Programme Director is a member of the Specialty Training Committee and managerially responsible for the delivery of a quality assured training programme meeting GMC, relevant Royal College or Faculty and LETB standards. The post-holder will be a member of the appropriate School Board.

MAIN ROLE RESPONSIBILITIES:

- Work with the Programme Manager to deliver a training programme that delivers the College or Faculty curriculum, in accordance with GMC requirements, in educationally approved placements. This requires the TPD to be thoroughly familiar with their specialty curriculum and aware of forthcoming changes. TPDs need to ensure processes are completed for recommendation of the award of CCT.

- Ensure that the training process meets curriculum requirements and have an overview of each trainee’s achievements of these. Ensure appropriate access to internal and external training opportunities. This will include specific responsibility for development and leadership of formal Wessex training/study days to deliver key aspects of the curriculum. Key roles will include: organisation of study days; curriculum mapping and determination of content; quality assurance and feedback and facilitation of trainee engagement.

- Work with the Programme Manager to ensure appropriate rotations are produced in line with code of practice.

- Participate in local and national recruitment and selection, including attendance at assessment centres.

- Attend and usually chair all Specialty Training Committee meetings.

- Attend School Board Meetings and establish and maintain a working relationship with the Head of School.

- Ensure, with the Programme Manager, that Annual Review of Competence Progression (ARCP) for each trainee is in line with Deanery policy.

- Meet all trainees at least annually outside of the ARCP process, and establish a process of trainee feedback about placements in addition to the GMC National Training Survey.

- To ensure systems are in place to deliver and monitor plans for trainees with specific learning objectives (ARCP outcomes 2 or 3) linking with the trainee’s Educational Supervisor and Associate Dean for Professional Support as required.

- Responsible for linking with Health Education Wessex Quality Management processes, responding to external and internal issues, being part of LETB visits as appropriate and providing the Head of School with an annual specialty quality report. This report should include:

August 2015
A description of the programme (numbers of trainees, placement sites, length of programme, accountable School within the Deanery)

Trainee information (future appointments, future recruitment plans, IDTs, new appointments, LTFT trainees, OOP, academic trainees, maternity & special leave, and trainee representative)

ARCP Outcomes by name. List all with Outcome 1 and provide a brief summary for those trainees on Outcome 2 or 3. List numbers on Outcome 5 as well as those who have completed training (Outcome 6). Confirm that trainees on an Outcome 2 or 3 have been formally communicated with and met with their Educational Supervisors to finalise a learning agreement.

Summary of GMC NTS relevant to the specialty

Descriptor of all Trusts hosting trainees with numbers of trainees and a personal view of strengths/weaknesses

Recognise excellent progress and achievements of trainees and trainers which should be notified to the relevant School as Good Practice

List College Tutors and involvement with College at regional/national level

List Educational and Clinical Supervisors for each trainee placement and verify with Deanery their training status

Describe teaching programme

Provide an annual summary of examination status by trainee

Confirm that Deanery website information regarding specialty is up to date

- Maintain an up-to-date knowledge of national, College or Faculty, and local initiatives which require a change in the delivery of specialty training in Wessex.

- Maintain contact with Trust-based Directors of Medical Education, College Tutors and Educational Supervisors, particularly in relation to trainees requiring additional support or changes in training placements

- Participate in TPD role appraisal led by Head of School

- Act as the Dean’s representative, if required, on panels, visits or committees.

**GENERAL RESPONSIBILITIES:**

- Be expected to meet professional requirements for Continuing Professional Development and appraisal; including maintenance of an active GMC licence to practise through participation in appraisal, CPD and professional revalidation

- Must conduct duties in accordance with Health Education Wessex Safety Policy and in a manner that safeguards the wellbeing of the post-holder and colleagues.

- Must conduct duties in accordance with Health Education Wessex Standing Financial Instructions and Standing Orders.

- Must conduct duties in accordance with GMC Good Medical Practice.

August 2015
- Handle personal and other manual and electronic data in accordance with the current Data Protection Act and policies issues by Health Education Wessex.

OBJECTIVES:

Specific objectives for the post-holder will be agreed through the line management and appraisal process.
### PERSON SPECIFICATION

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<th>CRITERIA</th>
<th>ESSENTIAL</th>
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<tr>
<td><strong>Qualifications / Experience</strong></td>
<td>i. Primary medical qualification</td>
<td>i. Higher qualification/postgraduate training in medical education</td>
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<td>ii. Membership or Fellowship of a Royal College</td>
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<td><strong>Knowledge, Skills and Experience</strong></td>
<td>i. Experience of the organisation of Postgraduate Medical Education.</td>
<td>i. Peer reviewed publication in medical education.</td>
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<td>ii. Experience of educational leadership and innovation.</td>
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<td>iii. Good understanding of developments in medical training requirements.</td>
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<td>iv. Experience delivering organisational change</td>
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<td><strong>Practical and Intellectual Skills</strong></td>
<td>i. Track record leading motivating and influencing teams.</td>
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<td>ii. Self-motivated.</td>
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<td>iii. Good organisational skills.</td>
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<td>iv. Effective verbal and written communication and presentation skills.</td>
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<td>v. Excellent time management.</td>
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