

**Directorate of Education and Quality**

**School of Medicine**

**JOB DESCRIPTION**

**SPECIALITY TRAINING PROGRAMME DIRECTOR**

**Accountable to:** Health Education East of England, Relevant Royal College

**Reports to:** Head of School of Postgraduate Medicine

**Tenure:** Three years; may be extended by two years and, in exceptional circumstances, for a longer period

**Job Purpose:**

A speciality training programme director (TPD) is a member of the Speciality Training Committee (STC) who is managerially responsible to the Postgraduate Dean for the delivery of training in that speciality according to the standards set by the GMC and relevant Royal College or Faculty. The demands on TPDs are likely to vary between specialties and the guidance below should be interpreted flexibly.

**Appointment Process:**

New appointments should be planned and made at least 6 months in advance so that a period of overlap with the outgoing TPD may occur. All current consultant (or other senior) trainers from the relevant speciality are eligible to apply for the role. Where there is more than one applicant, each applicant will be invited to submit a personal statement to the members of the STC. Following a ballot of its members, the STC will recommend an appointee to the Head of School. The appointment must be ratified by the Head of School of Postgraduate Medicine and Postgraduate Dean. The appointee must also be acceptable to the Speciality Advisory Committee of the relevant Royal College or Faculty.

**Key Responsibilities:**

The TPD will manage and supervise on behalf of the STC, the Head of School of Postgraduate Medicine and the Postgraduate Dean:

1. Appointments to the training Programme. This includes identifying future vacancies on an annual basis and informing the HEEoE Recruitment Unit of the number of vacancies that will need to be filled.
2. The overall structure of the training Programme to deliver for each trainee the curriculum issued by the JRCPTB or other relevant Royal College or Faculty and approved by the GMC. Individual training programmes should take into account the collective needs of all the trainees.
3. Rotations, placements and attachments including the incorporation of periods spent out of programme and ensuring that, wherever possible, all trainees and Local Education Providers are given at least 6 weeks notice of any planned rotations of trainees. Details of trainee placements should be entered into the trainee database in HEEoE (Placement Manager) in a timely fashion
4. The needs of trainees wishing to work less than full time are met wherever possible, and that opportunities for job shares or working less than full time in full time posts are arranged when needed
5. The needs of trainees requesting Inter-deanery Transfers in and out of the programme
6. All assessments as required by the RITA/ARCP system, ensuring that trainees are given at least six weeks notice of the timing of their RITAs/ARCPs
7. Advice to the postgraduate Dean/Senior Management Team as requested.
8. Other roles that may become necessary due to the requirements of the General Medical Council

In addition, the TPD should:

1. Ensure that all trainees on the Programme have a named educational supervisor, and that:
   1. they are told the names of their educational supervisors at least six weeks before taking up post
   2. all educational supervisors have the necessary training and skills and have evidence demonstrating that they have received training in the last three years which meets the requirements of areas 1 to 7 of the AoME’s Framework for the Professional Development of Postgraduate Medical Supervisors
   3. all educational supervisors have undergone equality and diversity training within the last three years
   4. all educational supervisors have time to perform their role identified in their job plans (currently 0.25 PA per educational supervisee)
   5. all educational supervisors in his/her programme understand that Educational Supervisor’s Reports must be completed fairly and honestly so that ARCP Panels can make fully informed decisions
2. Ensure that each post delivers the education and training expected for that period, including appropriate learning opportunities, induction, clinical and education supervision, appraisal and feedback and the objective performance of workplace based assessments
3. Ensure that there is a programme of Regional Training Days which trainees are required to attend unless there are exceptional circumstances
4. Monitor the progress of individual trainees
5. Keep a record of ARCP outcomes and examination results by programme and location and make this available to trainees
6. Feedback to LEPs any unsatisfactory reports from trainees.
7. Report to each meeting of their STC on the progress of all trainees and bring to the attention of the members difficulties with individual trainees, placements or quality of training
8. Act as a mentor to the trainees on the Programme
9. Ensure that careers support is available for trainees on the Programme and for other trainees who might wish to train in the specialty
10. Ensure that trainees wishing to pursue an academic pathway have the opportunities to do so
11. Ensure that the HEEoE policy for the management of trainees in difficulty is adhered to by all trainees and trainers, and that trainees who are failing to progress or otherwise require additional support are identified and managed in a timely and appropriate manner
12. Ensure that his/her own training is up-to-date and that he/she undertakes any training required by HEEoE
13. Take a leading role in the planning of recruitment to the training programme, and take part in the appointments process
14. Play a part in marketing the specialty in order to attract high quality trainees with an aptitude for the speciality. This will include providing a description of the opportunities for training in the specialty for inclusion on the HEEoE website
15. Be a member of the appropriate School Board, providing an annual report to the School
16. Contribute to HEEoE’s quality management processes
17. Participate in developments initiated by national bodies such as the GMC, COPMeD and the relevant Royal College
18. Comply with data protection, freedom of information and equal opportunities/diversity requirements.

**Time Allocation and remuneration of the TPD’s employing Trust**

The employing Trust of the TPD will be paid a sum of money according to current HEEoE guidance to support the educational work of the TPD. The currently agreed rate is 1 PA where the programme contains more than 40 or more trainees and 0.5 PA where there are less than 40. The intention is that the employing Trust will ensure that an equivalent amount of time is allocated to the role in the TPD’s job plan and that the TPD should have no clinical commitments during that time. Administrative support will be provided by the relevant Trust-based School Administrator.



**Person Specification for Speciality TPDs**

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| **Essential criteria** | **Desirable Criteria** |
| Membership of the relevant Royal College | Fellowship of the relevant Royal College. Current or recent past member of the relevant STC |
| Have genuine enthusiasm for education and relevant, up-to-date training in teaching methods. | Relevant PG certificate |
| Have detailed, up-to-date knowledge of the speciality’s curriculum, portfolio, selection criteria, examinations and other assessment methods. |  |
| Equality and diversity training in the last 3 years |  |
| Training in appraisal and giving feedback | Training within the last 3 years |
| Training in Selection methods | Training within the last 3 years |
| Awareness of the issues around dealing with trainees who are failing to progress or otherwise require additional support | Training within the last 3 years |
| Ability to attend relevant national and local College and HEEoE meetings |  |
| Excellent organisational skills |  |
| Excellent communication, counselling and liaison skills – a readiness to listen and empathise | Strong sense of professionalism |
| Problem solving abilities and a flexible, practical approach. |  |