

*Royal College of Physicians of Edinburgh*

**EDUCATION AND TRAINING DEPARTMENT**

**VACANCY FOR DIRECTOR OF TRAINING**

**JOB DESCRIPTION AND APPLICATION PROCESS**

**Background**

The traditional role of College Dean has been split into two roles of Director of Training and Director of Education, due to an increase in the volume of educational products and services offered by the College, and the increasingly complex environment in which training is delivered in the four UK nations. Close collaboration between the two Directors is anticipated to ensure that the College's educational programme continues to match national training needs.

The Director of Training is responsible for RCPE activities relating to the postgraduate training of physicians with support from the Head of Education at the College (Jeanette Stevenson). The President attends the UK and Scottish Academies of Medical Royal Colleges and liaises closely on any training matters that arise at these. The Vice President (Education & Standards) covers training matters at meetings of the Federation of the three UK Royal Colleges of Physicians, and will liaise closely with the Director of Training. There is also close liaison between the Director of Training and the Chair of the Trainees and Members' Committee on training issues affecting their constituents. There is the potential to create new roles for individuals or small groups to provide additional support for training activities.

The Educational Strategy Group (chaired by the Director of Education) determines the overall strategic direction of College educational and training activities (subject to Council approval) and a number of committees, working groups and lead individuals are responsible for delivering the different strands of the programme with the support of College staff.

The Director of Training's main remit is to represent RCPE on the Joint Royal Colleges Postgraduate Physicians Training Board (JRCPTB). Brief Operational Group meetings are held fortnightly by tele- or videoconference. Management Board meetings with the three College Presidents and CEOs are held quarterly. Other related committees include the Recruitment Board and Joint Assessment Committee. There are also JRCPTB short life working groups such as the current Simulation Based Education Group on which the Director of Training may sit. Most of these can be attended by video- or teleconference rather than attendance in London, and it would be feasible to delegate attendance at some to other suitably experienced Fellows of the College.

The Director of Training also sits on the Scottish Board for Training in the Medical Specialties (SBTMS). This is a NES board chaired by the lead Associate Postgraduate Dean for Medicine with representation from all the Scottish regional deaneries, the service and the Colleges to oversee the operation, recruitment and quality management of physician training in Scotland. It meets every two months and can again be attended by videoconference.

NES nominates representatives from Scotland for the Specialty Advisory Committees of JRCPTB and the Scottish Colleges ratify each nomination. The Director of Training chairs the Scottish Colleges' SAC forum that is held twice a year, in rotation with the Director of Training at the Royal College of Physicians and Surgeons of Glasgow. We hope the Director of Training will find a similar role within HEE

Within RCPE, there are a number of established educational workstreams to support training:

- PACES courses in Edinburgh, with evening updates currently under development
- IMPACT courses
- Writing a journal article course
- An Academic skills course is currently being developed.
- 6 CMT training days and 6 GIM training days run for the SE region of the Scottish Deanery
- Medical Training Initiative through which the College places International Trainees into unfilled UK training posts for up to 2 years (overseen by the Director of International Activities at RCPE)
- A General Medicine symposium and a Careers symposium (led by the Trainees and Members' Committee)
- Annual programme of 10 Evening Medical Updates (led by the Trainees and Members' Committee)
- Web based careers resources and support

### **Term of office**

The term of office for the post of College Director of Training is 3 years, with the option of a second term with the agreement of Council. The time required to fulfill the role varies but is around 12 hours per month. The College will write to the successful applicant's employer to explain the role and seeking explicit permission and support prior to confirming the appointment.

### **Roles**

*It is anticipated that the Director of Training will cover most, if not all, of these roles directly but, depending on the particular interests and experience of the successful candidate it may be appropriate for some of the roles to be delegated to other designated Fellows.*

- Member of RCPE Council (5 meetings a year) and President's Advisory Group (PAG) (up to 5 meetings a year)
- Member of the JRCPTB Operational Group Board (an hour fortnightly tele/video conference on a Thursday lunchtime)
- Member of the Joint Royal Colleges of Physicians Training Management Board (JRCPTB) (3 meetings a year); Recruitment Board (3 meetings a year); and the Joint Assessment sub-group (2 meetings a year)
- RCPE representative on the NES Scottish Specialty Board for Training in the Medical Specialties (6 meetings a year) (a deputy could be nominated if the Director is based outside Scotland)
- Chair of Scottish SAC Representatives' Forum (2 meetings a year) (a deputy could be nominated if the Director is based outside Scotland)

- Member of RCPE Educational Strategy Group (3 meetings per year)

### **Key responsibilities**

- Advise President and Council on matters relating to training, including the preparation of briefing papers for Council or PAG and the collation of College responses to external consultations
- Ensure that the College profile and influence in training are maintained, and its views represented, both within Scotland and at UK level, through membership of the various groups listed under “Roles” and through wider discussions/negotiations with external organisations including:
  - RCPL and RCPSG
  - other Colleges
  - UK and Scottish Academies of Colleges
  - GMC
  - NHS Education for Scotland/Health Education England
  - UK Departments of Health
- Provide overall leadership for delivery of College activities relating to training, delegating operational responsibility, as appropriate, to the or relevant committees/lead individuals
- With the assistance of the Education Strategy Group, define and keep under regular review, a rolling medium-term strategy for training activities, to reflect current College priorities as determined by Council
- Work with the Head of Training and the Director of Education to translate the medium-term strategic priorities into annual operational objectives, including making the business case for the introduction of new activities and identifying appropriate individuals or groups to lead on implementation
- Ensure a functional interface with exams (MRCP and SCE) and assessment (work-based) at Federation level via MRCP(UK) Central Office
- To contribute to the wider strategic development of the College as part of the President’s Advisory Group

### **Person Specification**

<b>Essential</b>	<b>Desirable</b>
An in-depth understanding and experience of current UK medical training structures and of planned developments and changes, including differences across the 4 UK countries	An awareness of training and education issues outside the UK, particularly in regions where RCPE has strong interests
Specific, detailed knowledge of training programmes, assessment methods and curricula of the physician (JRCPTB) specialties	Experience as TPD or other roles within Deaneries/LETBs
Current educational supervisor of post-Foundation trainees	PACES examiner

An awareness of, and enthusiasm for the potential of the internet and other technologies to support the delivery of training	
Excellent interpersonal skills - Capacity to communicate effectively & sensitively with others - Excellent written communication skills - Excellent team worker - Excellent negotiator	
Capacity to think beyond the obvious, with analytical and flexible mind	
Capacity to bring a range of approaches to problem solving	
Capacity to monitor and anticipate situations that may change rapidly	
Capacity to manage time and prioritise workload	
Excellent judgement and decision- making skills	
RCPE Fellow in good standing	
Registered and licensed with the GMC, practising in a medical or closely related specialty, and fulfilling applicable College CPD requirements	
Commitment to equality and diversity	

### **Application process**

Informal enquiries should be directed to Jeanette Stevenson, Head of Education and Training, or to the current Director of Education and Training, Dr Nicki Colledge, should they wish to discuss the role in more detail.

Jeanette can be contacted at [j.stevenson@rcpe.ac.uk](mailto:j.stevenson@rcpe.ac.uk) or 0131 2473628, and Dr Colledge at [Nicky.Colledge@nhslothian.scot.nhs.uk](mailto:Nicky.Colledge@nhslothian.scot.nhs.uk)

Formal expressions of interest, stating why you are interested in the role and what you would bring to it, accompanied by a short CV should be emailed to Jeanette at [j.stevenson@rcpe.ac.uk](mailto:j.stevenson@rcpe.ac.uk) by **23 March 2015**.

### **EDUCATION AND TRAINING DEPARTMENT – CORE ACTIVITIES**

#### **STAFFING/TEAMS**

Permanent staffing of 16 staff (12 FT, 4 PT), plus Head of Department (8 individuals); occasional casual staff to undertake large mail-shots, process feedback forms, or other basic administrative work.

#### **STRATEGIC COLLEGE PRIORITIES SUPPORTED BY THE DEPARTMENT**

- continuing medical education for physicians
- post graduate training programmes in the medical specialities
- a shared system of continuing professional development (CPD) and revalidation for physicians
- advice and support for students and young doctors considering a career in medicine
- interface with other Colleges (in the UK and internationally) and with related specialist societies

The current education strategy (2014-16) is available as are the most recent education and international reports that were given to Council, and the recently published JRCPT update on standards for CMT.