JOB DESCRIPTION

Job Title: Head of School – Psychiatry

Department: Health Education Wessex

Accountable to: Postgraduate Dean

Employed by: Secondment

Salary: Consultant Contract

Location: Health Education Wessex, Otterbourne, Winchester

Programmed activity: 2 sessions per week worked flexibly to enable attendance at key meetings in Otterbourne. 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.

JOB SUMMARY: (Specialty specific)

The Head of School for Psychiatry will be responsible for supporting the delivery of the Psychiatry training programmes, including academic training, which meets the requirements
of the GMC. The Head of School will be the link between with local education providers and the Royal College of Psychiatrists.

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 Psychiatry ensuring clear communication and liaison and to support their work in co-ordinating 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 Psychiatry

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

- To co-ordinate the School of Psychiatry 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 Annual Quality Review meetings.

- Work with the Associate Dean for Faculty Development to ensure the Psychiatry 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 to develop innovative and high quality training provision that is responsive to local service developments

- Development of workforce plans to enable increased appropriate community placements to meet future service provision. Work closely with the Business Manager and Deputy Dean/Associate Dean for Education Governance to ensure workforce plans meet overall strategic objectives.

- Develop and oversee an appropriate quality assurance process for the ARCP process for all providers that meet 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

• 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.

• 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 – PSYCHIATRY

### PERSON SPECIFICATION

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<th>CRITERIA</th>
<th>ESSENTIAL</th>
<th>DESIRABLE</th>
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<tr>
<td><strong>Qualifications / Experience</strong></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 the Royal College of Psychiatrists</td>
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<td><strong>Knowledge, Skills and Experience</strong></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><strong>Practical and Intellectual Skills</strong></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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