JOB DESCRIPTION

Job Title: Head of School – Emergency Medicine

Department: Health Education Wessex

Accountable to: Postgraduate Dean

Employed by: Secondment from current employer

Salary: Consultant Contract

Location: Health Education Wessex, Otterbourne, Winchester

Programmed activity: 2 sessions per week worked flexibly to enable attendance at key meetings in Southern House. Ability to travel to locations within Health Education Wessex’s boundaries.

Tenure: 3 years with option for further 3 year renewal of contract

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, Guernsey and Gibraltar. 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.

Across primary and secondary care for these health communities we manage postgraduate medical training—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 Health Education Wessex is guided by the principles embedded within the NHS Constitution.

The Wessex School of Emergency Medicine is committed to delivering the highest quality of training across the breadth of emergency care. We work with all clinical staff to improve the experience of working in Wessex. The School is multi-professional and works together with nursing and pre-hospital colleagues to develop training programmes. Doctors are
represented on the School Board from all stages of training to make sure that the views of trainees influence the development of programmes. The School of Emergency Medicine provides excellent support for all trainees to enable them to reach their potential and achieve the best results possible for Acute Care Common Stem and Fellowship of the College of Emergency Medicine exams.

The School is part of the Wessex Emergency Taskforce - an expert group of doctors, paramedics and nurses - who work together to create innovative solutions to provide excellent emergency care for patients across the region. Many initiatives are receiving national acclaim putting Wessex at the forefront of workforce development in emergency care.

The Head of School for Emergency Medicine will be responsible for supporting the delivery of the Emergency Medicine training programmes, including academic training, which meets the requirements of the GMC. The Head of School will be the link between with Health Education Wessex, local education providers and the College of Emergency Medicine.

MAIN ROLE RESPONSIBILITIES:

- Overall delivery of the curriculum requirements within the training programmes and acknowledgement of the requirement of a multi-professional approach to learning and service delivery.

- To provide management lead and support on behalf of the Postgraduate Dean including attending STCs and ARCP panels as appropriate and ensuring the ARCP process is managed in accordance with relevant standards.

- To work closely with the Programme Manager supporting the School of Emergency Medicine ensuring clear communication and liaison and to support their work in coordinating the range of programme management activity.

- To have a clear understanding of the operational areas supporting the range of specialties including understanding of processes for OOP and to ensure that these are implemented fairly and consistently across specialties in Emergency Medicine.

- To support the Responsible Officer in ensuring engagement from the School of Emergency Medicine in relation to revalidation requirements.

- To co-ordinate the School of Emergency Medicine Annual Report to the Postgraduate Dean covering School activity and quality management processes as part of the Deanery Annual GMC report and to take part in the Confirm and Challenge meetings.

- Work with the Associate Dean for Faculty Development to ensure the Emergency Medicine Programme Directors are appropriately developed and supported in their roles.

- Annual appraisal and detailed objective setting for Programme Directors.
• Work with the NHS providers and independent sector providers, as appropriate, to develop innovative and high quality training provision that is responsive to local service developments

• Development of workforce plans to meet future service provision as required. Work closely with the Business Manager, Deputy Dean and Associate Dean for Education Governance to ensure workforce plans meet overall strategic objectives.

• Work with the Programme Manager to ensure the ARCP process meets national and local requirements for assessment and revalidation.

• Support the development of the School Board and to deliver quality assured training programmes producing high quality, fit for purpose trainees to meet future workforce requirements.

• To support and ensure open, transparent, fair and effective processes for recruitment, selection and appointment of trainees into core and specialty training.

• To ensure that timely, accurate and appropriate career information and advice is available to trainees.

• To contribute to School responses to GMC requests for information and oversee the delivery of plans to implement GMC recommendations.

• Work with the Associate Dean for Professional Support to address any identified performance issues with trainees and ensure these are actively managed and communicated appropriately.

• To support School visits to local education providers as part of Health Education Wessex’s Quality Management process, developing a system to monitor actions arising from visits.

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

• The School is part of the Wessex Emergency Taskforce - an expert group of doctors, paramedics and nurses - who work together to create innovative solutions to provide excellent emergency care for patients across the region. Many initiatives are receiving national acclaim putting Wessex at the forefront of workforce development in emergency care.

• Conduct duties in accordance with Health Education Wessex Safety Policy and in a manner that safeguards the wellbeing of the post-holder and colleagues.
• Conduct duties in accordance with Health Education Wessex Standing Financial Instructions and Standing Orders.

• 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.
# HEALTH EDUCATION WESSEX

## HEAD OF SCHOOL – Emergency Medicine

### PERSON SPECIFICATION

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<th>CRITERIA</th>
<th>ESSENTIAL</th>
<th>DESIRABLE</th>
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<tr>
<td>Qualifications / Experience</td>
<td>i. Primary medical qualification</td>
<td>i. Higher qualification in medical education</td>
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<td>ii. Membership or Fellowship of a Royal College</td>
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<tr>
<td>Knowledge, Skills and Experience</td>
<td>i. Demonstrable experience of the organisation of Postgraduate Medical Education.</td>
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<td>ii. Demonstrable 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>Practical and Intellectual Skills</td>
<td>i. Track record leading motivating and influencing teams.</td>
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<td>ii. Ability to quickly establish professional credibility</td>
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<td>iii. Awareness of healthcare workforce issues</td>
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<td>iv. Self motivated.</td>
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<td>v. Good organisational skills.</td>
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<td>vi. Effective verbal and written communication and presentation skills.</td>
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<td>vii. Excellent time management.</td>
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<td>viii. Problem solving</td>
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<td>ix. Team player</td>
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