Job Description for Foundation Programme Director for Community Posts in DHUFT, AWP and Jersey

Job Details
Job Title: Foundation Programme Director for Community Posts in DHUFT, AWP and Jersey

Accountable to: DME DHUFT  
DME AWP  
DME Jersey  
Heads of School - Foundation and Psychiatry, Health Education Wessex.

Employed by: Current employing trust

Location: Wessex

Funding/ Sessional Commitment: 0.5 PA.

Contract Type: Secondment - 3 years with option for further 3 year renewal of contract

Background Information
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 through 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.

(Note new guidance – Promoting Excellence: standards for medical education and training).

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

The recent review of the Foundation Programme “The Collins Report” identified the need for foundation programme trainees to gain experience of Psychiatry and community practice in their foundation training. Psychiatry and community placements can offer appropriate and high quality educational working placements to foundation trainees to help them develop skills in psychiatry.
and community specialties which are essential to all doctors. This is supported by the foundation curriculum. There is a requirement for 22.5% of F1 and F2 doctors to have a psychiatry post, which Wessex has achieved. By 2017 all doctors entering Foundation training must have a community post within their 2 years. Wessex currently has 87.5% of trainees undertaking a community post, so there is a need to expand this further.

**Job Purpose**

The Foundation Programme Director (FPD) will work closely with the Heads of School for Foundation and Psychiatry, the Directors of Medical Education for DHUFT, AWP and Jersey to identify, develop and ensure appropriate quality management of the Foundation Programme Posts in Psychiatry and Community Specialties. S/he will work with the local Trust Foundation Programme Directors and lead educators to ensure that each placement of the programme and the programme as a whole meets the standards for training and that each trainee is able to access a comprehensive range of psychiatric and community experiences and local teaching which will enable them to gain the competences necessary for full registration and completion of foundation training.

The post holder will work with Wessex foundation programme training directors (FPTDs) to develop psychiatry and community foundation posts and once in place to ensure that they are high quality educational placements.

The post holder will be employed by their current employing Trust. However, it must be emphasised that the post holder is responsible for developing and supporting foundation posts in DHUFT, AWP and Jersey.

**Key Responsibilities**

1) **To manage and quality control the foundation training programme**

   - Contribute to the overall stated priorities of the Wessex Foundation and Psychiatry Schools and Health Education Wessex
   - To meet and work with the local lead educators (director of medical education, FPTDs and speciality tutors) to ensure that the training programme meets the requirements of the educational contracts for foundation training.
   - To meet and work with lead educators, educational and clinical supervisors and Medical Personnel to ensure that each programme and its constituent placements have a current job description that meets the educational aims specific for the programme and map to the Foundation Programme Curriculum
   - To meet and work with local lead educators 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 competences including the general professional competences are covered in each placement
   - To work with FPTDs to provide annual reports for the Head of Foundation School.

2) **To work with FPTDs to ensure that all foundation doctors in the programme and during their psychiatry and community placements have access to training.**

   - To meet and work with FPTDs and college tutors to ensure that all foundation doctors in psychiatry and community specialties have access to suitable induction, coordinated generic teaching and educational supervision (generally within the acute trust).
• To meet and work with local foundation programme directors and college tutors to ensure that all foundation doctors in the programme have access to clinical supervision and trained assessors.

3) To work with the Head and Deputy Head of Foundation School and faculty to ensure foundation training benefits from a co-ordinated approach

• To liaise regularly with the heads of the foundation and psychiatry schools, programme managers and foundation programme directors to ensure that best practices are shared and there is a coordinated approach to the development and management of foundation training programmes.
• To attend 70% of Psychiatry and Foundation School Board meetings
• To attend (or send a suitably qualified deputy) to any sub-committees or working groups established by the Foundation School Board
• To attend development programmes for clinical educators and maintain skills in medical education.
• To lead development projects by mutual agreement and share the results.

Due to the liaison nature of the post and working between the two schools the post holder will need to reflect on which meetings h/she attends and prioritise to make the best use of his/her time

4) General Responsibilities
To contribute to effective communication within Health Education Wessex, as well as with the wider network and with other stakeholders.

To be aware of and comply with the requirements of the Health and Safety at Work Act. To take reasonable care for the health and safety of self and colleagues who may be affected by acts or omissions at work. The Act also states that the post holder must not intentionally or recklessly interfere or misuse anything provided in the interests of health, safety and welfare.

All staff are required to respect confidentiality of all matters that they may learn in the course of their employment. All staff are expected to respect the requirements under the Data Protection Act.

Communication and working relationships
• Acute, Mental Health and Community Trusts
• Directors of Medical Education
• Medical Directors
• Lead Educators (Speciality tutors, departmental lead educators, College Tutors)
• Educational Supervisors
• Foundation Programme Training Directors
• Medical Education Manager and Department
- Medical Personnel
- Health Education Wessex
- Postgraduate Dean
- Head of Foundation School
- Deputy Head of Foundation School
- Head of Psychiatry School
- Foundation Programme Manager
- Psychiatry Programme Manager
- PGME Business Manager
- Associate Deans
- Quality Manager
- Specialty Head of Schools
- Deanery Specialty Programme Managers
- Southampton Medical School
- Wessex Courses Centre
- Others: External organisations including UKFPO, Royal Colleges, BMA, GMC, MMC, MME as appropriate

This job description is intended as a guide to the range of duties for this post; all staff may be asked to take on additional duties commensurate with their level of responsibility.

All job descriptions will be reviewed with the post holder after 12 months as part of ongoing appraisal and development.
## Foundation Programme Director for Community posts

### PERSON SPECIFICATION

<table>
<thead>
<tr>
<th>CRITERIA</th>
<th>ESSENTIAL</th>
<th>DESIRABLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Qualifications/Experience</td>
<td>• Primary medical qualification</td>
<td>• University Higher Degree</td>
</tr>
<tr>
<td></td>
<td>• Membership or Fellowship of a Royal College</td>
<td>• Educational qualification</td>
</tr>
<tr>
<td></td>
<td>• Track record of Educational Supervision</td>
<td></td>
</tr>
<tr>
<td>Special Knowledge/Experience</td>
<td>• Knowledge of the NHS, its structures and processes</td>
<td>• Evidence of submitting work for peer review</td>
</tr>
<tr>
<td></td>
<td>• Substantial experience of the organisation of PG/UG education</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Understanding the aims and practices of the Foundation Programme</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Experience of managing a multi-professional team</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Experience of working with students or doctors in training in an educational setting</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Successful management of significant organisational change</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Experience of educational Leadership and innovation</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Good understanding of current health, social and education policy</td>
<td></td>
</tr>
<tr>
<td>Practical/Intellectual Skills</td>
<td>• Proven track record of leadership and ability to influence and motivate</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Strong sense of vision and the ability to innovate</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Strong interpersonal presentation and written skills</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Ability to quickly establish professional credibility</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Problem solving</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Good organisational skills</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Awareness of healthcare workforce issues</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Team player</td>
<td></td>
</tr>
</tbody>
</table>