

Foundation Training Programme Director

Job Description & Person Specification

Accountable to:	Postgraduate Dean, Health Education East of England; Foundation School Director, Health Education East of England
Reports to:	Associate Medical Director for Medical Education within LEP; Trust Medical Director
Tenure:	3 years (with review after 12 months)

Job Summary

The Foundation Training Programme Director (FTPD) is responsible for the overall management and quality control of the Foundation Programme in the Local Education Provider (LEP) (Acute, Mental Health and Primary Care Trusts). S/he will work with the local lead educators to ensure that each placement/track of the programme meets the HEEoE standard for training and that each trainee is able to access a comprehensive range of experiences and resources which will enable them to gain the competencies necessary for full GMC registration and completion of foundation training. S/he will work closely with the other Foundation Programme Directors for effective development and implementation of strategy and practice across the school, through involvement in formal and informal forums for debate and updating, as well as ensuring that their LEP is appropriately and adequately represented in recruitment of Foundation trainees as well as those involved in any aspect of Foundation training.

Key Responsibilities

- 1. To ensure a high quality Foundation Training Programme the postholder must:**
 - a. Have knowledge and comply with the GMC regulatory framework for Foundation Training
 - b. Work with local lead educators (Directors of Medical Education, Clinical Tutor, GP Programme Directors and Specialty Tutors) to ensure that each placement/track in the programme provides high quality experience and meets the educational and training competencies for the national foundation curriculum document and the foundation reference guide.
 - c. Ensure that all clinical and educational supervisors have received appropriate training (including equality and diversity training) for their role as educators and assessors.
 - d. Ensure that all educational supervisors are familiar with the deanery and national process and documentation to be completed prior to full GMC registration, completion of foundation training and for revalidation.

- e. Provide annual reports to the local Foundation board and to HEEoE via the Foundation School Board so that they can be confident that the programme is meeting the expected standard.
 - f. Support the deanery in the national Foundation Programme Application System FPAS recruitment process and regional recruitment to vacancies process by ensuring representation from the LEP as stated and required by the Foundation School.
 - g. Produce materials and publicity information about the programme to ensure effective recruitment.
 - h. Ensure foundation trainees have access to well-informed and appropriate careers advice and counselling, working with reference to workforce planning issues, liaising with the Deanery Foundation Careers Lead.
 - i. Attend at regular HEEoE conferences and ad hoc training days to develop and implement strategy, policy and consistent practice across the school.
 - j. Contribute to foundation school working parties, conference presentations and focus groups.
 - k. Ensure that the LEP is adequately and appropriately represented at centrally organised events related to recruitment, such as scoring and interviews.
 - l. Have an understanding of the Trainee in Difficulty policy, and to work with local educators and the Foundation School in identifying and supporting such trainees.
- 2. To deliver a high quality interactive generic professional programme for all Foundation Trainees and to enable their attendance, the postholder must:**
- a. Facilitate the effective and efficient organisation and delivery of teaching/education sessions.
 - b. Identify and ensure the aspects of the specific and generic competencies that are best taught in a peer group setting and arrange a suitable local programme.
 - c. Link the education teaching programme sessions to the curriculum and map the competencies of the programme and tracks.
 - d. Work with local lead educators and Trust HR Departments to ensure that Trusts are familiar with the timetable for foundation training and that routine activities are minimised for this period.
 - e. Define the educational aims of each session, consider the most effective educational method and most effective facilitator thereby producing a trainee centred interactive half day educational programme.
 - f. Evaluate each session and the overall programme giving feedback and producing reports as appropriate.
 - g. Use e-portfolio to evaluate teaching, education and feedback to clinical and educational trainers.

- h. Oversee the recording and monitoring of sickness absence and attendance of trainees at the teaching sessions.
- 3. To work with the local trusts to ensure effective development of clinical and educational supervisors for foundation trainees, the postholder must:**
- a. Devise an effective method of selection, reselection and appraisal of clinical and educational supervisors in conjunction with HR departments (Recruitment and selection), clinical directors (appraisers) and HEEoE.
 - b. Maintain databases of clinical and educational supervisors, including their potential to contribute to the half day programme and their preparation for their role.
- 4. To contribute to the overall development of HEEoE and foundation school, the postholder must:**
- a. Attend development programmes for clinical educators and maintain skills in medical education.
 - b. Lead development projects and research on the foundation programme by mutual agreement with the Foundation School Director and share the results.
- 5. To develop own professional development for the FTPD role, the postholder must:**
- a. Ensure they are up to date with new and emerging local and national Medical Education documents and information as necessary.
 - b. Be proactive in ensuring annual appraisal with the DAME.
 - c. Be proactive in obtaining a report on their performance from the Foundation School Director prior to their appraisal with the DAME.

**Person Specification
Foundation Training Programme Director**

Factor	Essential	Desirable
Qualifications /Experience/Knowledge		
At least 5 years' experience as a registered Consultant, Medical Practitioner, General Practitioner or Mental Health Consultant	X	
A consultant who holds a minimum of 5 sessions within the Trust		X
Medical Education qualification		X
Previous experience in an educational leadership role		X
Previous experience and training in clinical and educational supervision	X	
Knowledge of and enthusiasm for the education of trainees	X	
Training in and understanding of equality and diversity	X	
Training & understanding of recruitment and selection process	X	
Skills		
Understanding and application of a range of assessment tools used in postgraduate /foundation training	X	
Understanding and application of the principles of adult education	X	
Aptitudes		
Empathy and understanding of student and trainee problems /issues	X	
Flexibility	X	
Good communication skills		
Good time management and organisational abilities	X	
Understanding of change management.	X	
Ability to exercise diplomacy and tact	X	
Ability to mediate/negotiate between different interest groups	X	
Ability to maintain effective and productive working relationships with colleagues	X	
Ability to establish academic credibility	X	