

Deputy Foundation School Director Job Description & Person Specification



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Deputy Foundation School Director (DFSD) Job Description & Person Specification

Role Overview

In conjunction with the Foundation School Director the two Deputy Foundation School Directors (DFSD's) will be responsible for quality management within the Yorkshire and Humber Foundation School (YHFS) HEE. The YHFS became a single school in August 2017 merging the previous West Yorkshire FS, South Yorkshire FS, and the North Yorkshire and East Coast FS. The DFSD is supported by the Programme Support Manager and their team based in the Hull Office.

The DFSD is responsible for developing the strategic direction, quality management, faculty development and external relations of the Foundation school with the Foundation School Director (FSD).

Each DFSD will be given direct line management responsibility for a percentage of the YHFS posts. They will be supported by named Clinical Supervisors, Educational Supervisors, and Foundation Training Programme Directors (TPD's) who will trust based. There are a number of specific administrative functions that the YHFS deliver that require either FSD or FSD leadership (examples of these are given in the appendix (1) at the end of the Job Description) and these responsibilities will be shared equitably and agreed with the successful applicants when they are appointed.

Accountable / reports to:

Postgraduate Dean / Lead Deputy Dean / Foundation School Director

Commitment:

3 Programmed Activities (PAs) per week (equivalent to 1.5 days).

This must be included in the FSDs Trust job plan, within a total maximum of 12 PAs

Tenure:

To be reviewed after 3 years. The post can be extended for a further 3 years, subject to annual reviews. In exceptional circumstances appointments may be extended beyond 6 years to support business continuity and succession planning.

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Key Responsibilities

1. Strategic Development

- To set the strategic direction of the school under the guidance of the Postgraduate Dean / Lead Deputy Dean / in accordance with national policies in liaison with the FSD
- To work with the FSD to demonstrate leadership in consistently delivering the objectives of Foundation Training across the Foundation School within HEE.
- To work in collaboration with the other Deputy within HEE
- To work collaboratively with medical schools to aid seamless transition from undergraduate to Foundation training
- To work collaboratively with local education providers (LEPs) to ensure Foundation doctors have access to high quality Foundation training
- To provide assistance with the annual report to the UK Foundation Programme Office (UKFPO)
- To attend and represent the Foundation school at national FSD meetings and UKFPO conferences in the FSDs absence

2. Governance and Quality Management

- On behalf of HEE, to set in place appropriate quality management processes to ensure the school meets the standards for training for the Foundation Programme as described in *The Trainee Doctor (GMC)*, *the Foundation Reference Guide* and *the Foundation Curriculum (UKFPO)*
- To ensure that there are clear procedures to immediately address any concerns about patient safety
- To ensure there are open, transparent, fair and effective processes for recruitment, selection and appointment of Foundation doctors
- To work with LEPs, Foundation training programme directors (FTPD's), Educational Supervisors (ES's) and Clinical Supervisors (CS's) to ensure a consistent and coordinated approach to the delivery of the Curriculum. This includes induction, effective supervision, teaching programme, assessments, an appropriate workload, personal support and time to learn
- To advise the FSD if additional visits to LEP's are required if concerns are serious enough to need direct examination
- To ensure that only Foundation doctors who meet the standards for satisfactory completion of F1 and the Foundation Programme are signed off
- To ensure that the school provides timely, accurate and appropriate career information and advice to trainees
- To review the results of feedback surveys, including the GMC survey, HEE, trainee survey, Destination Report etc. and to ensure that appropriate responses and actions are made
- To collect and analyse equality and diversity data (including outcome data) and make changes to local processes if issues are identified. The impact of these changes will subsequently be monitored
- To ensure that the Programme Support Teams keep UKFPO is informed about issues regarding non-EEA doctors sponsored under the UK Border Agency Tier 4 visa
- Contribute to HEE and liaise with the GMC

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- In line with HEE processes and procedures, ensure that monitoring processes are in place to: support and advise trainees, advise on the quality of posts and programmes, support and develop local mechanisms to ensure educational appraisal of all consultants involved in the delivery of Foundation training
- Take the lead on governance, ensure that UKFPO / GMC standards are met and that the Foundation School is adhering to HEE processes when managing and reporting exceptions.

3. Foundation School Structures, Roles and Responsibilities

- With the FSD and supported by the Foundation School Board, the PSM and appropriate administrative staff, the Deputy will establish an effective infrastructure and network. This will include attending the Foundation School Board, attending individual Foundation School Committee Meetings and ensuring appropriate levels of engagement from all stakeholders, particularly Directors of Medical Education in LEP's
- To ensure that there are systems in place to support doctors who wish to train flexibly, those returning after a career break, and those at risk of not meeting the requirements for satisfactory completion of the training programme.
- To understand and participate when required in overseeing the development, recruitment, delivery and support of the academic training programmes linked to the three medical schools
- To ensure that there are systems to identify and assist doctors with differing needs. This includes doctors who wish to train less than full-time, those returning after a career break, doctors with disabilities and those at risk of not meeting the requirements for satisfactory completion of F1 or the Foundation Programme. This includes promoting equality of opportunity and promoting positive attitudes towards doctors with disabilities
- To ensure that HEE processes for dealing with trainees in difficulty are followed
- To implement an ARCP process for all trainees, according to both HEE guidance and the Foundation Reference Guide, to ensure that only doctors who meet the standards for satisfactory completion of the programme are signed off
- To ensure that those responsible within the School produce and deliver on a strategy for training in research skills
- To take the lead in developing a strategy for optimising the use of Clinical Skills training and simulation and evaluating the impact of this training against delivery of the curriculum objectives
- To oversee the commissioning of training courses, including making recommendations for commissioning regional and local training programmes to support the curriculum
- To assist the FSD or Deputy Dean in the performance of an appeals panel that meets when necessary (including making sure that all appeal panel members have had equality and diversity training)

4. Faculty development

- To be responsible for the appointment, development and appraisal of the FTPDs, in accordance with HEE processes
- To ensure that there are open, transparent, fair and effective processes for the recruitment, selection and appointment of Foundation faculty
- To contribute to the annual appraisal of FTPD in partnership with their employers
- To promote faculty development by enabling training and support for trainers

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5. External relations

- To represent the Foundation school at local and national meetings either with or as a representative of the FSD
- To assist the FSD produce the HEE annual Business Report
- To provide a liaison between HEE, the Medical Schools, GMC, Trusts, educationalists and trainees to promote the development of the Foundation School and its activities. To share ideas and good practice across all of these organisations
- Other duties which may be recognised as the role develops, including the ability to work pan deanery and to work flexibly in terms of hours, as the service needs demand.

NB: The job description provides a framework for the role of Deputy Foundation School Director and should not be regarded as a closed list of duties and responsibilities. These will develop and change over time through natural progression. HEE or the post holder may both instigate changes to the job description at any time; these changes would be introduced only after full discussion.

You are expected to demonstrate a commitment to personal and professional development and take every reasonable opportunity to maintain and improve professional knowledge and competence. To participate in personal objective setting and review, including the creation of a personal development plan.

Person Specification

Essential Criteria

Qualifications:

- Medical Degree
- Membership or Fellowship of a Royal College in the United Kingdom
- Outstanding professional record, both clinically and in education and training

Experience:

- At least five years' experience as a NHS Consultant
- Previous experience of group working and multi- professional learning

Knowledge / Skills:

- Thorough understanding of the postgraduate medical education agenda
- Understanding of assessment and workplace teaching in a postgraduate setting
- Awareness of current national policy developments in the NHS
- Understanding of adult learning and its application to education
- Familiarity with current educational and training initiatives in the NHS and their implications for postgraduate medical education
- Excellent leadership, management and interpersonal skills
- Excellent written and oral communication skills
- Ability to establish academic and professional credibility
- Ability to work as member of a multi-professional team
- Proven track record of influencing and motivating others and leading change
- Ability to understand and work with complexity
- Computer literate

Personal Skills & Attitudes:

- Strategic thinker and implementer
- Ability to prioritise work against background of uncertainty and change
- Good political skills
- Self-motivated, proactive and innovative
- Able to demonstrate the successful delivery of major change initiatives

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- Empathy with junior doctors and training, but sensitive to service requirements
- Travel to various locations as required

Desirable Criteria

Qualifications:

- Higher qualification in Medical Education
- Previous Publication in Medical Education

Experience

- Regional or national experience of committee work
- Experience in managing specialty training programmes
- Regional APD/College/School role or trust based medical education role

Knowledge / Skills

- Thorough understanding of the workforce agenda
- Understanding of medical workforce planning
- Ability to teach in a multi-professional environment
- Ability to lead consultant development

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Appendix 1

YHFS Administrative functions with FSD/DFSD Leadership

Shared responsibilities

FTPD appraisals

Academic recruitment and induction

Attendance and scoring at the Regional Academic away day

Away Day

DID Management

Tier 4 trainees and overseas graduate induction

TOI's

Chairing Regional Committee meetings

Attendance at YHFS operating group (SOG) and Foundation School Board (FSB)

Foundation School Director with DFSD support

Business Planning

Leadership Fellow supervision

HEE / GMC / Destination Survey

ARCP Appeals

Special Circumstances Panels

DID management

Medical Schools

Programme change/development

Annual Report

DFSD's

Programme Line Management

Regional Training days

Bridging the Gap days including Enhancing Human Factors and Resiliency/ Study Leave

FY1 teaching programmes

PSA/SCRIPT

Trainee reps

TAB/360

Local Away day events

Checklists

Horus/ePortfolio guidance

Careers

ARCP/COE sign off

DID Management