

## Appointment of a Clinical Lead - JRCPTB Quality Management

The Joint Royal Colleges of Physicians Training Board (JRCPTB) is constituted by the Federation of Royal Colleges of Physicians of the UK (Edinburgh, Glasgow and London) as the body responsible for delivering the three Colleges' role in setting, maintaining and monitoring standards, for physician specialist training and assessment in the UK.

The JRCPTB has a critical role in the provision of services for and certification of trainees, standard setting through curricular assessment and development, providing advice on the quality management of training programmes, and the provision of a first rate recruitment service on behalf of Health Education England (HEE) for CMT and 90% of ST3 appointments across the UK.

The JRCPTB is currently undergoing a review of all of its quality management activities and as such is seeking a clinical lead to support this work. The successful candidate will play an integral role in developing the quality management agenda for the JRCPTB, identifying areas of best practice, whilst driving recommendations for improvement. A key output for this post will be the production of a new "State of Physicianly Training" publication in 2015/16.

The appointee must be a Fellow in good standing of one of the Royal Colleges of Physicians of the UK and have knowledge, understanding and experience of all aspects of UK medical training. In addition the appointee will need significant, demonstrable experience and understanding of GMC survey data (e.g. National Training Survey) as well as ongoing commitment to the improvements of training in the medical specialties.

Further enquiries about this post should be referred to [tanya.rehman@jrcptb.org.uk](mailto:tanya.rehman@jrcptb.org.uk) in the first instance. Applications for this position, in the form of a CV, summary of their commitment to training and their specific expertise for the post should be sent to Professor David Black c/o Tanya Rehman, Head of Development & Recruitment, Royal College of Physicians, 11 St Andrews Place, Regent's Park, London, NW1 4LE, to arrive no later than 5pm on Friday 12<sup>th</sup> December 2014. Shortlisted candidates will be notified by Friday 19<sup>th</sup> December 2014. The provisional date for interviews is Wednesday 21<sup>st</sup> January 2015.

## JOB DESCRIPTION & PERSON SPECIFICATION

### CLINICAL LEAD – JRCPTB QUALITY MANAGEMENT

#### JOB CONTEXT

The Joint Royal Colleges of Physicians Training Board (JRCPTB) is based at the Royal College of Physicians of London and is responsible for managing the Colleges' role in the regulation of specialist training in the UK. The JRCPTB department set and maintain standards of specialist medical training and confirm the competence of trainee Physicians on behalf of the Federation of the Royal Colleges of the United Kingdom (made up of the Royal College of Physicians of Edinburgh, the Royal College of Physicians and Surgeons of Glasgow and the Royal College of Physicians of London).

#### PURPOSE AND SCOPE

The JRCPTB is currently undergoing a review of all of its quality management activities and as such is seeking a clinical lead to support this work. The successful candidate will play an integral role in developing the quality management agenda for the JRCPTB, identifying areas of best practice, whilst driving recommendations for improvement. A key output for this post will be the production of a new "State of Physicianly Training" publication in 2015/16.

#### REPORTS TO

Medical Director of the Joint Royal Colleges of Physicians Training Board (JRCPTB).

#### WORKS CLOSELY WITH

Head of Development and Recruitment, Quality Management Officer, JRCPTB staff.

#### MAIN RESPONSIBILITIES

- Offer specific clinical input and expertise to the quality management process of the JRCPTB.
- To help develop an understanding and use of current data and information in a much more cohesive and proactive fashion.
- To explore with staff members of the JRCPTB what specific data is being collected, how to use such data and what further data we might usefully collect in the future. In particular, to consider aspects pertaining to outcome of training.
- To be a focus of expertise for the Medical Director and other members of the JRCPTB.
- To represent, where appropriate, aspects of quality management and JRCPTB involvement in policy development activities.
- To research, present and publish as appropriate on aspects of quality management.
- To be a reference point person, together with the Medical Director and Deputy Medical Director, JRCPTB with the GMC on quality issues.
- To help develop policy on externality and visiting as needed by JRCPTB.
- To consider the design and help produce in 2015/16 a new "State of Physicianly Training" publication.
- As part of the review of quality management, to consider the possibility of producing a quality dash board for Management Board.

## TENURE

The term of office would be for one year in the first instance, renewable annually at the decision of the Medical Director to a maximum of four years (subject to satisfactory annual appraisal and the ongoing need for the position).

## FINANCIAL SUPPORT

Reasonable travel expenses in relation to the role are reimbursed.

## TIME COMMITMENT

We anticipate that this role could require up to 1 day per week, with up to 2 trips to London per month. Because of the intermittent nature of the work (i.e. attendance at the RCPL not always required – much can be done remotely by email & telecon etc.), the successful candidate is expected to negotiate with their employer a degree of flexibility, and must seek their express permission to take up this post prior to appointment. This role holder will sit on the JRCPTB Operations Group (fortnightly meeting) but would not be expected to attend each meeting in person.

## PERSON SPECIFICATION

Attribute or Skill	Essential	Desirable
Knowledge and area of expertise	<ul style="list-style-type: none"> <li>• Thorough knowledge of the current medical training environment, at both core and specialist levels</li> <li>• Considerable experience of the ARCP process</li> <li>• Ongoing, demonstrable commitment to improvement of training in the medical specialties.</li> <li>• Knowledge of GMC principles, practices and guidance in relation to education and training</li> <li>• Significant, demonstrable knowledge, use and understanding of GMC survey data (e.g. National Training Survey)</li> </ul>	<ul style="list-style-type: none"> <li>• Experienced educational supervisor</li> <li>• Evidence of continuing professional development in the area of quality management</li> <li>• Contribution to developments delivery of education and training</li> <li>• Experience of visiting programmes/Trusts as part of the quality management process</li> <li>• Experience as a Training Programme Director/Head of School</li> </ul>
General	<ul style="list-style-type: none"> <li>• Demonstrable leadership qualities</li> <li>• Ability to work well in a team and communicate effectively in a timely manner</li> <li>• Evidence of commitment to improve training and education</li> <li>• Evidence of commitment to the NHS in general and the physician community in particular</li> </ul>	<ul style="list-style-type: none"> <li>• Advanced IT skills (appropriate use of email, word documents, spreadsheets, version control etc)</li> <li>• Evidence of the use of initiative and an effective problem-solving approach</li> <li>• Knowledge of the principles of project management</li> </ul>
Clinical	<ul style="list-style-type: none"> <li>• To be in good standing with employer and GMC</li> </ul>	<ul style="list-style-type: none"> <li>• Achievement in and additional contributions to the specialty</li> </ul>
College Representation	<ul style="list-style-type: none"> <li>• Fellow of one of the physician colleges</li> </ul>	<ul style="list-style-type: none"> <li>• Experience as a college regional advisor or other relevant college duty</li> </ul>