# JOB DESCRIPTION

**Job Title:** Training Programme Director – Oral Maxillo-Facial Surgery  
**Department:** Health Education Wessex  
**Accountable to:** Head of School  
**Employed by:** Secondment  
**Salary:** Consultant Contract  
**Location:** Health Education Wessex, Otterbourne, Winchester  
**Programmed activity:** Sessional commitment 0.5 pa per week. Sessions 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 2 year renewal of contract (5 years maximum)

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**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 Deanery is guided by the principles embedded within the NHS constitution.

November 2014
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 Deanery standards. Chairmanship of the Specialty Training Committee may in small specialties be part of this role. The post-holder will be a member of the appropriate School Board.

MAIN ROLE RESPONSIBILITIES:

- Work with the Programme Manager to deliver an OMFS training programme, that delivers the Royal College or Faculty curriculum, in accordance with GMC requirements, in educationally approved placements.

- Ensure that the training process meets curriculum requirements including appropriate access to internal and external training opportunities. This will include specific responsibility for development and leadership of the formal Wessex training study days in OMFS 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.

- Ensure, with the Programme Manager, that a quality assured process for an annual or Annual Review of Competence Progression (ARCP) is in place.

- Ensure the availability of appropriately trained assessors for OMFS for all ARCP processes for Wessex and for external quality assurance when requested by other LETB’s.

- Deliver a system to ensure all trainees are aware of ARCP requirements including their responsibilities to provide appropriate documentary evidence.

- To ensure systems are in place to deliver and monitor plans for trainees with specific learning objectives, linking with the 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 Deanery visits as appropriate and providing the Head of School with an annual specialty quality report.

- 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.

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

- 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.
## WESSEX DEANERY

### TRAINING PROGRAMME DIRECTOR

### PERSON SPECIFICATION

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<th>CRITERIA</th>
<th>ESSENTIAL</th>
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<tr>
<td>Qualifications / Experience</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>Knowledge, Skills and Experience</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>Practical and Intellectual Skills</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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