

## JOB DETAILS:

<b>Post Reference</b>	FL(W)-BC-0824
<b>Job Title</b>	Faculty Lead (Wrexham), Betsi Cadwaladr University Health Board
<b>Pay Scale</b>	Consultant / SAS Doctor / GP Educator
<b>Hours of Work and Nature of Contract</b>	1 session per week  Three years fixed term from date of appointment <i>(appointment will be via an external secondment agreement)</i>
<b>Employer</b>	Health Education and Improvement Wales (HEIW)
<b>Division/Directorate</b>	Medical Directorate
<b>Department</b>	Quality Unit
<b>Location</b>	Based within Betsi Cadwaladr University Health Board

## ORGANISATIONAL ARRANGEMENTS:

<b>Managerially Accountable to:</b>	Director of Educational Improvement (Medical Deanery), HEIW
<b>Reports to:</b>	Director of Educational Improvement (Medical Deanery), HEIW
<b>Professionally Responsible to:</b>	Director of Educational Improvement (Medical Deanery), HEIW

### HEALTH EDUCATION & IMPROVEMENT WALES VALUES

**RESPECT FOR ALL** – *in every contact we have with others*

**TOGETHER AS A TEAM** – *we will work with colleagues, across NHS Wales and with partner organisations*

**IDEAS THAT IMPROVE** – *harnessing creativity and continuously innovating, evaluating and improving*

### **Job Summary/Job Purpose**

HEIW has worked with each Local Education Provider (Health Board or Trust) to establish a 'Faculty Team' (typically including Faculty Leads, Assistant Medical Directors for Education and Training, Foundation Programme Directors, Medical Education Managers, AWHILES Librarians, GP Programme Directors, SAS Tutors and Undergraduate Tutors) central to the support, delivery and management of postgraduate medical education and training in their locale. Faculty Teams also work closely with specialty structures (including Royal College Tutors, STC Chairs, Heads of Schools, and Training Programme Directors) to promote high quality training in order to support patient safety. This is an appointment by HEIW to the Betsi Cadwaladr University Health Board's Faculty Team.

The Faculty Lead (Wrexham) will work as part of the Faculty Team within their LEP in partnership with HEIW to support, deliver and manage postgraduate medical education and training in Wales.

The Faculty Lead (Wrexham) will have three specific areas of responsibility at Wrexham Maelor Hospital:

**Quality:** Ensuring systems of quality control, educational governance and implementation of GMC standards within the LEP and providing a link between directorates, HEIW and Specialty (including GP) and Foundation Training Schools. In addition, the role includes providing advice and information on the maintenance of quality standards and monitoring of training in undertaking changes in service delivery;

**Trainers:** Supporting and developing trainers in the delivery of their role, professionalising the trainer role, and striving to continuously improve the quality of training;

**Trainees:** Ensuring the provision of appropriate systems of support for trainees and promoting the 'trainee voice' and trainee engagement with quality improvement initiatives.

The Faculty Lead is a representative of HEIW within the LEP, with joint accountability to HEIW and the Health Board's Medical Director. The post holder will be expected to work closely with the Assistant Medical Director (Education and Training). The role is a HEIW-funded post but will be geographically based in the LEP.

### **DUTIES AND RESPONSIBILITIES**

- Actively promote high quality training in order to support patient safety.
- Work with the other Faculty Team members to ensure a co-ordinated approach to all matters pertaining to the delivery and management of postgraduate medical education and training. This includes appropriate involvement with and shared ownership of all training issues, not just those pertaining to a Team member's area of responsibility / hospital site.
- Alongside the Faculty Lead (Glan Clwyd), Faculty Lead (Ysbyty Gwynedd) and Foundation Programme Directors, ensure focused and co-ordinated leadership and support for the Team, and work to enhance the Faculty structure within the LEP.
- Ensure effective communication channels within the Team, participating in and encouraging comprehensive Team member engagement with regular Faculty Team meetings and events, to ensure

cross-LEP collaboration and facilitate standardisation of approach, information sharing and mutual understanding of issues.

- Identify and promote opportunities for the Team to network with Faculty Teams from other LEPs to facilitate sharing of good practice across organisations.
- Actively participate in and encourage other Team members' engagement in HEIW, local and national Team development processes, to aid the continuous development of the Team and provide the opportunity to feed back to HEIW on how Faculty Teams should be supported and developed.
- Ensure appropriate engagement with specialty structures (Royal College Tutors, STC Chairs, Heads of Schools, Training Programme Directors, etc) regarding local decision making on training issues to enhance collaboration between the LEP and HEIW around quality management and increase integration of Faculty and Specialty approaches.
- Ensure appropriate engagement with undergraduate medical education, to facilitate the seamless transition from undergraduate education to postgraduate medical education and training.
- Actively promote multiprofessional working across the LEP.
- Work with the other Faculty Team members to raise the profile of education and training within the LEP, ensuring that postgraduate medical education and training receives the necessary support from senior management (including the Medical Director and Chief Executive) and is adequately represented at Board level.
- Promote engagement with appropriate quality control/management systems that fulfil the regulatory obligations to the GMC (such as GMC National Trainer and Trainee Surveys). Share good practice, address concerns and consider evidence in relation to the support and development of trainers to identify areas of excellence and development.
- Within the LEP promote the Faculty Lead roles and activity of the Faculty Team to ensure wider understanding and current and future engagement in Team activity.
- Undertake relevant training and development to enhance knowledge and skills pertinent to the role, to assist in the management, delivery and support of postgraduate medical education and training in the locale.
- Keep up to date on new developments in postgraduate medical education and training, seeking advice on national policy where necessary.

#### **Duties Specific to Quality**

- Working with relevant stakeholders, take a proactive approach to the quality management and continuous quality improvement of postgraduate medical education and training.
- Provide support, guidance and expertise in relation to the quality of training and ensure a consistent approach across the LEP.
- Ensure that effective systems of educational governance are in place to manage the quality of postgraduate medical education and training.
- Monitor and advise on the impact of changes in service delivery upon education and training.

- Support communications between the LEP and HEIW in regard to training reconfiguration discussions that impact on training quality issues.
- Ensure a network of communication exists between local stakeholders in relation to the quality of training, including keeping trainers informed of training quality issues from an early stage.
- Working with relevant local stakeholders, facilitate appropriate information gathering and action planning to address issues regarding the quality of training within the LEP.
- Ensure trainee and trainer comments on the quality of training in the LEP are appropriately acted on and communicated to HEIW and other relevant stakeholders. In addition, such comments, where necessary should be actively sought.
- Respond to tri-annual HEIW risk reports and provide comprehensive responses on existing and new issues to HEIW (Quality Unit) as requested/necessary.
- Liaise closely with Specialties (including GP) and Foundation Programme Directors to identify best practice and address quality issues raised through annual specialty and foundation reporting processes and feed back quality updates to the training programmes as appropriate.
- Actively contribute to the preparations for any HEIW Targeted visits to the LEP and be a member of the HEIW visiting panel, ensuring any potential conflict of interest (eg. the individual's specialty or managerial role within the LEP) is declared.
- Ensure robust systems are in place for monitoring policies and procedures relating to postgraduate medical education and training (such as study leave, trainee appeals etc).
- Work with HEIW to support full accountability for expenditure of HEIW financial allocation to support postgraduate medical education and training provision.

#### **Duties Specific to Trainers**

- Support the ongoing recognition and professionalisation of trainers. This includes liaising with HEIW to ensure an up to date database of trainers in the LEP is maintained.
- Participate in the recruitment and selection of trainers in the LEP.
- Ensure trainer engagement with induction processes across the LEP for existing and new trainers.
- Develop and promote professional development opportunities relevant to the trainer role, sharing best practice with and working collaboratively with other LEPs.
- Ensure ongoing evaluation of LEP-delivered professional development opportunities to ensure they are fit for purpose and relevant to the needs of trainers.
- Promote trainer engagement with mechanisms for recording educational CPD activity in order to demonstrate educational CPD requirements are being met for trainer roles.
- Ensure engagement of named trainers with the educational component of their job plans as part of the NHS whole practice appraisal. This will include consideration of whether named trainers are demonstrating attitudes and behaviours appropriate to the delivery of the trainer role.

- Ensure trainers are supported to carry out the role in a way that promotes safe and effective care and a positive learning experience for patients and for trainees.
- Ensure that systems are in place to provide operational and pastoral support for trainers in the delivery of their role (and ensure they know how to access this support, if required).
- Ensure appropriate action is taken where there are concerns regarding individual trainers and implement remediation where appropriate.
- Ensure feedback systems are in place for trainers to promote reflection and personal development.
- Work with the Faculty Team to ensure LEP awareness of named trainer responsibilities and requirements.
- Facilitate a culture of continuous quality improvement by supporting trainers to undertake activity that drives improvement in postgraduate medical education and training to the benefit of the wider health service

#### **Duties Specific to Trainees**

- Ensure systems are in place for the delivery of high quality corporate and departmental inductions across the LEP and co-ordinate colleagues to support this. Additionally, ensure regular evaluation and update of inductions.
- Work closely with others including Heads of Schools, Royal College Tutors, Foundation Programme Directors, GP Programme Directors and SAS Tutors to provide a comprehensive framework of support for all trainees and ensure a consistent approach across the LEP.
- Ensure that systems are in place to provide educational and pastoral support for trainees (this will include working closely with HEIW's Professional Support Unit), and that these support mechanisms are visible to trainees.
- Work with relevant local stakeholders, to facilitate appropriate information gathering and action planning to address concerns.
- Promote the availability of career information, career counselling and mentoring support for trainees
- Work closely with the Workforce and Organisational Development and Occupational Health divisions within the LEP, and HEIW to ensure systems are in place to ensure trainees with specific needs are supported, and those with disabilities receive reasonable workplace adjustments.
- Work with Clinical and Medical Directors to ensure there are systems in place to support trainees involved in clinical incidents or undergoing disciplinary or fitness to practice procedures.
- Ensure access to systems and information to support those trainees expressing a preference for Less Than Full-Time training (LTFT).
- Support, where appropriate, the transfer of information regarding trainees between LEPs, in line with national and HEIW guidance.

- Facilitate a culture of continuous quality improvement by identifying and promoting opportunities for trainees to undertake activity that drives improvement in postgraduate medical education and training, to the benefit of the wider health service.
- Provide mechanisms for, and promote, the importance of the 'trainee voice' to enable trainees' views and experiences to be fed into improving patient care and postgraduate medical education and training.

**Other**

Occasionally perform other duties which are not included above, but which will be consistent with the role.

## **PERSON SPECIFICATION**

The knowledge to be measured is the minimum needed to carry out the full duties of the job to the required standards. Qualifications should be used to provide an indicator of the level of knowledge required. Training and experience is also a means of acquiring the knowledge required for a job such as on-the-job training, short courses and experience to an equivalent level of knowledge which should be specified.

NOTE: Please do not use the number of years experience as this is potentially discriminatory and these will be returned. It is essential that managers concentrate on the sorts of skills and qualities needed to fulfil the duties of the post.

<b>ATTRIBUTES</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>METHOD OF ASSESSMENT</b>
<b>Qualifications and/or Knowledge</b>	<p>Medical degree and current or recent substantive contract as an NHS Consultant or SAS Doctor on the Specialist Register in Wales or a GP with the LEP in which the Faculty Lead post sits.</p> <p>Demonstrable knowledge of educational theory and practice.</p> <p>Awareness and understanding of current national policy developments in postgraduate medical education and training and in the NHS, relevant to specific responsibilities of the post.</p>		Application form and pre employment checks
<b>Experience</b>	<p>Experience of successfully developing and supporting high quality teams and the ability to work as a member of a multi-professional team within the LEP.</p> <p>Experience as an Educational Supervisor of postgraduate medical trainees.</p> <p>Evidence of high quality education and health sector experience particularly in relation to the specific responsibilities of this role.</p>	Experience of monitoring and completing complex projects.	Application form and interview
<b>Aptitude and Abilities</b>	<p>Leadership and management skills</p> <p>Excellent negotiation skills</p> <p>Proven ability to communicate professionally and to a high</p>	Ability to speak Welsh	Interview

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	<p>standard both orally and in writing.</p> <p>Ability to establish and maintain effective working relationships with stakeholders at all levels (including with senior staff at Chief Executive and Medical Director level), demonstrating the sensitivities required to balance and resolve tensions in working with a wide range of contacts both internally and externally.</p>		
<b>Values</b>	<p>Commitment to high quality education and training and patient care</p> <p>Forward thinking, innovative, creative and enthusiastic</p> <p>Adaptable to change</p>		<p>Application Form</p> <p>Interview</p> <p>References</p>
<b>Other</b>	<p>Ability to travel within geographical area.</p> <p>Able to work hours flexibly.</p>	<p>A willingness to undertake professional training and development.</p>	<p>Application form and interview</p>

#### **GENERAL REQUIREMENTS**

- **Values:** All employees of HEIW are required to demonstrate and embed the Values and Behaviour Statements in order for them to become an integral part of the post holder's working life and to embed the principles into the culture of the organisation.
- **Registered Health Professional:** All employees who are required to register with a professional body, to enable them to practice within their profession, are required to comply with their code of conduct and requirements of their professional registration.
- **Competence:** At no time should the post holder work outside their defined level of competence. If there are concerns regarding this, the post holder should immediately discuss them with their Manager/Supervisor. Employees have a responsibility to inform their Manager/Supervisor if they doubt their own competence to perform a duty.
- **Learning and Development:** All staff must undertake induction/orientation programmes at Corporate and Departmental level and must ensure that any statutory/mandatory training requirements are current and up to date. Where considered appropriate, staff are required to demonstrate evidence of continuing professional development.
- **Performance Appraisal:** We are committed to developing our staff and you are responsible for participating in an Annual Performance Development Review of the post.
- **Health & Safety:** All employees of the organisation have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. The post holder is required to co-operate with management to enable the organisation to meet its own legal duties and

to report any hazardous situations or defective equipment. The post holder must adhere to the organisation's Risk Management, Health and Safety and associate policies.

- **Risk Management:** It is a standard element of the role and responsibility of all staff of the organisation that they fulfil a proactive role towards the management of risk in all of their actions. This entails the risk assessment of all situations, the taking of appropriate actions and reporting of all incidents, near misses and hazards.
- **Welsh Language:** All employees must perform their duties in strict compliance with the requirements of their organisation's Welsh Language Scheme and take every opportunity to promote the Welsh language in their dealings with the public.
- **Information Governance:** The post holder must at all times be aware of the importance of maintaining confidentiality and security of information gained during the course of their duties. This will in many cases include access to personal information relating to service users.
- **Data Protection Act 2018:** The post holder must treat all information, whether corporate, staff or patient information, in a discreet and confidential manner in accordance with the provisions of the Data Protection Act 2018 and Organisational Policy. Any breach of such confidentiality is considered a serious disciplinary offence, which is liable to dismissal and / or prosecution under current statutory legislation (Data Protection Act) and HEIW Disciplinary Policy.
- **Records Management:** As an employee of this organisation, the post holder is legally responsible for all records that they gather, create or use as part of their work within the organisation (including patient health, staff health or injury, financial, personal and administrative), whether paper based or on computer. All such records are considered public records and the post holder has a legal duty of confidence to service users (even after an employee has left the organisation). The post holder should consult their manager if they have any doubt as to the correct management of records with which they work.
- **Equality and Human Rights:** The Public Sector Equality Duty in Wales places a positive duty on HEIW to promote equality for people with protected characteristics, both as an employer and as a provider of public services. There are nine protected characteristics: age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex and sexual orientation. HEIW is committed to ensuring that no job applicant or employee receives less favourable treatment of any of the above grounds. To this end, the organisation has an Equality Policy and it is for each employee to contribute to its success.
- **Dignity at Work:** The organisation condemns all forms of bullying and harassment and is actively seeking to promote a workplace where employees are treated fairly and with dignity and respect. All staff are requested to report any form of bullying and harassment to their Line Manager or to any Director of the organisation. Any inappropriate behaviour inside the workplace will not be tolerated and will be treated as a serious matter under HEIW Disciplinary Policy.
- **DBS Disclosure Check:** The post holder does not require a DBS Disclosure Check.
- **Safeguarding Children and Adults at Risk:** The organisation is committed to safeguarding children and adults at risk. All staff must therefore attend Safeguarding Children & Adult training and be aware of their responsibilities under the All Wales Procedures.
- **Infection Control:** The organisation is committed to meet its obligations to minimise infections. All staff are responsible for protecting and safeguarding patients, service users, visitors and employees against the risk of acquiring healthcare associated infections. This responsibility includes being aware of the content of and consistently observing HEIW's Infection Prevention & Control Policies

and Procedures.

- **No Smoking:** To give all visitors and staff the best chance to be healthy, HEIW site and grounds are smoke free

**Flexibility Statement:** The duties of the post are outlined in this Job Description and Person Specification and may be changed by mutual agreement from time to time.

**Job Title: Faculty Lead (Wrexham), Betsi Cadwaladr University Health Board**

### Organisational Chart

The Organisational Chart must highlight the post to which this job description applies showing relationship to positions on the same level and, if appropriate, two levels above and below.

