

Sample job description for Foundation Training Programme Director/Tutor (FTPD/T)

Taken from the UKFPO Operational Guide 2019

Job Title: Foundation Training Programme Director/Tutor

Reports to: In England, to the Local Education Provider (LEP) Director of Medical Education; in Scotland and Wales, to the deanery; in Northern Ireland FTPD/Ts are accountable to both the Associate Dean for Foundation and to the Director of Medical Education within the LEP.

Role Overview:

The FTPD/T is responsible for the overall management and quality control of a Foundation programme. FTPD/Ts should be allocated the equivalent of one session of programmed activity for every 20-40 posts. S/he will work with the local lead educators to ensure that each placement of the programme and the programme as a whole meets the HEE, NES, NIMDTA or HEIW standard for training and that each foundation trainee is able to access a comprehensive range of experiences which will enable them to gain the competences necessary for full registration and completion of foundation training.

Key Responsibilities:

1. To manage and quality control a specified foundation training programme:
 - To work with local educators (e.g. the director of medical education, clinical tutors) to manage and quality control a specified Foundation training programme.
 - To ensure that the training programme meets the requirements of the educational contracts or agreements for foundation training.
 - To ensure that each programme and its constituent rotations have a current job plan that meets the educational aims specified for the programme and map **the curriculum**.
 - To ensure that each placement in the programme meets the educational aims specified for the placement. This should include a clear description that outlines how the competences, including the general professional competences, are covered in each placement.
 - To chair the Annual Review of Competence Progression (ARCP) panel.
2. To ensure that all Foundation doctors in the programme have access to suitable training which will allow them the opportunity to achieve the requirements for satisfactory completion of F1 and the Foundation programme.

This includes:

- Providing access to suitable induction, coordinated generic teaching and educational supervision.
 - Providing access to clinical supervision and trained assessors.
 - Monitoring the attendance and performance of each foundation doctor at regular intervals and initiating remedial support for any doctor in difficulty.
 - Collecting evidence about attendance and performance to corroborate the content of individual foundation doctor's e-portfolios and enable decisions about recommendations for registration and certification; and
 - Evaluating induction, generic teaching and supervision to ensure it meets minimum standards.
3. To work with the LEP(s) for the effective development of a local faculty of educators capable of delivering foundation training:
 - To ensure that all educational and clinical supervisors have received appropriate training (including equality and diversity training) for their role as educators, supervisors and assessors.
 - To ensure that all educational supervisors are familiar with the required national documentation to be completed prior to full registration with the GMC, completion of foundation training and for revalidation.
 - To ensure that there is a sufficient number of trained staff able to supervise and assess foundation doctors.

- To ensure that there is an effective method of selection and reselection of educational and clinical supervisors in conjunction with the Director of Medical Education/Clinical Tutor, local HR departments and HEE, NES, NIMDTA or HEIW.
- To ensure there is a database of local educators (Educational Supervisors, Clinical Supervisors and trained assessors).

4. To work with the FSD and faculty to ensure foundation training benefits from a coordinated approach:

- To liaise regularly with the FSD, FSM and other FTPD/Ts to ensure that best practices are shared and there is a coordinated approach to the development and management of Foundation training programmes.
- To attend Foundation School management committee meetings (or equivalent).

YHFS Requirements:

Job Title: Foundation Training Programme Director (FTPD)

Accountable to: Postgraduate Dean

Reports to: Foundation School Director / Deputy Foundation School Director and Director of Postgraduate Medical Education

Commitment: 1.0 Programmed Activities per week. This work must be included in the Trust Job Plan, within a total maximum of 12 PAs.

Foundation Training Programme Directors (FTPDs) are commissioned and appointed by Health Education England, working across Yorkshire and the Humber (HEE YH) to direct and manage Foundation training placements and rotations across Local Education Providers (LEPs).

Appointment is for 3 years in the first instance (probationary for 12 months), and subject to annual appraisal and review.

As a provider of medical education and training, FTPDs will undergo an annual appraisal, normally at LEP level, with feedback on involvement in postgraduate education and training provided by the Deputy Foundation School Director (DFSD) and Director of Postgraduate Medical Education (DPGME). The annual appraisal process creates the opportunity to promote further development of an interest in education/training.

Administration

- Work closely with the DPGME where appropriate
- Participate in the appointment of Educational and Clinical Supervisors in conjunction with the DPGME
- Work with the DPGME to ensure that Educational and Clinical Supervisors have undertaken appropriate training for their role and are familiar with UKFPO guidance and training requirements
- Maintain a database of local educators, ensuring there is a sufficient number of trained staff able to assess trainees
- Actively participate in promotion of the Foundation Programme e.g. careers fairs, website etc

Trainees

- Ensure all trainees receive comprehensive LEP and specialty inductions, and ensure that these take place in a timely manner
- Provide access to, and participate in, the local PDP teaching sessions
- Regularly monitor the progress, attendance and performance of all trainees, collecting evidence where necessary
- In line with HEE YH policies and procedures, and where appropriate, provide support for those found to be experiencing competence or performance difficulties ensuring that potential problems are documented at an early stage and remediation is arranged where necessary. Timely communication with DFSD and HEE YH Programme Support staff will be essential
- Encourage and develop opportunities for less than full time training (LTFTT), including liaison with the DFSD, DPGME and Associate Postgraduate Deans

- Provide advice on Time out of Foundation Programme (TOFP) opportunities ensuring that all trainees follow the UKFPO application procedure
- In line with HEE YH policies and procedures and in conjunction with the DFSD, coordinate the exit and return of trainees from the training programme who might undertake TOFP, maternity or sick leave etc. This includes participation in the Return to Work procedure where appropriate
- Coordinate arrangements for Inter Foundation School Transfers (IFST) adhering to the UKFPO process
- Ensure appropriate sign off of study leave applications from trainees
- Ensure trainees have access to career counselling

Training Programme Coordination

- Organising, managing and directing the Foundation programme within HEE YH, ensuring programmes meet the specified educational aims and requirements and each rotation has a job description with competences mapped to the current Foundation Programme Curriculum
- In conjunction with the DPGME, monitor the quality of placements using the local annual trainee survey and the GMC trainee survey results. This includes analysing responses, ensuring appropriate actions are taken and giving guidance on future placements as appropriate
- In conjunction with the DPGME, participate in HEE YH Quality Management visits, including any triggered visits which may occur
- Coordination and participation in the local (and central where necessary) Annual Review of Competence Progression (ARCP) process
- Ensure revalidation processes are fully incorporated into the assessment process
- Liaise with academic colleagues to support trainees on the Academic Foundation Programme (AFP)

Postgraduate Schools

- Attendance at appropriate HEE YH meetings as and when appropriate e.g. Foundation School Committee
- Play a full part in the activities of the Foundation School and share in its coordination, development, responsibilities and management through regular liaison with DFSDs, HEE YH Programme Support staff, DPGME and fellow FTPDs

Key Liaisons

- Foundation School Director (FSD)
- Deputy Foundation School Directors (DFSDs)
- Directors of Postgraduate Medical Education (DPGME)
- Deputy Postgraduate Dean
- HEE YH Programme Support
- Educational Supervisors
- Clinical Supervisors
- GMC/GDC (via DFSD)
- Local FTPD administration support and Medical Education staff

Further responsibilities

These activities, which are carried out on behalf of the Postgraduate Dean and Foundation School Director must be conducted according to the requirements of Health Education England, working across Yorkshire and the Humber (HEE YH), in particular with respect to:

- Foundation Programme Curriculum
- Foundation Programme Reference Guide
- Academic Trainees
- The guide to Immigration and Employment of Overseas Doctors
- Equal Opportunities policies
- All other relevant national or regional guidelines

Appointment and assessment procedures and documentation relating to these activities are required to be robust, honest, fair and auditable. Members of appointment committees who are representing HEE YH must have appropriate Equal Opportunities training.

Extension Process

There may be circumstances where it is not appropriate for an FTPD to remain in their fixed term appointment after the original three-year tenure. If an FTPD is to remain in post after three years, the following process must be followed:

- The Foundation School Committee must be made aware of the opportunity arising, six months ahead of the completion date. LEP to circulate for expressions of interest
- If suitable colleagues come forward, the appointment process should be used as above. The existing FTPD is eligible to reapply for the position
- If no new interest is raised, and the FTPD wishes to continue, this must be endorsed by the Foundation School Committee
- Confirmation of extension must be agreed between the DFSD and the Postgraduate Dean (or nominated Deputy Postgraduate Dean)
- A partial or complete second term of office can only be confirmed once this process is completed

Updated July 2020