NHS England

YHFS Job Description and Person Specification for Foundation Training Programme Director (FTPD)

Based on the UKFPO Operational Guide 2019



Contents

Contents 2

Role Overview 3

Yorkshire and Humber Foundation School (YHFS) Requirements 3

Key Responsibilities 4

Foundation Doctors 5

Training Programme Coordination 6

Foundation Directorate 7

Recruitment 7

Administration 7

Key Liaisons 8

Further responsibilities 8

Extension Process 9

Foundation Programme Director for the Foundation Training Programme Person Specification 10

Role Overview

Job Title: Foundation Training Programme Director (FTPD)

Reports to: Local Education Provider (LEP) Director of Medical Education

Accountable to: Foundation School Director / Deputy Foundation School Director and Postgraduate Dean

Tenure: Initial review after 12 months, then an appraisal within 3 years. (Suggested 6 years maximum term).

The FTPD is responsible for the overall management and quality control of the Foundation programme in their Local Education Provider (LEP) (Acute, Mental Health and Primary Care trusts).

FTPDs should be allocated the equivalent of one session of programmed activity for every 20-40 posts. This work must be included in their Trust Job Plan, within a total maximum of 12 PAs.

They will work with the local lead educators to ensure that each placement of the programme and the programme meet the NHSE standards for training and the UKFPO Curriculum requirements in line with the Gold Guide.

Each Foundation Doctor should be able to access a comprehensive range of experiences which will enable them to gain the competences necessary for full GMC registration and the completion of foundation training.

They will work closely with the other Foundation Training Programme Directors for effective development and implementation of strategy and practice across the school, through involvement in the formal and informal forums for debate and updating, as well as ensuring that their LEP is appropriately and adequately represented in recruitment of Foundation Doctors as well as those involved in any aspect of Foundation training.

The post holder must be on the GMC Register with a minimum of one year's post-CCT experience. They must also meet the GMC standards for educational supervisors, be engaged in active clinical practice and in the revalidation process.

Yorkshire and Humber Foundation School (YHFS) Requirements

FTPDs are commissioned and appointed by NHSE and the YHFS to direct and manage Foundation training placements and rotations across Local Education Providers (LEPs).

The appointment is initially for 12 months with an appraisal up to 3 years. The suggested maximum term is 6 years.

As a provider of medical education and training, FTPDs will undergo an appraisal, 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 appraisal process creates the opportunity to promote further development of an interest in education/training.

Key Responsibilities

1. To manage and quality control a specified foundation training programme:

- To collaborate 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 maps to 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) panels.

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.

- To work with local educators and the Trust HR department to ensure that Trust staff are familiar with the requirements of the training programme and that Foundation Doctors are released for the teaching programme.

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 NHSE.
- To ensure there is a database of local educators (educational supervisors, clinical supervisors, trained assessors).

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

- To consult regularly with the FSD, FSM and other FTPDs 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).

Foundation Doctors

- Ensure all Foundation Doctors receive comprehensive Trust and specialty inductions and ensure that these take place in a timely manner.
- Provide access to, and participate in, the local and regional teaching sessions.
- Regularly monitor the progress, attendance and performance of all Foundation Doctors, collecting evidence where necessary

- In line with NHSE 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 FSD / DFSD and YHFS Programme Support staff is essential.
- Encourage and develop opportunities for less than full time training (LTFT), including liaison with the DFSD, YHFS and Associate Postgraduate Deans
- Provide advice on Time out of Foundation Programme (TOFP) opportunities ensuring that all Foundation Doctors follow the UKFPO application procedure.
- In line with NHSE policies and procedures and in conjunction with the DFSD, coordinate the exit and return of Foundation Doctors 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 Foundation Doctors using Accent Leave Manager.
- Ensure Foundation Doctors have access to career counselling, pastoral care and other support mechanisms.

Training Programme Coordination

- Organising, managing and directing the Foundation programme within YHFS, 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 YHFS, monitor the quality of placements using the local annual survey and the GMC survey results. This includes analysing responses, ensuring appropriate actions are taken and giving guidance on future placements as appropriate.
- In conjunction with the YHFS participate in YH Quality Management visits, including any triggered visits which may occur.
- Coordination and participation in the local Annual Review of Competence Progression (ARCP) process, supporting educational supervisors in ensuring Foundation Doctors collect the required documentation for their ARCP panel and provide feedback to educational supervisors on the quality of their reports on Foundation Doctors progress.
- Ensure revalidation processes are fully incorporated into the assessment process.

- Consult with academic colleagues to support Foundation Doctors on the Specialised Foundation Programme (SFP)

Foundation Directorate

- Attendance at appropriate YHFS 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 the FSD, DFSDs, YHFS Programme Support staff and fellow FTPDs.

Recruitment

- To support the Foundation School in national and regional recruitment activities by ensuring representation from the LEP as stated and required by YHFS.
- Ensure that the LEP is adequately and appropriately represented at centrally organised events related to recruitment, such as shortlisting days and interviews.
- To assist in producing materials and publicity information for Foundation Doctors and prospective applicants about the local programme and training opportunities to ensure effective recruitment and that the information is regularly reviewed and updated.

Administration

- Work closely with the FSD or DFSD / YHFS where appropriate.
- Participate in the appointment of Educational and Clinical Supervisors in conjunction with the LEP, FSD or DFSD / YHFS
- Work with the FSD or DFSD / YHFS 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 Foundation Doctors.
- Actively participate in promotion of the Foundation Programme with YHFS e.g. Careers events at local medical schools, contributing to the website etc.

Key Liaisons

- Foundation School Director (FSD)
- Deputy Foundation School Directors (DFSDs)
- Directors of Postgraduate Medical Education (DPGME)
- Deputy Postgraduate Dean
- YHFS Programme Support
- Educational Supervisors
- Clinical Supervisors
- GMC (via DFSD)
- Local FTPD administration support in the LEP and Medical Education staffing / HR

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 NHSE / YHFS, with respect to:

- The Foundation Programme Curriculum
- The Gold Guide
- Specialised Foundation Programme
- Immigration and Employment of Overseas Doctors
- Equal Opportunities polices.
- Accent Leave Manager – approval, monitoring and presentation to relevant committee.
- 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 NHSE / YHFS must have appropriate Equal Opportunities, Equality and Diversity training (also a Trust mandatory requirement)

- Maintain a clinical commitment and GMC licence.
- Meet professional requirements for Continuing Professional Development and Revalidation
- Ensure all mandatory training is current through their employer or the NHSE virtual learning environment.
- Proactively keep up to date with new and emerging local and national Medical Education documents and information

- Be proactive in ensuring annual appraisal with the DME and obtain a report on their performance from the FSD / Deputy for Foundation prior to their appraisal.
- Attend any development activities and regular updates organised by the YHFS including attendance at the local Committee meetings.
- Lead development projects and research on the Foundation programme by mutual agreement with the FSD and share the results.
- Carry out all duties in accordance with NHSEs Equality and Diversity policy and strategy, acting in a way that provides a positive role model for Foundation Doctors and other colleagues.
- Conduct their duties in accordance with NHSEs Health and Safety policy and in a manner that safeguards the health and safety of both self and colleagues.
- Handle personal and other electronic and manual data in accordance with national and NHSE policies. Data will be stored and handled confidentially and securely, utilised for only agreed purposes, and be subject to the access rights of individuals.

Extension Process

If an FTPD is to remain in post after an initial three years, the following process must be followed:

- The DFSD must be made aware of the opportunity arising, six months ahead of the completion date.
- LEP to circulate locally for expressions of interest.
- If there is interest in the post from other eligible candidates, the appointment process should be followed. The existing FTPD is of course eligible to reapply for the position for a further term
- If no new interest is raised, and the FTPD wishes to continue, this must be endorsed by the DME and DFSD
- Confirmation of extension must also be agreed between the DFSD and the FSD
- A partial or complete second term of office can only be confirmed once this process is completed.

Foundation Programme Director for the Foundation Training Programme Person Specification

PERSON SPECIFICATION CRITERIA	ESSENTIAL
Qualifications	Primary medical/dental qualification At least 5 years' experience as a registered medical practitioner; consultant, general practitioner, mental health consultant On the GMC Register
Employment	Current substantive post as a registered medical practitioner, consultant, general practitioner, mental health consultant
Special Knowledge / Experience	Previous experience and training in clinical and educational supervision Experience of working with doctors in training in an educational context Experience of educational leadership and innovation Demonstrable track record of delivery in service and education Experience in training & understanding of recruitment and selection processes. Trained and experienced in Equality and Diversity in the last 3 years
Aptitudes	Empathy and understanding of student and Foundation Doctor issues. Flexibility Good communication skills Good time management and organisational abilities Understanding of change management Ability to exercise diplomacy and tact.

	Ability to mediate and negotiate. Ability to maintain effective and productive working relationships with colleagues. Ability to establish academic credibility. Ability to manage complexity
Other	Ability to travel to external meetings/events as required by the role. Commitment to support and participate in the medical education committee in the LEP as required. Commitment to support the GP Associate Director with review of the GP practices for F2 Doctors. Commitment to support and participate in Foundation School activity as required

PERSON SPECIFICATION CRITERIA	**DESIRABLE**
Qualifications	Educational qualification such as a postgraduate certificate diploma or Masters in Medical Education.
Employment	Previous or current appointment as a leader in medical education
Special Knowledge / Experience	Previous experience in an educational leadership role Awareness of funding streams for postgraduate education Good understanding of current health social and education policy