NHS England

YHFS Psychiatry Foundation Training Programme Director Job Description and Person Specification



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Role Overview

The Psychiatry Foundation Training Programme Director (FTPD) will be responsible for maintaining an overview of the delivery and quality control of psychiatry posts in the Foundation programme.

The most important aspect of the role is working with local lead educators to ensure that each placement of the programme, and the programme as a whole, meets the YHFS standard for training and that each trainee is able to access a comprehensive range of experiences in psychiatry which will enable them to gain the curriculum competencies.

Accountable / reports to:

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Foundation School Director / Deputy Foundation School Director / Head of School of Psychiatry

Commitment:

1 PA is allocated to this role.

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.

Key Responsibilities

1. To manage and quality control the Psychiatry Foundation training programme:

- To work with local educators (e.g. the director of medical education, clinical tutors) to ensure that they manage and quality control the Psychiatry posts in the Foundation training programme.
- 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.

2. To ensure that all foundation doctors in Psychiatry Foundation posts have access to suitable training which will allow them the opportunity to achieve the requirements for satisfactory completion of the Foundation Programme.

This includes:

- Ensuring access to suitable induction and coordinated generic skills training.
- Ensuring that there are mechanisms that allocate appropriate Educational Supervisors (ESs) and Clinical Supervisors (CSs) to trainees.
- Supporting postgraduate centre staff in monitoring the performance of each Foundation doctor at regular intervals and initiating remedial support for any doctor in difficulty.
- Contribute to the running of the Annual Review of Competence Process (ARCP), including the central ARCP panels.

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- Evaluating induction, generic teaching and supervision and 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 Psychiatry Foundation training:

- To ensure that all ESs / CSs have received appropriate training (including equality and diversity training) for their role as educators, supervisors and assessors.

4. To work with the FSD / DFSD and faculty to ensure Psychiatry Foundation training benefits from a coordinated approach:

- To liaise with acute FTPDs, Directors of Medical Education, and ESs/CSs in Acute LEPs to ensure that shared rotations are coordinated effectively.
- To liaise regularly with the Foundation School 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).
- To contribute to Quality Management visits to psychiatry LEPs (across Yorkshire and the Humber)
- To contribute to the development and delivery of the generic Foundation Professional Development Programme.
- To contribute to Careers Fairs and Foundation programme recruitment activities
- To develop their own role as an educator, and to evolve the Psychiatry FTPD role as required for effective delivery of the programme.

NB: The job description provides a framework for the role of Psychiatry Foundation Training Programme Director and should not be regarded as a closed list of duties and responsibilities. These will develop and change over time through natural progression. YHFS 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.

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Person Specification

	Essential	Desirable
Employment	• Medical or dental practitioner with the relevant postgraduate qualifications and GMC registration	• A Consultant who currently holds a minimum of 5 sessions within the Trust
Qualifications	• Interest and enthusiasm for implementing the Foundation Programme	• Previous experience of postgraduate education e.g. college tutor. Participation in educational training, and an interest in obtaining a higher qualification in medical education.
Motivation	• To provide leadership for medical education and to motivate the Trusts into providing and monitoring medical education within the Foundation Programme to a high quality across the programme. • Committed to personal development.	• Previous demonstration of motivation in a similar context.
Skills	• Leadership skills • Ability to manage change. • Good interpersonal skills • Approachability • Ability to motivate colleagues to deliver high quality training as a team across YHFS.	• Understands use of IT in education • Ability to co-operate with other health professionals including motivation to develop multi-professional education.
Management	• Knowledge of management structures and recent changes that relate to medical education and quality assurance i.e. educational governance.	• Previous management training or experience.

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