

**Job Description and Person Specification for
Training Programme Director in Respiratory Medicine**

Section 1 – Job Details

Job Title: Training Programme Director, Respiratory Medicine

Reporting to: Head of Specialty School for Medicine

Duration: 3 years subject to satisfactory annual review and agreement of the Head of School and Postgraduate Dean.

Date post available from: TBC

Remuneration: 1 Clinical sessions

Additional information:

Role to be appointed through structured interview conducted by the Head of School and additional representatives as required.

All Programme Directors will undergo an annual review to be conducted by the Head of School, or their nominated representative.

Section 2 – Main Duties and Responsibilities

Main Purpose of Job

All Training Programme Directors are responsible to the Head of the School and Postgraduate Dean. He/she will liaise with the Postgraduate Dean, Head of School, HEIW staff and their respective Royal College to ensure the delivery of a high-quality training programme(s) which meets the Royal College set and GMC approved curriculum. It is essential that they recognise their statutory responsibilities as defined in the Guide to Postgraduate Specialty Training in the UK. (The **“Gold Guide”**).

Training Programme Directors should demonstrate an ongoing commitment to delivering high quality, sustainable training that will attract and retain trainees of the highest calibre.

Leadership

To work with the Head of School and HEIW:

1. To provide leadership in education and delivery of training aligned to the requirements of HEIW and the GMC working closely with structures across Wales (including Faculty Leads, Specialty Schools and TPDs).
2. To work on behalf of HEIW, providing expert advice on specialty-specific matters.
3. To work 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 HEIW.
4. To review how multi-professional healthcare teams interact and identify opportunities for different healthcare professions to work more effectively together through education and training.
5. To work with providers and others to support and capture innovation locally and ensure national and local conversations develop ‘best practice’.
6. To support work programmes on behalf of HEIW that support priority developments and initiatives.

School Programme Management

To oversee specialty programme management and advise on the following matters:

7. Rotation management ensuring that final rotational information for placements covering at least the next 12 months is available to HEIW administrative teams 16 weeks prior to changeover to enable HEIW to meet the 12-week Code of Practice deadline for informing Health Boards of placements, and to support information sharing to track exceptions.
8. To oversee the management of the specialty rotation ensuring the allocation of trainees to appropriate placements taking into account the collective needs of trainees in the programme when planning training for individual trainees;
9. To develop a training programme that is fit for purpose and of high quality in response to any Royal College/Faculty curricular changes ensuring that trainees have access to suitable training which will allow them the opportunity to achieve the requirements for satisfactory completion of training.
10. To consider, review and where applicable support trainees requests for flexibility in their training either through Less Than Full Time (LTFT) working, Inter-Deanery Transfers and Out of Programme experiences (OOP) ensuring appropriate return to training support is available to these individuals where applicable.
11. To ensure the needs of trainees wishing to work less than full time are met wherever possible, and that opportunities for job shares or working less than full time in full time posts are arranged when needed.

Appraisal and Assessment

12. To support HEIW in the preparations for Annual Review of Competence Progression (ARCP) panels ensuring that trainees are given at least six weeks' notice of the timing of their ARCPs.
13. To chair ARCP panels ensuring panel members are appropriately briefed and that information and documentation relating to agreed outcomes is completed and passed on to the HEIW administrative team within five working days of the ARCP
14. To monitor trainee progress and performance at regular intervals through liaison with Educational Supervisors, College Tutors and the Professional Support Lead as well as the ARCP process.
15. To initiate remedial support for any trainee who experiences difficulty, working with the Professional Support Lead and the Professional Support Unit as required.
16. Where ARCP appeal hearings are convened to produce the HEIW Report and provide evidence to the independent hearing panel.
17. To represent Wales/HEIW as external representative for ARCPs across the UK as and when required
18. To actively review and monitor attainment data across the training programme ensuring strategies are put in place to mitigate any areas of Differential Attainment

Quality and Safety

To work closely with the Head of School to support implementation of the HEIW Quality Management Framework (QMF) and:

19. To emphasise the importance and promote the development of a high-quality learning environment for all learners.
20. To support the development of quality control processes, along the lines of the HEIW QMF, across the workforce.
21. To support the use of clinical skills training and simulation (where appropriate/applicable), stressing the importance of teamwork and human factors.
22. To work with the Quality Unit and the wider HEIW team and local educators (including Local Faculty Leads and Associate Medical Directors) on training issues and local monitoring (for example, monitoring measurable outcomes from the training programme including the GMC survey results, assessment data, end of placement evaluations and other local sources of information) to enhance collaboration between the LEP and HEIW around quality management and increase integration of Health Board and Specialty approaches.

23. To engage with the Quality Unit to support the Annual HEIW report to the GMC.

Trainee Support

24. To ensure trainees on the programme are appropriately supervised and any concerns relating to clinical and professional competence are managed in accordance with employer or HEIW policies and processes.
25. To ensure those trainees who are failing to progress or for other reasons may require additional support are identified and managed in a timely and appropriate manner working with the HEIW Professional Support Unit and specialty leads where applicable.
26. Ensure that careers support is available for trainees on the Programme and for other trainees who might wish to train in the specialty

Recruitment

27. To act as lead for recruitment during the annual national recruitment round and at other times as required. Where recruitment is local to take responsibility for identifying and recruiting panel members.
28. Take a leading role in the planning of recruitment to the training programme and identify future vacancies on an annual basis informing the HEIW recruitment team of the number of vacancies that will need to be filled.
29. Play a part in marketing the specialty where there is a need to do so, to attract appropriate candidates e.g. coordinating taster sessions during foundation training, career fair representation, or liaison with specialty leads and with Royal Colleges/Faculties.

Educational and Workforce Development

To advise and support the Head of School in educational and workforce development elements, including:

Professional Development of the educational faculty

30. To provide support for clinical and educational supervisors within the programme
31. To identify learning needs and support the provision of educator and faculty (College tutors) development sessions.

Strategic Workforce Development and Commissioning

32. To advise the Head of School on commissioning and decommissioning activities within the specialty.
33. To participate in HEIW Workforce planning processes collating data where required to support future workforce decision making.
34. To support the implementation of alternative workforce solutions within the School.

Trainee Education and Development

35. Ensure that there is appropriate provision of trainee educational/development training days that are regularly reviewed and evaluated.
36. Ensure that all trainees receive a comprehensive induction into the specialty and to ensure that any subsequent induction to placements within the programme takes place in a timely manner;

Role development and additional duties

37. To attend School meetings within the structure and other relevant meetings submitting reports where required.
38. To participate in local and where appropriate national, arrangements (including Specialty Training Committees (STCs)) developed by the Postgraduate Dean to support and advise on the management of the specialty training programme(s) within the deanery or across deanery boundaries;
39. To undertake professional development identified for the role (attendance at required training days, on-line e-learning packages, etc).
40. To represent the training programme in Wales at relevant Royal College/Faculty meetings and report back on key developments.

41. To represent HEIW on various committees and to work with delegated College/Faculty representatives (e.g. college tutors, regional advisors) and national College/Faculty training or Specialty Advisory Committees (SACs) to ensure that programmes deliver the specialty curriculum and enable trainees to gain the relevant competences, knowledge, skills, attitudes and experience.

Section 3 – Person Specification
Essential Criteria
Skills and Abilities
1. Proven leadership and management skills
2. Problem solving abilities and a flexible, practical approach.
3. Excellent written and oral communication skills including counselling and liaison skills and a readiness to listen and empathise
4. Excellent interpersonal skills
5. Excellent organisational skills
6. Ability to work as a member of a multi-professional team motivating and developing others where applicable,
Knowledge and interest
7. Have detailed, up-to-date knowledge of the speciality's curriculum, portfolio, selection criteria, examinations and other assessment methods.
8. Knowledge of management and governance structures in medical education and training and awareness of recent changes in the delivery of medical education and training nationally and locally
9. Have genuine enthusiasm for improving delivery of medical education and training and continuing professional development.
Experience
10. Current, substantive contract as an NHS consultant in the specialty in Wales
11. Experience of teaching in higher education
Training/Qualifications
12. Membership of the relevant Royal College.
13. Equality and Diversity training, undertaken within the last 3 years
14. Training in appraisal and giving feedback
15. Training in Selection methods within the last 3 years
Values
16. Commitment to the values of HEIW