

## **Appointment of a Medical Director of the Joint Royal Colleges of Physicians Training Board**

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.

Within the context of the Health and Social Care Act and equivalent legislation in the devolved administrations and wide-ranging reforms including the Shape of Training review, the JRCPTB is pivotal to the implementation of these reforms. They will themselves be a catalyst for change within the JRCPTB. We are already part way through our programme of transformational change to professionalise JRCPTB, and upgrade the level of service we give to trainees and the clinicians who work with us.

We are seeking to appoint a Medical Director of JRCPTB, to replace Professor Bill Burr, to meet these and other challenges. The Medical Director acts as Chairman of the JRCPTB and has specific responsibility for JRCPTB policy for Core Medical Training, General Medicine, and a total of 29 medical specialties and three subspecialties, as well as other aspects of the JRCPTB's work such as development of specialty curricula, assessment and the ePortfolio. The Medical Director will have a crucial role in the development of a strategy to implement the Shape of Training reforms.

The full constitution for the JRCPTB is available at [www.jrcptb.org.uk](http://www.jrcptb.org.uk). It is anticipated that the Medical Director will spend four sessions per week on JRCPTB business. In addition, the Medical Director will Chair the JRCPTB Management and Operational Boards and will attend Federation Meetings. The Medical Director will have overall responsibility for ensuring that the aims and objectives agreed for training through the Federation of Royal Colleges of Physicians of the United Kingdom are met.

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, preferably gained through active involvement in College, National or Deanery training committees. The full duties and responsibilities are listed in the attached document.

Further enquiries about this post, which becomes vacant on 1<sup>st</sup> August 2014, should be referred to [Rachael.oflynn@jrcptb.org.uk](mailto:Rachael.oflynn@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 Sir Richard Thompson c/o Rachael O'Flynn, Head of JRCPTB, Royal College of Physicians, 11 St Andrews Place, Regent's Park, London, NW1 4LE, to arrive no later than 5pm on Monday 10<sup>th</sup> February 2014. Shortlisted candidates will be notified by Monday 17<sup>th</sup> February 2014 and interviews will be held in London on the afternoon of the 26<sup>th</sup> February 2014.

## JOB DESCRIPTION AND PERSON SPECIFICATION

### **MEDICAL DIRECTOR OF THE JOINT ROYAL COLLEGES' OF PHYSICIANS TRAINING BOARD (JRCPTB)**

#### **JOB CONTEXT**

The Federation of the Royal Colleges of Physicians of the United Kingdom discharges its role in specialist medical training through the JRCPTB. The Medical Director is the Officer appointed by the Federation to act on its behalf on delegated matters, with primary responsibility for core, general and medical specialty training and recruitment.

The Medical Director will be appointed for a period of three years in the first instance. This may be renewable for a further three years, by mutual agreement.

A supported handover with the outgoing Medical Director will be arranged.

#### **The Responsibilities and Duties of the Medical Director, The Joint Royal Colleges of Physicians Training Board (JRCPTB)**

**The Medical Director of the JRCPTB is responsible to the Chair of the Federation of Royal Colleges of Physicians of the UK and will:**

- Be responsible to the Federation for carrying out the functions relating to the supervision of specialist medical training as agreed and devolved to it by the General Medical Council, and Health Education England for Recruitment services and by arrangement with any other organizations as may from time to time be required.
- Have overall responsibility for the efficient and effective functioning of JRCPTB, chair key meetings and be directly accountable to the Federation.
- Agree with Federation the key clinical priorities for the year ahead, and report the issues affecting clinical, academic and financial aspects of the JRCPTB and matters relevant to the on-going sustainability of the JRCPTB.
- Provide clinical leadership in order that the JRCPTB achieves these annual aims and objectives.
- Be the Lead Officer within JRCPTB, and oversee its role in the management of core, general and medical specialty training, and provide clinical leadership on policy and healthcare reform by driving and supporting changes through its engagement with stakeholder groups on matters impacting on training, including quality, curricula, assessment, and standard setting.
- Work closely with the Deputy Director, Training Leads of the three Colleges and other clinical post holders, including the Clinical Recruitment Fellow, in delivering the aims and objectives agreed through Federation.
- Manage and appraise the Medical Directors and Clinical Fellow.

- Oversee the selection, appointment and training of all SAC Chairs and members and the monitoring of their performance.
- Work closely with the Chair of the Core Medical Training (CMT), General (Internal) Medicine, and Specialty Advisory Committees
- Work with the Medical Director of the MRCP(UK) on relevant matters relating to training, assessment and the examinations.
- Chair the JRCPTB Management Board, Operational Group, SAC Chairs and Heads of School meetings and advise on issues related to setting, developing, maintaining and monitoring standards for physician specialist training and assessment in the UK and policy matters around training.
- Be a member of the JRCPTB's sub-committees as may from time to time be constituted e.g. the Assessment Committee with joint working with the MRCP(UK).
- Represent the JRCPTB on external committees and act as spokesperson when required to do so.
- Ensure, with the Head of the JRCPTB, the on-going stability, development and success of the delivery of its core activities.
- Ensure, with the Head of JRCPTB, appropriate quality assurance mechanisms are maintained and that the clinical aspects of the JRCPTB's function are fit for purpose and respond to the needs of the Regulatory bodies, trainees and stakeholders in order that best practice in the field is achieved and maintained.
- Work with the Head of JRCPTB in developing a strategic vision that includes relevant clinical and academic input into business cases and operational implementation plans, taking into account the political environment and the needs of trainees.
- Support the development of the profile of the JRCPTB in the UK in order that the future credibility and sustainability of the Board is achieved.

### **Requirements**

It is a requirement that the post holder is Fellow in good standing of one of the three Royal Colleges of Physicians of the UK and has knowledge, understanding and experience of all aspects of UK medical training, preferably gained through active involvement in College, National or Deanery training committees. A licence to practice is not essential but is strongly preferred. Also that they confirm as requested that they are up to date with their employer's equality and diversity training, and are up to date with their employer's appraisal process.

All those working with the JRCPTB are expected to have been actively engaged in the training of junior doctors within the last two years, and to be up to date as appropriate with relevant National Guidelines, and CME requirements.

### **Time Commitment**

The Appointment is for three years and the Medical Director is expected to commit to four sessions per week. These will normally and primarily be carried out at the JRCPTB Office though some may be worked off-site by mutual agreement.

The Federation agrees to reimburse the Trust/Board annually for the appointee's salary and associated costs, including any increased costs arising from any pay awards to the appointee's salary due during the period of the Agreement.

As outlined in the Agreement with the appointee and their employing Trust/Board, no part of this forms any

contract of employment under the terms of the Employment Rights Act 1996 (as amended). This is a non-salaried position though all necessary and reasonable expenses will be met by the JRCPTB in line with the Federation expenses policy. Where the Medical Director is retired the JRCPTB will pay an honorarium, plus necessary and reasonable expenses, at a rate to be mutually agreed.

**Performance Review**

The Federation will record performance in discharging the responsibilities and duties described in an annual appraisal. The annual appraisal will normally be carried out by the Chair of the Federation.

**Conflict of Interest**

Should a conflict of interests or potential conflict of interests arise it is the responsibility of the individual to inform the Chair of the Federation.

**Copyright**

All those working with the Federation are required to assign the copyright of the material to the Federation.

**Location**

The offices of the JRCPTB are currently located at 5 St Andrews Place, London NW1.

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## ANNEX A – JRCPTB responsibilities

- a. Accountable to the Federation Colleges (directly to the Chair of Federation) in overseeing the delivery of the JRCPTBs responsibilities arising from Service Level Agreements with the GMC covering:
  - i. Best practice in evaluation of application for certification
  - ii. Applications for CCT / CST application
  - iii. Applications for assessment of eligibility for specialist registration (CESR)
  - iv. Applications for other statutory certificates
  - v. Standards
  - vi. Quality assurance of training.
- b. Considering the educational content of new posts on behalf of JRCPTB prior to submission to the GMC for final approval
- c. Standards of training
- d. Quality management (QM) of training to include oversight of some of the Annual Specialty Reports (ASR), especially those for CMT, GIM and AIM.
- e. Reviewing and updating, together with SAC members, the CMT, GIM and AIM curricula and other specialty curricula and submitting to the GMC for approval, and attending GMC panels as required.
- f. Contributing to the development of appropriate performance and knowledge assessment mechanisms to assess trainees' competence.
- g. Ensuring the progress of all trainees is monitored using the ePortfolio and being closely involved in development of the ePortfolio as a measurement tool for the QM of educational programmes including supervision
- h. Providing professional support and advice to individual trainees including pre-application advice
- i. To advise on the eligibility of trainees to enter CMT and specialty ST3 programmes, in particular advising on CCT vs CESR(CP) appointments.
- j. Participate in the national co-ordination of recruitment to core and specialty (ST3) training posts.
- k. Oversee the activities of the Core Medical Training Advisory Committee and the SACs in:
  - i. Co-ordinating shared educational activities pertaining to trainees and trainers across all Colleges
  - ii. Reviewing and updating core and specialty curricula and submitting them to the

GMC for approval

- iii. Providing professional support and advice to individual trainees
  - iv. Contributing to the development of appropriate performance and knowledge assessment mechanisms to assess trainees' competence including provision of the ePortfolio
  - v. Enrolling trainees on to programmes, confirming the fulfillment of entry requirements at both core and specialty levels, and when appropriate, the provisional CCT or CESR date
  - vi. Monitoring the progress of all trainees maintaining both paper and electronic records as required.
  - vii. Recommending to the GMC, the names of those eligible for the award of CCT or CESR
  - viii. Ensuring that due attention is paid to the training needs of less than full time and overseas trainees
  - ix. Working with Postgraduate Training Schools to provide a comprehensive service for the local quality management of core and specialty training programmes
  - x. Ensuring that all JRCPTB rules and regulations are properly publicized both through formal publications and on dedicated websites.
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- l. To co-ordinate SAC input to workforce intelligence and planning
  - m. To act as spokesperson for the JRCPTB when required to do so.

ANNEX B – Person specification, Medical Director JRCPTB

Attribute or skill	Essential	Desirable
Specialist Expertise in training.	<p>An experienced consultant Physician who is actively involved in medical education.</p> <p>Have a thorough and up to date understanding and experience of the regulations and processes of medical training and in the management of training.</p> <p>A solid understanding of the changes impacting on Medical Postgraduate Education and its implications for training and the work of the JRCPTB</p>	<p>Active involvement with Core Medical Training.</p> <p>A licence to practice is strongly preferred.</p> <p>Able to take an innovative approach to policy development.</p> <p>Master's degree or higher qualification in medical education</p>
Appropriate skills	<p>Be a recognised leader, with an ability to create consensus.</p> <p>Have good interpersonal and management skills.</p> <p>Well-honed chairing skills.</p>	<p>Ability to lead and effect change</p>
Training experience	<p>Has been a member of a Regional or UK-wide training committee.</p>	<p>Has been Chair or Head of a regional or UK- wide training committee or organisation.</p>
Clinical Expertise	<p>Has an entry in the Specialist Register and is in good standing with employer (where still working).</p>	<p>Has made additional contributions to his/her specialty.</p>
College representation	<p>Is a Fellow in good standing of one of the Federation Colleges</p>	<p>Has contributed to College Educational programmes or activities.</p>
Specialist Representation		<p>Is an active member of a relevant Specialist Society</p>