



GIG
CYMRU
NHS
WALES

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

JOB DETAILS:

Job Title	STAFF AND ASSOCIATE SPECIALIST TUTOR AT CARDIFF & VALE UNIVERSITY HEALTH BOARD
Pay Band	
Hours of Work and Nature of Contract	To be completed on recruitment
Division/Directorate	Medical Directorate
Department	SAS
Base	To be completed on recruitment

ORGANISATIONAL ARRANGEMENTS:

Managerially Accountable to:	Associate Dean (SAS)
Reports to:	Associate Dean (SAS)
Professionally Responsible to:	Joint accountability to Health Board Medical Director and Associate Dean (SAS)

Job Summary/Job Purpose:

- Provide leadership for the education, training and career progression of all career grade doctors and dentists within the HB/Trust
- Develop and support the implementation of a professional educational strategy for all career grade doctors and dentists
- Facilitate the education, training and career progression of all career grade doctors and dentists within HB/Trust e.g. Associate Specialists, Staff Grade Doctors and Dentists, Specialty Doctors and Dentists, CMOs, Hospital Practitioners
- Provide advice on matters relating to SAS doctors and dentists to:
 - SAS doctors and dentists
 - Consultants
 - Managers
 - HB and Trust Board
 - Director of Education

DUTIES/RESPONSIBILITIES:

Principal Duties

Provide leadership for the education, training and career progression of all career grade doctors and dentists within HB/Trusts

Develop and support the implementation of a professional education strategy for all career grade doctors and dentists

Facilitate the education, training and career progression of all career grade doctors and dentists within HB/Trusts

- Contribute to further establishing and maintaining an environment within the HB/Trust conducive to the education, training and career progression of SAS doctors and dentists, helping to resolve conflict between personal development and service needs
- Inform, encourage and support the development of all SAS doctors and dentists
- Assist with development needs mapped to CESR progression
- Assist with portfolio development to demonstrate the meeting of personal objectives for progression through Threshold 1/Speciality Doctor/Associate Specialist
- Assist with portfolio development to demonstrate contributions to a wider role for Threshold 2 Specialty Doctor/Associate Specialist
- Provide training for processes involved in recertification/revalidation
- Advise on how trainees can move between service and training posts
- Encourage opportunities to develop new skills and innovative initiatives, including for e.g. regular meetings with SAS doctors and dentists to update them on current issues, identifying and promoting opportunities for teaching and audit
- Assist with possible secondment opportunities in liaison with Associate Dean for SAS Doctors
- Develop specific clinical management or other educational skills courses that would benefit the SAS group
- Provide practical guidance advice to SAS doctors and dentists
- Develop educational programmes that support and arise out of the appraisal process and revalidation

Provide advice to SAS Doctors and Dentists

- Provide professional advice or refer the doctor and dentists to the appropriate person

Provide advice to the Medical Director, Management and the Board

- Provide professional advice to the Medical Director on issues relating to SAS doctors and dentists, particularly regarding the statutory regulations
- Support clinical managers to ensure continuing professional development is included in the job plans for SAS doctors and dentists

Liaise with other parties

- Liaise and, if necessary, negotiate with the chair of the LNC, Medical Director and Director of Medical Education on issues pertaining to SAS doctors and dentists

Records

- Maintain contemporaneous records of his/her actions in the role
- Evaluation of the projects with regular reports to Associate Dean

Communication and Working Relationships

- The post holder will:
be in regular and direct contact with the Associate Dean (SAS Doctors)
- contribute at SAS conference events

PERSON SPECIFICATION

ATTRIBUTES	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Qualifications and/or Knowledge	Fully registered with GMC or GDC. Hold a substantive SAS appointment at HB/Trust. Equality and Diversity Training	Appraisal Skills Training	Application form, CV and pre employment checks
Experience	<ul style="list-style-type: none"> -Able to demonstrate knowledge and understanding of the role of the Trust SAS Tutor -Good working knowledge of the: <ul style="list-style-type: none"> ▪ HB/Trust's management structures, ▪ HR protocols and guidelines as they relate to SAS doctors and dentists -Working knowledge of NHS and GMC/GDC rules and regulations as they relate to SAS doctors and dentists -Commitment to post graduate education and on-going engagement with current developments in education -Commitment to continued professional development. -Demonstrates breadth of awareness and experience outside speciality -Leadership skills -Teaching skills -Experience of assessment methods -Ability to manage change 	<p>Report writing skills</p> <p>-Reasonable working knowledge of the training structure for doctors and dentists within the NHS</p>	Application form, CV and interview
Aptitude and Abilities	<p>Abilities required to perform effectively in the role, e.g. –</p> <p>Able to demonstrate situations where effective leadership and management skills have been used, or:</p> <p>Be able to demonstrate tact and diplomacy when working with others, or:</p> <p>Evidence of undertaking presentation to groups.</p>		Interview
Values	<p>Good interpersonal and communication skills</p> <ul style="list-style-type: none"> -Team skills -Approachability -Persuasion and influencing skills -Ability to act with tact and diplomacy -Ability to build rapport and listen -Proven track record of negotiating skills 		Application Form and CV Interview References

	<ul style="list-style-type: none"> -Ability to work co-operatively and empathically -Use of a non-judgemental approach to colleagues regardless of their sexuality, ethnicity, disability, religious beliefs or financial status 		
Other	Ability to travel within geographical area. Able to work hours flexibly.		Application form, CV and interview

GENERAL REQUIREMENTS

- **Values:** All employees of the Health Board 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 organization'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:** 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 General Data Protection Legislation 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 and the HB or Trust 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 the HB/Trust 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. The HB/Trust 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 the HB/Trust Disciplinary Policy.
- **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 Health Board/Trust Infection Prevention & Control Policies and Procedures.
- **No Smoking:** To give all patients, visitors and staff the best chance to be healthy, all Health Board/Trust sites, including buildings 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.

Organisational Chart

