

## Appendix 1

### IMT Stage 1 TPD role breakdown

This document is to be read in conjunction with the Job Description/Person Specification for the role of Training Programme Director for Internal Medicine Training.

The following portfolios will be assigned to each TPD in the IMT stage 1 programme.

Possession of a portfolio will *not* result in all responsibility for the work being assigned to a single individual, the existing TPD job plan will continue to remain relevant to each TPD. It will remain the responsibility of all TPDs to engage in all mandated activities.

Each portfolio will allow individuals to provide leadership for their specific workstreams of programme management which need direction and development on a national level. These responsibilities mirror the TPD JD but with programme-specific adjustments.

All TPDs will organise and plan the rotations within their region. The programme at advert should be the whole 3 years of the rotation and outline the location/ specialty and on call commitments. The programmes should be mapped by the TPD who should liaise with the lead TPD/ school manager and programme planning team. This needs to be timely and in line with national recruitment windows.

Example lead responsibilities would include:

#### Lead TPD

- Representation of Wales at IMT/CMTAC at JRCPTB meetings
- Lead the IMT STC with suitable STC representatives including trainees / ES / and RCP
- Communicating national initiatives and plans to all TPDs, HOS and HEIW secondary care team
- To inform and advise HOS / PG Dean of any national initiatives or strategic changes which have implications to the IMT programmes in Wales
- Oversight of ARCP structure processes and specialty specific checklists for each year of IMTS1 to ensure consistency of experience and outcomes in line with The Gold Guide for training
- Ensure any adjustments / amendments to ARCPs mandated by JRCPTB / GMC are communicated and implemented.
- To act as a point of communication for the HEIW quality unit, royal college leads etc and represent IMT stage 1 programme externally.
- To deputise for HOS where necessary in matters relating to IMT stage1
- To deputise for HOS in other areas when necessary or advantageous (subject to agreement)

## **Recruitment / Post monitoring/ Programme management**

- All TPDs will have a responsibility for managing the programmes within their area, the lead TPD will be the single point of contact for recruitment and HEIW To represent the Wales IMT programme at regional and national recruitment events
- To ensure recruitment plans and processes are consistent and clear in line with the National recruitment process
- To provide HEIW recruitment team with a list of trained assessors
- To respond to any concerns raised with regard to the recruitment process or accepted post
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- To report recruitment outcomes to the STC
- To monitor feedback from posts either from individuals, EPEF or GMC survey and ensure posts / rotations remain fit for purpose and in line with curriculum requirements
- To liaise with relevant TPDs and HOS where changes are needed
- In conjunction with HEIW programme planning team, ensure a robust mechanism exists for monitoring rotations which can be used by all TPDs.

## **Education and Training**

- To oversee the national IMT teaching programme ensuring equity of access across all regions and that it remains relevant / appropriate to the training programme over time
- To look at what elements of the teaching programme can be delivered virtually , allowing equity of access to all trainees
- To lead on any educational initiatives required as part of changes to the training programme or any general educational deficiencies which have been highlighted from feedback
- To oversee the induction of trainees to the school of Medicine
- To facilitate improvements / adjustments to induction (eg. Peer-led / induction for specific groups) and verify content of induction
- To oversee number and distribution of educational supervisors and ensure communication with ESs is consistent
- To ensure curriculum / programme specific training is in place for educational supervisors and is consistent across Wales (including ES induction)
- Ensure that HEIW / external educational opportunities are relayed to ESs.
- To identify any deficiencies in ES training and liaise with colleagues in HEIW / HOS to address these on a national level.
- To ensure the quality of educational supervision across the IMT programme and feedback to individual ESs on performance

## **Professional Support, wellbeing career development and training flexibly**



GIG  
CYMRU  
NHS  
WALES

Addysg a Gwella Iechyd  
Cymru (AaGIC)  
Health Education and  
Improvement Wales (HEIW)

- To provide guidance to trainees and trainers where a programme needs to be adjusted (eg LTFT process, sickness absence, time out of programme)
- Be the point of contact for trainees wishing to train LTFT
- Ensure all TPDs have a mechanism in place to be able to manage slot shares for LTFT and recycle posts to recruitment
- To lead on the monitoring of differential attainment and implement initiatives to combat differential attainment offset this
- To lead on development of policies and support for trainees returning to training after extended leave
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- To update and maintain HEIW web-pages and written information for IMT trainees (handbook)
- To coordinate trainee representation across all programme activities
- To liaise with the PSU where necessary and facilitate access to / awareness of the PSU for trainees

In addition each TPD would be allocated a similar number of trainees / rotations to manage as per usual arrangements. Expected number would be around 50-60 trainees each. There is no regional requirement for individual TPDs, but where possible consideration will be given to co-locating trainees being supervised to the region in which the TPD has their substantive workplace.

Lead TPD would generally be expected to have experience of programme management (either a current or past TPD in higher / core / foundation programme).