

## JOB DETAILS:

<b>Job Title</b>	GP Training Programme Director, Carmarthen GP Training Scheme
<b>Grade</b>	GP Educator GP01
<b>Hours of Work and Nature of Contract</b>	2 sessions (1 day per week)
<b>Division/Directorate</b>	Medical Directorate
<b>Department</b>	General Practice
<b>Base</b>	West Wales General Hospital, Postgraduate Centre

## ORGANISATIONAL ARRANGEMENTS:

<b>Managerially Accountable to:</b>	GP Associate Dean
<b>Reports to: Name Line Manager</b>	GP Associate Dean
<b>Professionally Responsible to:</b>	Deputy Director of GP Education

**Add organisational statement on values and behaviours**

### **Job Summary/Job Purpose:**

The role of GP Training Programme Director is to work with and support the Deputy Director of GP Education in leading the delivery of a wide range of functions relating to GP Training in Wales.

The GP Training Programme Director is professionally accountable to the Deputy Director of GP Education. The Training Programme Director is responsible for managing the local GP Training Scheme. Responsibilities include ensuring training posts provide a balanced and educationally robust experience; organisation and delivery of regular focussed educational sessions for GP trainees and GP Trainers; providing pastoral and other support to GP trainees; and

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participating in quality management activities.

**DUTIES/RESPONSIBILITIES:**

To manage the GP Training Scheme planning the programme and placements in the light of national and regional policies.

To liaise with and report to the local GP Associate Dean on a regular basis on all matters pertaining to the local GP Training Scheme.

To co-ordinate the regular GP focussed educational sessions for GP trainees in hospital and general practice posts, organising and ensuring the content meets curriculum requirements.

To allocate GP Educational Supervisors to trainees and provide advice as appropriate.

To monitor progress of trainees and alert the GP Associate Dean to any problems at an early stage.

To offer career advice to GP trainees.

Liaising with NHS Wales Shared Service Partnership (NWSSP), the lead employer for GP Trainees on matters relating to GP Trainee employment.

To attend shortlisting, assessment and allocation events for applicants to GP Training and associated assessor training events.

To work closely with local GP Trainers responding to queries and referring to the local GP Associate Dean where appropriate.

To assess training needs of local trainers and deliver a programme of education for the local GP Trainers that meets these training needs.

To participate in quality management processes, providing further information where issues are highlighted.

To undertake quality assurance visits to existing and prospective GP Training Practices linked to the Scheme, in accordance with the pre-planned programme of visits.

To liaise with the local Faculty Lead(s) and hospital consultants with approved GP training posts attached to the Scheme where issues occur and ensure the continued relevance of the educational content of these posts for GP Trainees.

To keep abreast of new developments in GP training seeking advice on national policy where necessary.

To attend departmental meetings, working with colleagues to ensure a common approach.

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### **Key Relationships**

Developing key partnerships and to ensure local engagement and responsiveness is in line with the culture of HEIW. Key stakeholders would include:

- Postgraduate Dean
- Director of General Practice
- Deputy Director, Head of GP School
- GP Associate Deans
- GP Programme Directors
- GP Training administrative team
- Faculty Leads
- Postgraduate Centre staff
- GP Trainers
- Lead Employer in NHS Wales Shared Services Partnership
- Heads of School
- Royal Colleges
- Professional and Regulatory Bodies
- Practice Managers
- Higher Education Establishments

To undertake any other appropriate duties such as may be assigned from time to time by the Associate Dean or Director of General Practice.

To act in accordance with HEIW's Equality and Diversity Policy

To act in accordance with HEIW's Health and Safety Policy

You may be asked to perform other duties occasionally which are not included above, which will be consistent with the role

## **PERSON SPECIFICATION**

The knowledge to be measured is the minimum needed to carry out the full duties of the job to the required standards. Qualifications should be used to provide an indicator of the level of knowledge required. Training and experience is also a means of acquiring the knowledge required for a job such as on-the-job training, short courses and experience to an equivalent level of knowledge which should be specified.

NOTE: Please do not use the number of years experience as this is potentially discriminatory and these will be returned. It is essential that managers concentrate on the sorts of skills and qualities needed to fulfil the duties of the post.

<b>ATTRIBUTES</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>METHOD OF ASSESSMENT</b>
<b>Qualifications and/or Knowledge</b>	<p>Membership of the Royal College of General Practitioners (RCGP) or higher degree of equivalent status.</p> <p>*Inclusion on the Medical Performers List.</p> <p>Full GMC Registration.</p> <p>Knowledge of NHS systems and structures</p> <p><i>*inclusion on the Medical Performers List (MPL) and full registration with the GMC for the duration of the post. In the event that the postholder resigns from the MPL they can continue in post for a maximum of 2 years after their resignation from the MPL</i></p>	<p>Knowledge of educational theory and practice.</p> <p>Research record.</p> <p>GP Trainer.</p>	Application form and pre employment checks
<b>Experience</b>	<p>Proven organisational skills and evidence of effective workload management.</p> <p>Experience of programme planning and management of educational programmes in primary care.</p> <p>Understanding of the interface between primary and secondary care.</p>	Sufficient experience working in primary health care.	Application form and interview
<b>Aptitude and Abilities</b>	<p>Excellent interpersonal skills.</p> <p>Evidence of good working relationships with professional colleagues.</p> <p>Proven leadership skills.</p>		<p>Interview</p> <p>Interview</p> <p>Interview</p>

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	Good IT skills.	Ability to speak Welsh	Application
<b>Values</b>	Commitment to GP Training		Application Form Interview References
<b>Other</b>	Willingness and motivation to attend GP training related meetings and other activities elsewhere in Wales and the UK. Ability to travel  Agreement from GP Partners or GP employer to undertake the Programme Director role.		Application form and interview

### **GENERAL REQUIREMENTS**

Include those relevant to the post requirements

- **Values:** All employees of the Health Board are required to demonstrate and embed the Values and Behaviour Statements in order for them to become an integral part of the post holder's working life and to embed the principles into the culture of the organisation.
- **Registered Health Professional:** All employees who are required to register with a professional body, to enable them to practice within their profession, are required to comply with their code of conduct and requirements of their professional registration.
- **Healthcare Support Workers:** Healthcare Support Workers make a valuable and important contribution to the delivery of high quality healthcare. The national Code of Conduct for NHS Wales describes the standards of conduct, behaviour and attitude required of all Healthcare Support Workers employed within NHS Wales. Health Care Support Workers are responsible, and have a duty of care, to ensure their conduct does not fall below the standards detailed in the Code and that no act or omission on their part harms the safety and wellbeing of service users and the public, whilst in their care.
- **Competence:** At no time should the post holder work outside their defined level of competence. If there are concerns regarding this, the post holder should immediately discuss them with their Manager/Supervisor. Employees have a responsibility to inform their Manager/Supervisor if they doubt their own competence to perform a duty.
- **Learning and Development:** All staff must undertake induction/orientation programmes at Corporate and Departmental level and must ensure that any statutory/mandatory training requirements are current and up to date. Where considered appropriate, staff are required to demonstrate evidence of continuing professional development.
- **Performance Appraisal:** We are committed to developing our staff and you are responsible for participating in an Annual Performance Development Review of the post.

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- **Health & Safety:** All employees of the organisation have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. The post holder is required to co-operate with management to enable the organisation to meet its own legal duties and to report any hazardous situations or defective equipment. The post holder must adhere to the organisation's Risk Management, Health and Safety and associate policies.
- **Risk Management:** It is a standard element of the role and responsibility of all staff of the organisation that they fulfil a proactive role towards the management of risk in all of their actions. This entails the risk assessment of all situations, the taking of appropriate actions and reporting of all incidents, near misses and hazards.
- **Welsh Language:** All employees must perform their duties in strict compliance with the requirements of their organization's Welsh Language Scheme and take every opportunity to promote the Welsh language in their dealings with the public.
- **Information Governance:** The post holder must at all times be aware of the importance of maintaining confidentiality and security of information gained during the course of their duties. This will in many cases include access to personal information relating to service users.
- **Data Protection Act 1998:** The post holder must treat all information, whether corporate, staff or patient information, in a discreet and confidential manner in accordance with the provisions of the Data Protection Act 1998 and Organisational Policy. Any breach of such confidentiality is considered a serious disciplinary offence, which is liable to dismissal and / or prosecution under current statutory legislation (Data Protection Act) and the HB Disciplinary Policy.
- **Records Management:** As an employee of this organisation, the post holder is legally responsible for all records that they gather, create or use as part of their work within the organisation (including patient health, staff health or injury, financial, personal and administrative), whether paper based or on computer. All such records are considered public records and the post holder has a legal duty of confidence to service users (even after an employee has left the organisation). The post holder should consult their manager if they have any doubt as to the correct management of records with which they work.
- **Equality and Human Rights:** The Public Sector Equality Duty in Wales places a positive duty on the HB to promote equality for people with protected characteristics, both as an employer and as a provider of public services. There are nine protected characteristics: age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex and sexual orientation. The HB is committed to ensuring that no job applicant or employee receives less favourable treatment of any of the above grounds. To this end, the organisation has an Equality Policy and it is for each employee to contribute to its success.
- **Dignity at Work:** The organisation condemns all forms of bullying and harassment and is actively seeking to promote a workplace where employees are treated fairly and with dignity and respect. All staff are requested to report and form of bullying and harassment to their Line Manager or to any Director of the organisation. Any inappropriate behaviour inside the workplace will not be tolerated and will be treated as a serious matter under the HB/Trust Disciplinary Policy.
- **DBS Disclosure Check:** The post holder does not require a DBS Disclosure Check.
- **Safeguarding Children and Adults at Risk:** The organisation is committed to safeguarding children and adults at risk. All staff must therefore attend Safeguarding Children & Adult training and be aware of their responsibilities under the All Wales Procedures.

- **Infection Control:** The organisation is committed to meet its obligations to minimise infections. All staff are responsible for protecting and safeguarding patients, service users, visitors and employees against the risk of acquiring healthcare associated infections. This responsibility includes being aware of the content of and consistently observing Health Board Infection Prevention & Control Policies and Procedures.
- **No Smoking:** To give all patients, visitors and staff the best chance to be healthy, all Health Board sites, including buildings and grounds, are smoke free.

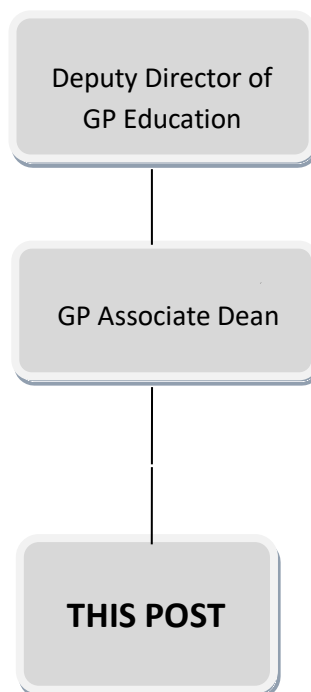
**Flexibility Statement:** The duties of the post are outlined in this Job Description and Person Specification and may be changed by mutual agreement from time to time.

Job Title: \_\_\_\_\_ GP Programme Director \_\_\_\_\_

### Organisational Chart

The Organisational Chart must highlight the post to which this job description applies showing relationship to positions on the same level and, if appropriate, two levels above and below.

Complete, add or delete as appropriate the text boxes below showing the organisational relationships.



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