

## NHS England



### Job description and person specification

Position			
<b>Job title</b>	Deputy / Training Programme Director	<b>Directorate/ Region</b>	Workforce Training and Education, North East and Yorkshire
<b>Pay band</b>	<b>NHS Medical &amp; Dental: Consultant</b>	<b>Responsible to</b>	Head of School
<b>Salary</b>	To be funded by the Education Contract	<b>Accountable to</b>	Postgraduate Deputy Dean
<b>Tenure</b>	Secondment for 3 years	<b>Responsible for</b>	Providing support to the Specialty and School within NHSE working across Yorkshire and the Humber
<b>Funding Arrangements</b>	Programme Funded	<b>Base</b>	North East and Yorkshire
Our Organisation		NHS England Values and Behaviours	
<p>NHS England leads the NHS in England to deliver high quality care for all. We support NHS organisations to deliver better outcomes for our patients and communities, work to get the best possible value for taxpayers, and drive improvement across the NHS.</p> <p>Through our <a href="#">seven regional teams</a>, NHS England supports local <a href="#">integrated care systems</a>, made up of public services that provide health and care – NHS organisations, primary care professionals, local councils, social care providers and the community, voluntary and social enterprise sector – to improve the health of the population, improve the quality of care, tackle inequalities and</p>		<p>Having listened to our staff over the last year, we aim to create a healthy and high performing organisation, underpinned by the NHS Constitution values:</p> <ul style="list-style-type: none"> <li>• Respect and dignity.</li> <li>• Commitment to the quality of care.</li> <li>• Compassion</li> <li>• Improving lives.</li> <li>• Working together for patients.</li> <li>• Everyone counts.</li> </ul>	



deliver care more efficiently.

From April 2023, NHS England, Health Education England and NHS Digital became one single organisation, putting workforce, data, digital and technology at the heart of our plans to transform the NHS.

Our people all have a part to play in helping to shape and develop our culture and in embedding and living these values.

Our behaviors:

- Leading by example:
- We prioritise patients in every decision we take.
- We listen and learn.
- We are evidence-based.
- We are open and transparent.
- We are inclusive.
- We strive for improvement



Service and team	About the role
<p><b>Education and Training – Postgraduate Medical and Dental Education</b></p> <p>The core purpose of this team is to:</p> <ul style="list-style-type: none"> <li>• To coordinate the skills provision (academic, technical, and non-technical) of the Neurosurgery training programme for Yorkshire and the Humber, Health Education England</li> <li>• To promote mentorship and support for surgical higher trainees within the skills facility of your locality</li> <li>• Role is responsible to the Deputy Head of School, Core TPD and deputy within Neurosurgery with responsibility for education/training</li> </ul> <p><b>About you:</b></p> <ul style="list-style-type: none"> <li>• To advise and support in educational and workforce development elements, including:</li> <li>• Professional Development of the educational faculty</li> <li>• To support compliance with requirements particularly with regard to the supervision and support for trainees and learners</li> <li>• To identify learning needs and support provision of educational appraisal, educator development and resource for faculty, trainees and learners</li> <li>• To create and promote shared learning opportunities to increase effective inter-professional working across the School</li> <li>• Intelligence Support/ provision</li> </ul>	<ul style="list-style-type: none"> <li>• To oversee skills training within the local skills facility as directed by the educational programme for NHSE</li> <li>• To arrange faculty (number dictated by programme) for each skills session within the locality. This should provide at least 3 months' notice to the faculty, skills centre, and School of Surgery. To confirm faculty attendance 1 month prior to skills session delivery. This will amount to 3-6 episodes per year</li> <li>• To administer the attendance of trainees at each skills session and coordinate numbers with the deputy TPD for procurement of disposable equipment</li> <li>• To complete and collect Quality Assurance feedback and relay this data back to the school administrator</li> <li>• To complete registers of attendance by trainees and send to the school administrator</li> <li>• Provide faculty certificates to trainers</li> </ul> <p><b>Skills and Abilities</b></p> <ul style="list-style-type: none"> <li>• Primary clinical healthcare qualification</li> <li>• Membership/Fellowship of a College, Faculty, professional association and/or regulatory body</li> <li>• Attendance at courses aimed to support educational development (example: educator courses, Train the trainer, etc)</li> </ul>



- 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 Training Programme Director on commissioning and decommissioning activities

### Experience and Knowledge

- Considerable experience of working with learners or doctors in training in an educational context
- Experience of clinical and educational leadership and innovation, including managing a multi-professional team
- Demonstrable track record of delivery in service and education
- Understanding of developments involving the relevant Colleges/Faculties, professional bodies, related NHS organisations and regulatory bodies
- Understanding of the workforce transformation agenda
- Trained and experienced in recruitment, selection and Equality and Diversity in the last 3 years

### Qualifications and Training

- Primary clinical healthcare qualification
- Membership/Fellowship of a College, Faculty, professional association and/or regulatory body
- Attendance at courses aimed to support educational development (example: educator courses, Train the trainer, etc)

### Delivery

- Ensuring high standards of education and training as defined by the General Medical Council and other national bodies with respect to training posts and other educational programmes
- Commitment to national vision, policies, and processes for effective educational quality management
- Ensuring that objectives are met within budget and proportionate contribution to budget savings when required
- Ensuring that Code of Practice Guidelines are met
- Giving accurate guidance to trainees on OOP / IDT's / LTFT / Acting up applications



- 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
- Applicants who are doctors require a Licence to Practise



Key Job specifics and responsibilities	Key accountabilities
<p><b>Engaging People/Key Working relationships &amp; Management &amp; Leadership</b></p> <ul style="list-style-type: none"> <li>To provide effective clinical leadership, contributing to the strategic development of NHSE.</li> <li>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.</li> <li>To be an advocate and a positive role model on behalf of NHSE, by promoting leadership that inspires, motivates, and empowers all staff, and demonstrating the values of the NHS.</li> <li>To work on behalf of NHSE, providing expert advice on specialty-specific matters.</li> <li>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 NHSE.</li> <li>To review how multi-professional healthcare teams interact and identify opportunities for different healthcare professions to work more effectively together through education and training.</li> <li>To work with providers and others to support and capture innovation locally and ensure national and local conversations develop 'best practice'.</li> <li>To support work programmes on behalf of NHSE that support local and national developments and initiatives.</li> </ul> <p><b>Setting Direction and Service Improvement</b></p> <p>Developing an excellent organisation</p> <ul style="list-style-type: none"> <li>To support the organisation's ways of working, model its values</li> </ul>	<p><b>Delivering Results/Functional Responsibilities</b></p> <ul style="list-style-type: none"> <li>To oversee School programme management and advise on the following matters:</li> <li>Specialty-specific matters and trainee/trainer concerns</li> <li>Recruitment to training posts and programmes</li> <li>To use our educational resources to support learners within programmes to fulfil their full potential</li> <li>management, including assessments, progression, rotations, support</li> <li>and remediation, OOP management, trainee management, careers support, less than full-time training, inter-deanery transfer, academic training, and other related work-streams</li> </ul> <p><b>To fulfil the following responsibilities:</b></p> <ul style="list-style-type: none"> <li>To attend School meetings within the structure and other relevant meetings</li> <li>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 NHSE metrics</li> <li>To undertake professional development identified for the role (attendance at required training days, on-line e-learning packages, etc)</li> <li>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</li> <li>To facilitate career management or be able to provide access to career management skills or provision</li> </ul>

and champion the NHS Constitution.

**To advise and support in educational and workforce development elements, including:**

- Professional Development of the educational faculty
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- 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
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- Intelligence Support/ provision
- To ensure local intelligence processes inform quality management processes
- To engage with information systems (trainee database, post establishments)
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- Strategic Workforce Development and Commissioning
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- 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 Training Programme Director on commissioning and decommissioning activities

**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.

Person specification				
Criteria		Essential	Desirable	Evidence*
Qualifications	• Primary medical qualification or On the Specialist Register	✓		
	• Membership/Fellowship of a College, Faculty, Professional Association and/or Regulatory Body	✓		
	• Attendance at courses aimed to support educational development (example: educator courses, train the trainer etc		✓	
Knowledge Skills and experience	• Leadership	✓		
	• Problem solving	✓		
	• Strong interpersonal, communication, written and presentation skills	✓		
	• Organisation and time management skills	✓		
	• Sensitively manage complexity and uncertainty		✓	
	• Strong sense of vision and ability to innovate		✓	
	• Committed to own personal development and an ability to support others to develop and progress		✓	



	<ul style="list-style-type: none"> <li>• Experience of working with learners or doctors in training in an educational context</li> <li>• Experience of clinical and educational leadership</li> <li>• Demonstrable track record of delivery in service and education</li> <li>• Understanding of the workforce transformation agenda</li> <li>• Knowledge of the NHS (structures and processes)</li> </ul>	✓  ✓  ✓	    ✓ ✓	
<b>Values and Behaviours</b>	<ul style="list-style-type: none"> <li>• Self-motivated</li> <li>• Willing to learn new skills</li> <li>• Calm and effective under pressure</li> <li>• Willing to travel across the region as required</li> <li>• Uses plain language when carrying out duties</li> <li>• Aware of the impact of own behaviour on others</li> <li>• Challenges bias, prejudice and intolerance if appropriate or brings to the attention of a manager</li> <li>• Empowered and able to deliver</li> <li>• Maintains the highest standard of integrity in all interactions</li> <li>• Supports and challenges others in maintaining a healthy, safe and pleasant work environment</li> <li>• Works in a way that complies with legislation and organisational policy on health, safety and risk management</li> <li>• Driven by the needs of patients and service users</li> <li>• Recognises that improved patient care is at the heart of all decision making</li> </ul>	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓		