Training Programme Director: to include Foundation Programme Director

Note: 1. GMC requires that training programmes are led by Training Programme Directors (TPDs) (or their equivalent).

2. Training Programme Directors and Educational Supervisors are educational and training appointments to specialty training programmes for which NHS Education for Scotland and its associated deaneries are responsible. The appointment process will involve the NES deaneries, the relevant Royal Colleges and their Faculties, and the service. The arrangements are set out in the relevant job descriptions and person specifications which follow.

3. These arrangements apply also to general practice training programmes.

4. Each foundation programme is currently led by a Foundation Tutor - an appointment synonymous with that of a specialty Training Programme Director – and is also supported by foundation programme educational and clinical supervisors. The arrangements that follow also apply to foundation programmes. The title Foundation Programme Director will replace that of Foundation Tutor.

Job Description

The day to day management of specialty training, including responsibility for the quality management of specialty training programmes, rests with the Postgraduate Deans who are accountable to NES.

Specialty training should be programme-based and designed to deliver nationally agreed standards. The size of specialty training programmes varies across specialties and, while each will have Training Programme Director (TPD), the number of Educational Supervisors (ES) will relate to the numbers of trainees on the programme. Although there is flexibility, an ES must have time set aside in their contracts and job plans to allow for educational supervision. Most specialty training programmes are based entirely within a deanery. Some, however, although sponsored by a deanery, may have a Scotland-wide national role, as a national programme, and have governance structures to support that remit.

Each programme has a designated Training Programme Director. The postholder has responsibility for managing foundation or specialty training programmes providing for doctors holding the following appointments: foundation; specialty registrar (StR) and locum appointments for training (LATs).

The TPD should be a consultant or general practitioner and will report to the Postgraduate Dean or appropriate GP Director or Associate Dean. They will have a close relationship with the relevant DME(s) and Royal Colleges to ensure quality.

management of their training programme as set out in the NES Quality Management Framework. The postholder may also combine the role with that of an educational and/or clinical supervisor.

**General responsibilities**

The TPD should:

- participate in or provide advice to NES Specialty and Foundation Training Boards (STBs);
- participate in local arrangements (including Specialty Training Committees (STCs)) developed by the Postgraduate Dean to support and advise on the management of the specialty training programme(s) within the deanery or across deanery boundaries;
- work with delegated College/Faculty representatives (e.g. college tutors, regional advisors) and national College/Faculty training or Specialty Advisory Committees (SACs) to ensure that programmes deliver the specialty curriculum and enable trainees to gain the relevant competences, knowledge, skills, attitudes and experience;
- take into account the collective needs of trainees in the programme when planning training for individual trainees;
- ensure the allocation of trainees to appropriate placements and the coordination of rotational arrangements.
- manage the provision of study leave within the programme.
- coordinate and participate in the *Annual Review of Competence Progression* process;
- be trained in equality and diversity to promote equality of opportunity and eliminate unfair discrimination;
- provide support for clinical and educational supervisors within the programme;
- contribute to the annual assessment outcome process in the specialty including the provision of an annual report to the deanery to support the *Annual Deanery Report* to GMC;
- provide and validate programme information to support NES information services;
- ensure that all trainees receive a comprehensive induction into the specialty and to ensure that any subsequent induction to placements within the programme takes place in a timely manner;
- help the Postgraduate Dean manage trainees who are running into difficulties by supporting educational supervisors in their assessments and in identifying remedial placements where required;
- provide advice on Out-of-Programme experience and how it may be accessed; and
- have adequate time within their job plans to undertake these responsibilities.
TPDs also have a career management role. They will need to:

- be familiar with the deanery policy for careers management and counselling which covers the needs of all trainees in their specialty programme.
- have career management skills (or be able to provide access to them)
- play a part in marketing the specialty, where there is a need to do so, to attract appropriate candidates e.g. coordinating taster sessions during foundation training, career fair representation, or liaison with specialty leads and with Royal Colleges/Faculties.

**Key Result Areas**

- Provide evidence of robust quality management for the programme as required by GMC quality assurance process, NES Quality Management Framework and other external bodies as required.
- Deliver an *Annual Speciality Quality Management Report* to the PG Dean.

**Procedure for appointment and accountability**

The appointment process will be the responsibility of the Postgraduate Dean. DMEs and the relevant Royal College may be involved in the appointment. The TPD will be managerially accountable to the PG Dean.

An annual review and appraisal will take place lead by the PG Dean, GP Director or an appropriate associate postgraduate dean.

**Tenure**

3 Years in the first instance
<table>
<thead>
<tr>
<th>Factor</th>
<th>Essential Criteria</th>
<th>Desirable Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attainments</td>
<td>• GMC full registration</td>
<td>• PG qualification in education</td>
</tr>
<tr>
<td></td>
<td>• Hold Specialist or General Practitioner registration</td>
<td></td>
</tr>
<tr>
<td>Knowledge and Interests</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Knowledge of management and governance structures in medical education and training and awareness of recent changes in the delivery of medical education and training nationally and locally.</td>
<td>• Evidence of relevant research and/or publications.</td>
</tr>
<tr>
<td></td>
<td>• Interest and enthusiasm for improving delivery of medical education and training and continuing professional development.</td>
<td>• Evidence of experience at strategic level of national or international education organisations.</td>
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<tr>
<td></td>
<td>• Knowledge of assessment methods.</td>
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<tr>
<td>Special Aptitudes</td>
<td>• Effective leadership and communications skills, motivating and developing others, approachability, good interpersonal skills.</td>
<td>• Evidence of supporting trainees and trainers.</td>
</tr>
<tr>
<td></td>
<td>• Evidence of delivering well evaluated teaching sessions/tutorials.</td>
<td>• Understand use of IT in education.</td>
</tr>
<tr>
<td></td>
<td>• Evidence of successful delivery of training programmes.</td>
<td>• Evidence of audit/research in medical education.</td>
</tr>
<tr>
<td></td>
<td>• Evidence of personal development in medical education.</td>
<td></td>
</tr>
<tr>
<td>Physical requirements</td>
<td>• Health standards applicable – Doctor</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Acceptable attendance record</td>
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</table>
CONDITIONS OF SERVICE

NHS Education for Scotland

TITLE: Training Programme Director in Medical Paediatrics

LOCATION: East Deanery

REPORTING TO: Postgraduate Dean

REMUNERATION: 1 PA and will reflect current pay arrangements

HOURS AND DAYS OF WORK: Hours equivalent to 1PA

JOB STATUS: Fixed Term for 3 years

NOTICE PERIOD: 3 months

ANNUAL HOLIDAYS: 6 weeks per annum pro rata to the number of sessions worked per week

PUBLIC HOLIDAYS: 10 local/Public Holidays pro rata per annum

REHABILITATION OF OFFENDERS CLASSIFICATION: The ‘exemption’ status of posts within NES may change in the future and all successful candidates should be aware that they may be asked to obtain a further Disclosure from the Criminal Records Bureau at a later date, should a post’s status change, or if they are transferred or promoted into a post that is exempt.

SMOKING POLICY: There is a ban on smoking at the workplace.

SUPERANNUATION:
All employees are entitled to become members of the NHS Pension scheme. You are automatically entered into the scheme on your first day of service unless you indicate otherwise. Contributions are based on whole time pensionable earnings as set out in the table below:-

<table>
<thead>
<tr>
<th>Tier</th>
<th>Annual Pensionable Pay (Full Time Equivalent)</th>
<th>Contribution</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Up to £15,278</td>
<td>5%</td>
</tr>
<tr>
<td>2</td>
<td>£15,279 to £21,175</td>
<td>5.3%</td>
</tr>
<tr>
<td>3</td>
<td>£21,176 to £26,557</td>
<td>6.8%</td>
</tr>
<tr>
<td>4</td>
<td>£26,558 to £48,982</td>
<td>9%</td>
</tr>
<tr>
<td>5</td>
<td>£48,983 to £69,931</td>
<td>11.3%</td>
</tr>
<tr>
<td>6</td>
<td>£69,932 to £110,273</td>
<td>12.3%</td>
</tr>
<tr>
<td>7</td>
<td>£110,274 to any higher amount</td>
<td>13.3%</td>
</tr>
</tbody>
</table>

Sessional workers who work more than 10 sessions per week under NHS condition may be unable to contribute further to the superannuation scheme

The conditions above are for information purposes only and may be subject to variation. They do not form the basis of a legal contract.