

# Recruitment Profile

## Job Title GP Training Programme Director (TPD)

### About the Job

The post holder will be expected to improve patient care by providing leadership, strategic development and support for the professional development of primary care clinicians and non-clinicians at a local level.

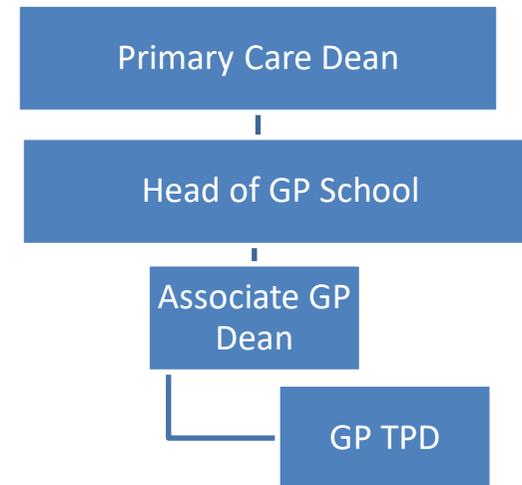
TPDs will work in local teams and ultimately will provide professional educational support to all postgraduate clinical learners in primary and community care. Although all TPDs will have areas of special interest, they will share overall responsibility for the provision of educational support to the service. The team will have a single point of contact for colleagues, commissioners and other stakeholders.

Individual team members will have responsibility for specific areas. However, the team as a whole will have specific responsibility for:

- Advice with regard to training environments in primary care for Foundation doctors.
- Management and provision of the GP specialty training programme locally.
- Supporting GPs across the transition from specialty training to independent practice.
- Supporting GPs and their teams in undertaking CPD.
- Advice about general educational matters to primary care organisations.
- Providing advice and support for appraisal processes in primary care.
- Providing support to doctors and service commissioners with performance concerns in specialty training and post CCT.

### Organisation Structure

Health Education England – East of England Office (HEE EoE) is responsible for the commissioning, contracting and quality management of healthcare workforce education in the east of England (covering the counties of Bedfordshire, Cambridgeshire, Essex, Hertfordshire, Norfolk and Suffolk).



**Reports to:** Associate GP Dean, HEE East of England Office

**Tenure:** Permanent

**Employment:** Health Education England

## About Us

HEE provides leadership for the education and training system. It ensures that the shape and skills of the future health and public health workforce evolve to sustain high quality outcomes for patients in the face of demographic and technological change. HEE ensures that the workforce has the right skills, behaviours and training, and is available in the right numbers, to support the delivery of excellent healthcare and drive improvements through supporting healthcare providers and clinicians to take greater responsibility for planning and commissioning education and training.

Our **ambition** is to be the best organisation of our type in the world by living our values every day.

Our Core **Values** are that everyone feels **valued and respected** and are **included and involved** in everything that affects them; are **trusted** to make decisions with clear reasons in order to **be empowered** to deliver; are committed to clear, **effective communication**, which is transparent and open when sharing information; takes **pride and has integrity** in everything we do and recognises that everyone has a significant contribution whilst taking **personal responsibility and accountability** for actions and behaviours.

# Recruitment Profile

## About You

This section details the personal attributes we require for this role. If you feel these describe you we would welcome your application

## Behaviours and Values

Understand the values of the NHS constitution and work with these values underpinning. These values are:

- Working together for patients
- Everyone counts
- Compassion
- Improving lives
- Respect and dignity
- Commitment to quality of care

## Skills and Abilities

### Essential:

- A strong sense of vision and ability to innovate
- Ability to problem solve and maintain objectivity
- Strong interpersonal, communication, written and presentation skills
- Ability to quickly establish personal and professional credibility with colleagues and other key stakeholders
- Excellent organisational and time management skills
- Demonstrates clinical and educational leadership skills.
- Problem solving abilities and a flexible, practical approach.

### Desirable:

- Has strategic planning skills.
- Has expertise in change management.

## Experience and Knowledge

### Essential:

- Experience of working with learners or doctors in training in an educational context.
- Has a thorough understanding of the work of the general practitioners and other health care practitioners and their challenges.
- Knowledge of adult education, theory and delivery in service.
- Understanding of developments involving the relevant Colleges/Faculties, professional bodies, related NHS organisations and regulatory bodies.
- Active involvement in, and up to date with, appraisal processes.
- Knowledge of the NHS, its structures and processes, including an understanding of healthcare/multi-professional workforce matters, the Gold Guide and educational theory.
- Demonstrates a proactive approach to personal CPD as a clinician in their professional role.

### Desirable:

- Trained and experienced in recruitment, selection and Equality and Diversity in the last 3 years
- Expertise in the support of doctors in difficulty.

## Qualifications and Training

### Essential:

- Primary clinical healthcare qualification
- Membership/Fellowship of a College, Faculty, professional association and/or regulatory body
- It is essential that TPDs who are GPs should be in active clinical practice, and on the National Performers list, or be within the 2 year grace period after finishing clinical work.
- TPDs from other primary care professional groups should maintain registration with the appropriate professional body
- Attendance at courses aimed to support educational development (example: educator courses, Train the Trainer, etc.)
- Inclusion on the NHS Performers List (or equivalent)
- Licence to Practise

### Desirable:

- Working towards higher professional qualification such as Diploma or Masters in Medical Education

# Expected Outcomes

## About your role

This section details the outcomes and deliverables that would be expected from the role

## Engaging People/Key Working relationships

### Key Working relationships

- Primary Care Dean
- Head of GP School
- Postgraduate Dean
- Local Director
- Staff at all levels across the geographical area covered by the local office
- Associate and Deputy Deans
- Training Programme Directors and clinical faculty
- Other Heads of Schools/Foundation and GP School Directors
- Royal Colleges
- Professional and regulatory bodies
- Wider Stakeholder Network
- Local Medical Schools
- Providers and commissioners across the region
- Directors of Medical Education
- Higher Educational Institutions
- Training Hubs

## Delivering Results/Functional Responsibilities

- Coordinating and monitoring the posts in both hospital and general practice to construct GPST programmes meeting the criteria set out by the RCGP and COGPED. Working with HEE to record programmes and facilitate appropriate trainee placements.
- Liaising with the DoME/CT with regard to support for and development of GP education in Trusts, including the role of named clinical supervisors with regard to use of the RCGP ePortfolio and the education provided in individual posts.
- Liaising with Practices, GP Trainers/Educational Supervisors where appropriate to ensure optimal provision of experience as required to fulfil the RCGP curriculum and the MRCGP assessments.
- Involvement in the study leave approval process.
- Supporting the development of new GP educators and the local Trainers Workshop.
- Facilitating the provision of the half day release course for GPSTs, including managing available funds and resources.
- Working with local Out of Hours providers and practices with the support of the appropriate Associate Postgraduate Dean to ensure adequate OOH experience.
- Supporting individual GPSTs with career guidance, advice and support for trainees with performance concerns in association with the appropriate Associate Postgraduate Dean.
- Working with HEE to assist with the support of regional functions, e.g. recruitment, ARCP panels, approval and School visits, as relevant to the GP training programme.
- Monitoring individual GP Registrar's performance during the whole programme
- Produce an Annual Programme Development Plan, which provides details of scheme GP allocation expenditure and cost pressures.

## Management and leadership

- 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 in the locality.
- 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 work with providers and others to support and capture innovation locally and ensure national and local conversations develop 'best practice'.
- Be involved, where appropriate, in the Management of the local Education Centre general practice budget or equivalent. Post holders are expected to take part in the Management Committee of the Education Centre.
- Be required to provide written reports, usually annually at appraisal on their activities as requested by the Primary Care Dean, conforming to the HEE reporting model.
- Engage with the post holder's line manager in regular appraisal and performance reviews against agreed objectives. Some posts may be financially supported by organisations other than HEE. This financial support does not change the line of accountability which is to the Associate Dean of Postgraduate General Practice Education and the Primary Care Dean.
- Be expected to contribute to the promotion of HEE's policy and to the quality assurance of CPD locally and throughout HEE as a representative of the Primary Care Dean

## Setting Direction and Service Improvement

- To provide effective clinical leadership, contributing to the strategic development 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 ensure delivery of the specialty-specific aspects of the HEE mandate through local initiatives and programmes.
- To promote or lead work programmes on behalf of HEE that support local and national developments and initiatives.

# Benefits Information

## About the Benefits

This section details the benefits of working for HEE

### What's great about this post?

This is an exciting opportunity for an individual with knowledge of current educational theory and practice, and ability to maintain an up to date awareness of relevant issues. The post holder will maintain clinical skills and knowledge of local and national issues relating to standards of medical and multidisciplinary education.

The post holder will:

- I. Be expected to meet professional requirements for Continuing Professional Development and Revalidation.
- II. Ensure own training is up to date and the any training required by HEE is undertaken.
- III. Be expected to be aware of the responsibilities of all employees to maintain a safe and healthy environment for patients, visitors and staff.
- IV. Must conduct duties in accordance with HEE Health and Safety policy and in a manner that safeguards the well-being of the post holder and colleagues. Managers have a special responsibility for assessing and minimising risks to staff. All staff must report accidents, significant events and near misses
- V. Handle personal and other manual and electronic data in accordance with the current Data Protection Act and all relevant NHS policies.
- VI. Be expected to carry out other duties not listed above that may be required from time to time.
- VII. Adhere to HEE policies in the event of any disciplinary/grievance issues.

(Note: this list of duties is not exhaustive but indicates principle areas of work. Changes will inevitably occur as the requirements of the NHS alter and the post holder will be consulted to keep their responsibilities aligned to the developing NHS but also to meet their own development needs to maintain and acquire relevant skills)

### What other opportunities are available to me?

We'll be committed to your training and development from day one. When you join, you'll receive an induction and have the opportunity to attend a variety of skills-related courses, some on-line. Our learning and development strategy includes all the ways that we can support you to 'shine' and excel in your role and is open to our staff at every level in our organisation. It also includes Leadership and Management development and

### What's the terms and conditions?

As an NHS employer the following terms and conditions apply to this post:-

<b>Salary</b>	NHS Medical & Dental: GP Educator - GP00
<b>Hours of Work</b>	2 Sessions (Equivalent to Programmed Activity (PA) per week)
<b>Permanent, Fixed Term or Secondment</b>	Fixed Term for 12 months (Secondment only for current NHS employees)

**Leave and Bank Holidays:** 27 days per year and 8 bank holidays, pro rata if part-time. Leave increases to 29 days per year after 5 years' service and 33 days per year after 10 years' service

**Pension:** The NHS Pension scheme is based on length of service and salary at retirement (not dependent on investment returns). It provides a retirement pension worth 1/60<sup>th</sup> of reckonable pay per year of membership. There is also the option to exchange part of the pension for cash at retirement, up to 25% of capital value

### Other useful information

Your essential role will indirectly contribute to saving and improving people's lives. Job-sharing and part-time working is welcomed. Please indicate this on your application form. We are committed to implementing reasonable adjustments for people with disabilities.

provides the opportunity to apply for funding to support personal development activity.

If you are successful, you will be issued with a contract of employment which will include a full statement of the terms and conditions of service and Job Description