

## Job Description

### Yorkshire and Humber Foundation Academic Programme Advisor (FAPA)

#### Summary of Role and Responsibilities

The FAPA is responsible for the overall management and quality control of Yorkshire and Humber Foundation Academic Programme (FAP). FAPA's should be allocated the equivalent of one session of programmed activity for every 90 posts. S/he will work with the local lead educators to ensure that each placement of the programme and the programme as a whole meets the HEE standard for Academic training and that each foundation doctor is able to access a comprehensive range of experiences which will enable them to gain the academic competences necessary for completion of Academic foundation training.

#### Key Responsibilities:

1. To organise (or oversee) and quality manage the foundation academic training programme:

- To work with local educators (e.g. the director of medical education, clinical Tutors, university departments and LEP's) to organise (or oversee) and quality manage the foundation academic training programme.
- To ensure that the training programme meets the requirements of the educational contracts or agreements for foundation academic training.
- To facilitate the matching of Academic trainees with appropriate Academic programmes working with local Academic leads to ensure that each programme meets the academic educational aims specified for the programme and map to the curriculum.
- To chair review the Annual Review of Competence Progression (ARCP) outcomes for FAP doctors.
- To attend the UKFPO academic meetings.
- To work with the team to deliver and Academic presentation day for trainees. This might be part of a School wide process or Foundation stand alone. This is normally a day event held centrally in Yorkshire and Humber.
- To coordinate in conjunction with Foundation programme support annual FAP selection. This is normally a 2 day process, held at Don Valley House in November. It selects our 66 Academic trainees through an interview process.

2. To ensure that all foundation doctors in the programme have access to suitable training which will allow them the opportunity to achieve the requirements for satisfactory completion of the foundation academic programme.

This includes:

- Providing access to academic supervisors, release for PGCERT or equivalent.
- Providing access to academic supervision and trained assessors.
- Monitoring the attendance and performance of each foundation academic doctor at regular intervals and initiating remedial support for any doctor in difficulty.
- Collecting evidence about attendance and performance to corroborate the content of individual foundation doctor's e-portfolios and enable decisions about recommendations for achieving academic competencies.
- Evaluating induction, generic teaching and supervision to ensure it meets minimum standards.

**3.** To work with the LEP(s) and University Departments for the effective development of a local faculty of educators capable of delivering foundation academic training:

- To ensure that all academic supervisors have received appropriate training (including equality and diversity training) for their role as educators, supervisors and assessors.
- To ensure that there is a sufficient number of trained staff able to supervise and assess foundation academic doctors in academic competencies.
- To ensure that there is an effective method of selection and reselection of Academic supervisors and projects.
- To ensure there is a database of local educators (educational supervisors, clinical supervisors, trained assessors).

**4.** To work with the FSD and faculty to ensure foundation training benefits from a coordinated approach:

- To liaise regularly with the FSD, FSM and FTPD/Ts to ensure that best practices are shared and there is a coordinated approach to the development and management of foundation training programmes.
- To attend foundation school management committee meetings (or equivalent).

**Reports to:** The Local Education Provider (LEP) Director of Medical Education and Foundation School Director (HEE).

**Duration:** TBC

**Sessions/Grade:** 1 PA per 90 posts

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