

Job Description

Training Programme Director - <<insert School/Specialty>>

Summary of Role and Responsibilities

The role of Training Programme Director is to work with and support the Head of School in leading the delivery of a wide range of functions, aligned to the Health Education England mandate.

The Training Programme Director is professionally and managerially accountable to the Head of School. The Training Programme Director will focus upon improvement of learner supervision, assessment and experience, engagement of faculty and ensuring effective educational outcomes, both now and in the future. The role is evolving and will also focus on whole workforce transformation and developing multi-professional links.

To support the Postgraduate Dean, Training Programme Directors will work across the spectrum of health and where relevant, social care, within the context of a team, so that the provision of education reflects changing service models. This will deliver an integrated workforce comprising individuals from a spectrum of professional and other backgrounds.

Duration: 3 years (renewable under some circumstances, subject to approval of the Postgraduate Dean and Head of School)

Sessions/Grade: <<to insert>>

Key Areas of Responsibility

Leadership

To work with the Head of School:

- To provide effective clinical leadership, contributing to the strategic development of HEE.
- To contribute to the vision of the local NHS and to enhance patient care by providing leadership and direction with respect to the quality of education and training.
- To be an advocate and a positive role model on behalf of HEE, by promoting leadership that inspires, motivates and empowers all staff, and demonstrating the values of the NHS.
- To work on behalf of HEE, providing expert advice on specialty specific matters.
- To work locally with key groups and stakeholders, to attend and host events across the regions, to develop key liaisons and to ensure effective local engagement and responsiveness in line with the culture of HEE.

- To review how multi-professional healthcare teams interact and identify opportunities for different healthcare professions to work more effectively together through education and training.
- To work with providers and others to support and capture innovation locally and ensure national and local conversations develop 'best practice'.

Corporate Leadership

- To support delivery of the specialty specific aspects of the HEE mandate through local initiatives and programmes.

Involvement in Programmes and Projects

- To support work programmes on behalf of HEE that support local and national developments and initiatives.

Quality and Safety

To work closely with the Head of School to support implementation of the HEE Quality Framework and:

Education and Training Quality Improvement and Performance

- To emphasise the importance and promote the development of a quality learning environment for all learners.

Patient Safety and Healthcare Quality Improvement

- To support the development of quality processes which are complementary across the healthcare workforce.
- To support the use of clinical skills training and simulation (where appropriate/applicable), stressing the importance of teamwork and human factors.

School Programme Management

To oversee School programme management and advise the Head of School on the following matters:

- Specialty specific matters and trainee/trainer concerns.
- Recruitment to training posts and programmes.
- To use HEE educational resources to support learners within programmes to fulfil their full potential.

- Postgraduate programme management, including assessments, progression, rotations, support and remediation, OOP management, trainee management, careers support, less than full time training, inter deanery transfer, academic training and other related work streams.

To fulfil the following responsibilities:

- To attend School meetings within the structure and other relevant meetings.
- To meet Code of Practice requirements, ensuring that rotational information is available to local teams to meet the 12 week deadline, and to support information sharing to track exceptions, noting the contribution to HEE metrics.
- To undertake professional development identified for the role (attendance at required training days, online eLearning packages etc.).
- To assist the Head of School and Postgraduate Dean in the early identification of trainees requiring additional support through local monitoring, escalation as required and referral to appropriate services.
- To facilitate career management or be able to provide access to career management skills or provision.

Educational and Workforce Development

To advise and support the Head of School in educational and workforce development elements, including:

Professional Development of the Educational Faculty

- To support compliance with requirements particularly with regard to the supervision and support for trainees and learners.
- To identify learning needs and support provision of educational appraisal, educator development and resource for faculty, trainees and learners.
- To create and promote shared learning opportunities to increase effective inter-professional working across the School.

Intelligence Support/Provision

- To ensure local intelligence processes inform quality management processes.
- To engage with information systems (trainee database, post establishments).

Strategic Workforce Development and Commissioning

- To develop educational programmes, where needed, to support achievement of curriculum competencies, engaging with commissioning processes as required.

- To support the implementation of alternative workforce solutions within the School.
- To advise the Head of School on commissioning and decommissioning activities.

Finance

- To ensure compliance with procurement requirements.

Key Relationships

- Postgraduate Dean
- Head of School
- Staff at all levels across the geographical area covered by the local office
- Practices and schemes
- Deputy Postgraduate and Associate Postgraduate Deans
- Clinical Faculty
- Other Heads of Schools
- Other Training Programme Directors, including Defence Deanery leads where appropriate
- Royal Colleges
- Professional and regulatory bodies
- Wider Stakeholder Network
- Local Medical and Dental Schools
- Providers and commissioners across the region
- Directors of Postgraduate Medical Education
- Higher Educational Institutions

Updated August 2017