1. JOB DETAILS

<table>
<thead>
<tr>
<th>JOB REFERENCE</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>JOB TITLE</td>
<td>Training Programme Director for Paediatrics</td>
</tr>
<tr>
<td>DEPARTMENT AND LOCATION</td>
<td>(base location flexible)</td>
</tr>
<tr>
<td>IMMEDIATE MANAGER’S TITLE</td>
<td>Dean of Postgraduate Medicine</td>
</tr>
</tbody>
</table>

2. JOB PURPOSE

Each programme has a designated Training Programme Director. The TPD for Paediatrics will have responsibility for managing specialty training programmes provided for doctors holding the following appointments: *specialty registrar (StR)*; and *locum appointments for training (LATs)*.

The TPD should be a consultant and will report to the Postgraduate Dean or appropriate Associate dean. They will have a close relationship with the relevant DME(s) and Royal Colleges to ensure quality management of their training programme as set out in the NES Quality Management Framework. They may also combine the role with that of an educational and/or clinical supervisor.

3. DIMENSIONS

- participate in or provide advice to NES Specialty Training Boards (STBs) via the TPD;
- participate in local, and where appropriate national, arrangements (including Specialty Training Committees (STCs)) developed by the Postgraduate Dean to support and advise on the management of the specialty training programme within the deanery. Work with delegated College representatives (e.g. college tutors, regional advisors) and national College training to ensure that the programme delivers the specialty curriculum and enable trainees to gain the relevant competences, knowledge, skills, attitudes and experience;
- take into account the collective needs of trainees in the programme when planning training for individual trainees;
- ensure the allocation of trainees to appropriate placements and the coordination of rotational arrangements within their sector and across the West of Scotland.
- supporting the delivery of quality management and continuous educational improvement of specialty training programmes in the Scotland Deanery to meet the standards set by the General Medical Council (GMC).
NHS Education has moved to a single deanery model with 4 workstreams.

In the WoS Region of Scotland Deanery there are currently 10 other Associate Postgraduate Deans who supervise the hospital based specialities, Medicine, General Surgery, Foundation, Mental Health, Obstetrics & Gynaecology and Paediatrics, Diagnostics, Core Medicine, Emergency Medicine & Anaesthesia, Diagnostics, Flexible Training and Career Guidance

4. ORGANISATION CHART

Dean of Postgraduate Medicine

- Associate PG Dean – Medical
- Associate PG Dean – Surgical
- Associate PG Dean – Mental Health
- Associate PG Dean - Diagnostic
- Associate PG Dean – Anaesthesia and Emergency Medicine
- Associate PG Dean – Obstetrics & Gynaecology and Paediatrics
- Associate PG Dean – Flexible Training
- Associate PG Dean - Foundation
- Associate PG Dean - Career Guidance
- Associate PG Dean – Performance Support

5. ROLE OF THE DEPARTMENT

NES Scotland Deanery is responsible for delivering high quality postgraduate medical education and training in all specialty training programmes throughout Scotland. Specifically the Scotland Deanery:

- delivers postgraduate medical education to GMC standards
- ensures effective recruitment to and progress through medical training
- ensures doctors in training are regularly, reliably and fairly assessed
- provides careers information and advice, for doctors and training
- provides support to doctors in training where required
- implements policy on medical workforce planning and development
- delivers training courses to NHS staff including to doctors in training
- supports NHS staff with educational responsibilities through training
- provide short postgraduate clinical and generic courses
- support the infrastructure for the training population
- provide a Research and Development function to support all relevant activities
6. KEY AREAS OF RESPONSIBILITY: KEY RESULT AREAS / MAIN TASKS

- participate in or provide advice to NES Specialty Training Boards (STBs) via the TPD;
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- take into account the collective needs of trainees in the programme when planning training for individual trainees;
- ensure the allocation of trainees to appropriate placements and the coordination of rotational arrangements within their sector and across the West of Scotland.
- coordinate local and participate in Deanery Annual Review of Competence Progression process;
- be trained in equality and diversity to promote equality of opportunity and eliminate unfair discrimination;
- provide support for clinical and educational supervisors within the programme;
- provide and validate programme information to support NES information services;
- ensure that all trainees receive a comprehensive induction into the specialty and to ensure that any subsequent induction to placements within the programme takes place in a timely manner;
- help the Postgraduate Dean manage trainees who are running into difficulties by supporting educational supervisors in their assessments and in identifying remedial placements where required;
- be familiar with the deanery policy for careers management and counselling which covers the needs of all trainees in their specialty programme.
- have career management skills (or be able to provide access to them)
- play a part in marketing the specialty, where there is a need to do so, to attract appropriate candidates e.g. coordinating taster sessions during foundation training, career fair representation, or liaison with specialty leads and with Royal Colleges/Faculties.

7. USE OF PHYSICAL RESOURCES

Use of IT equipment and advanced keyboard skills

Daily use of a wide range of software: Microsoft Office applications - Word, Excel, PowerPoint, Access; GroupWise e-mailing system and NHS net online services;

In house database (TURAS)
8. ASSIGNMENT, GENERATION AND REVIEW OF WORK

The Associate Deans are accountable to the Postgraduate Dean and in line with NES policy will participate in annual appraisal and work in line with an agreed Personal Development Plan.

The post holder will also be part of the Training Management Work stream and accountable to the Medical Education Lead.

However the post holder requires to be fully self motivated to work autonomously.

The work for this position will be generated primarily by the Postgraduate Dean and via Directives & Guidelines of GMC, appropriate medical Royal Colleges & Faculties and NHS Scotland.

9. COMMUNICATIONS AND WORKING RELATIONSHIPS

Internal Stakeholders
- Postgraduate Dean
- Training Management Workstream lead responsible for PSU
- Workstream General Manager
- Hospital Training Staff
- Postgraduate Training Support Manager & team
- Training Programme Directors
- Specialty Trainees
- Educational Supervisors
- Other Associate postgraduate Deans and Assistant GP Directors with responsibility for trainee support

External Stakeholders
- GMC
- Royal Colleges & Faculties
- NHS Scotland
- Health Boards
- Occupational Health

10. MOST CHALLENGING PARTS OF THE JOB

- Supporting the delivery of quality management and continuous educational improvement of specialty training programmes in the Scotland Deanery to meet the standards set by the General Medical Council (GMC).

- Driving improvements in the quality of postgraduate medical education and training..

- Keeping up with the changes in the requirements set by the Regulator, the GMC.

- Take into account equality and diversity issues.

- Balancing of training priorities with service responsibilities.

- The changing face of medical education
11. EFFORT REQUIRED TO DELIVER THE REQUIREMENTS OF THE POST

Physical skills

Advanced keyboard skills for daily use

Physical effort

Regular need for repetitive movement for inputting to the various computer systems requiring sitting at a fixed workstation.

Mental effort

Prolonged concentration for developing reports, plans, briefing papers, analysis of data for regular reports

Attendance at regular meetings covering all aspects of NES business

Frequent interruptions to answer ad hoc queries.

Emotional effort

There are often emotive and difficult communications where firmness or empathy may be required as well as mediation skills e.g. discipline, illness, bereavement, performance. There may also be the need to give people unwelcome news, apply an unpopular policy/procedure or reject a proposal/request.

Working Conditions

Good working conditions within safe office environment but with constant use of computer systems.
12. QUALIFICATIONS AND/OR EXPERIENCE SPECIFIED FOR THE POST

MB, ChB or equivalent
Appropriate higher qualification
Must be included in GMC General & Specialist Registers
Experience and Qualifications in training and assessment methodology
Broad understanding of GMC quality frameworks

Senior career grade doctor in NHS
Practical experience training postgraduates
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Broad understanding of GMC quality frameworks

Senior career grade doctor in NHS
Practical experience training postgraduates
Significant knowledge and experience of the postgraduate medical training process
Educational Supervisor in the NHS
PERSON SPECIFICATION

**Essential Criteria** – these are attributes without which a candidate would not be able to undertake the full remit of the role. Applicants who do not clearly demonstrate in their application that they possess the essential requirements will normally be eliminated at the short listing stage.

**Desirable Criteria** – these are attributes which would be useful for the candidate to hold. When short listing, these criteria will be considered when more than one applicant meets the essential criteria.

**Means of Assessment** – please note that candidates invited for interview will be notified if there will be a requirement to undertake a test or presentation. These additional assessments may be used to judge one or more criteria within the factor.

<table>
<thead>
<tr>
<th>Factors</th>
<th>Essential</th>
<th>Desirable</th>
<th>Means of Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Education and Professional Qualifications</strong></td>
<td>• GMC Full Registration</td>
<td>• Hold specialist or General Practitioner registration</td>
<td>Application &amp; Pre-Employment checks</td>
</tr>
<tr>
<td><strong>Experience/Training (including research if appropriate)</strong></td>
<td>• Held a senior or significant appointment in the NHS</td>
<td>• Evidence of audit/research in medical education.</td>
<td>Application &amp; Interview</td>
</tr>
<tr>
<td><strong>Specific Skills and Knowledge</strong></td>
<td>• Knowledge of management and governance structures in medical education and training and awareness of recent changes in the delivery of medical education and training nationally and locally.</td>
<td>• Evidence of relevant research and/or publications.</td>
<td>Application, Interview</td>
</tr>
<tr>
<td></td>
<td>• Interest and enthusiasm for improving delivery of medical education and training</td>
<td>• Evidence of experience at strategic level of national or international education organisations.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Knowledge of assessment methods.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| Personal Attributes | • Effective leadership and communications skills, motivating and developing others, approachability, good interpersonal skills.  
• Evidence of delivering well evaluated teaching sessions/tutorials.  
• Evidence of successful delivery of training programmes.  
• Evidence of personal development in medical education | • Evidence of supporting trainees and trainers.  
• Understand use of IT in education.  
• Evidence of audit/research in medical education. | Interview |

Leadership Behaviours

NHS Education for Scotland (NES) assesses and selects employees based on our leadership behaviours which are expected at all levels in the organisations. These leadership behaviours support the NES ways of working and NHS Scotland values.

These leadership behaviours describe how we work, and what is expected of everyone who works in NES. A number of methods may be used to assess these behaviours as part of our recruitment and selection processes. Our leadership behaviours are:

- **Inspiring**: Passionate about our strategic mission and about excellence; communicating purpose and vision with enthusiasm; innovative, and learning from success as well as setbacks

- **Empowering**: Giving our teams space and authority to deliver outcomes; investing in learning and development; expecting top performance & dealing with occasions where this is not delivered; being approachable and open to constructive challenge

- **Adaptive**: Respond flexibly to changing requirements and help others to do the same, recognising that required leadership and expertise may not always sit at the top of the hierarchy and actively encouraging good ideas/input from all levels.

- **Collaborative**: Committed to working together, and across professional, clinical and organisational boundaries, internally and externally to achieve our objectives

- **Engaged & Engaging**: Committed to our values, agreed ways of working and our strategic and operational direction; visible to stakeholders and to our teams; straightforward and honest in our communications
CONDITIONS OF SERVICE

TITLE: TPD and Deputy TPD for Paediatrics

LOCATION: West (Flexible Base Location)

REPORTING TO: Postgraduate Dean/Associate Postgraduate Dean

GRADE: Consultant

Salary: Existing Salary Arrangements

HOURS AND DAYS OF WORK: TPD (2 PAs), Deputy TPD (1 PA)

JOB STATUS: 3 years in the first instance (SLA likely to be available)

NOTICE PERIOD: 3 months

ANNUAL HOLIDAYS: 6 weeks pro rata to the number of sessions worked

PUBLIC HOLIDAYS: 10 local/Public Holidays per annum pro rata

REHABILITATION OF OFFENDERS CLASSIFICATION: The ‘exemption’ status of posts within NES may change in the future and all successful candidates should be aware that they may be asked to obtain a further Disclosure from the Criminal Records Bureau at a later date, should a post’s status change, or if they are transferred or promoted into a post that is exempt.

SUPERANNUATION:
Please note under changes to workplace pension arrangements introduced by the UK Government, NHS Education for Scotland along with other employers requires to ensure all staff are automatically enrolled in a pension scheme. Consequently, all new starts from 1 October 2013 will be automatically enrolled into the NHS Superannuation Scheme (Scotland). Contributions are based on whole time pensionable earnings as set out in the table below:

<table>
<thead>
<tr>
<th>Tier</th>
<th>Annual Pensionable Pay (Full Time Equivalent)</th>
<th>Contribution</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Up to £16,528</td>
<td>5.2%</td>
</tr>
<tr>
<td>2</td>
<td>£16,529 to £22,217</td>
<td>5.8%</td>
</tr>
<tr>
<td>3</td>
<td>£22,218 to £27,634</td>
<td>7.3%</td>
</tr>
<tr>
<td>4</td>
<td>£27,635 to £50,971</td>
<td>9.5%</td>
</tr>
<tr>
<td>5</td>
<td>£50,972 to £72,770</td>
<td>12.7%</td>
</tr>
<tr>
<td>6</td>
<td>£72,771 to £113,625</td>
<td>13.7%</td>
</tr>
<tr>
<td>7</td>
<td>£113,626 and above</td>
<td>14.7%</td>
</tr>
</tbody>
</table>

Sessional workers who work more than 10 sessions per week under NHS condition may be unable to contribute further to the superannuation scheme.

The conditions above are for information purposes only and may be subject to variation. They do not form the basis of a legal contract.
Online Application Guidance

General Guidance

• No applicant will be unfairly discriminated against. We are particularly alert to eliminating discrimination on account of age, cultural/religious/political belief, disability, ethnicity, gender, race, relationship status, sexual orientation, and/or Trade Union membership or stewardship.

• Only Sections 2, 3 & 4 of this online form will be made available to short-listing panels. Sections 1 to 4 (inclusive) would then be used by the interviewing panel if you are selected for interview. Sections 5 to 8 will be viewed only by the HR department.

• Required questions are denoted with an asterisk. When you have answered the questions on a page, click the Next button to continue. The last section of the application form will have a Submit button to complete the application process.

• The 'Save as draft' button below saves your information as a draft to be completed later. You can retrieve your saved application from the NES Vacancies page of the NES website (http://www.nes.scot.nhs.uk/recruitment/nes-vacancies) and clicking the link at the bottom left of that page. You will require your registration email and password to log back in.

• PLEASE NOTE: Clicking the Clear or Close button at anytime will clear and close your application form WITHOUT SAVING your information. To reduce this risk, it is recommended that you use the 'Save as draft' button as you complete each section of the online form.

• If you would like to paste your response from an external document simply right click and paste or use a keyboard shortcut: CTRL+V for Windows users, Apple+V for Mac users.

Personal Details section

• This gives us your contact details such as name and address. Under ‘title’ you would put either Mr, Mrs, Ms, Dr or just leave blank if you prefer.

• All our communications will be sent to you via email - please ensure you provide an accurate email address which you will have regular access to throughout the recruitment process. Applicants should regularly check Junk/SPAM folders to ensure key communications aren’t missed. Similarly, applicants using NHS.net email accounts have reported difficulties receiving communications, with emails hitting their local firewall. Please contact your local IT if this is the case, or you may wish to consider using an alternative email address.

• Work Permit – It is the responsibility of the candidate to ensure that they have the right to work in the UK.
Qualifications section

- Please tell us of any qualifications you have. This can include school standard grades, GCSEs, highers, or work based qualifications such as SVQs or NVQs.

- Remember to include any ‘non formal’ qualifications or certificates that you think are relevant to the job you are applying for.

Membership or Professional Regulatory Bodies section

- If the post requires you to be professionally registered, please provide details of your Professional Membership e.g. GMC, NMC, GDC etc.

Employment History section – present or most recent

- If you are currently out of work, please write this in the ‘job title’ space.

- Please state your start date in month/year format DD/MM/YYYY.

- Please tell us briefly about your duties (what you do or did in your job). You could tell us your role, the main tasks, and any responsibility for supervising others.

- There is a 4000 character limit (including spaces) for this question. If you would like to paste your response from an external document please use a keyboard shortcut: CTRL+V for Windows users, Apple+V for Mac users.

Employment History section – previous employment

- Please provide details of your employment history.

- Start with your most recent employment and work down the page.

- If a job supports the position applied for, please say more about it in your Application Support statement.

Statement in Support of Application

- Please tell us your personal qualities, skills and attributes, experience and any major achievements and show how they match those needed for this job. Please refer to the Person Specification (within the Job Information Pack) when completing your statement.

- There is a 4000 character limit (including spaces) for this question. If you would like to paste your response from an external document please use a keyboard shortcut: CTRL+V for Windows users, Apple+V for Mac users.
Where did you see the advert section

- Please try to remember where you heard about this job, and tick the relevant box. The information you give will help us find out how good our advertising is.

References

- NHS policy requires us to obtain at least two references, verifying a minimum of 3 years previous employment, one of which must be your current or most recent employer.

- Please identify below, referees who are authorised to confirm your employment and the details given on your application. Please ensure a minimum 3 year period is covered by the details you provide. For periods of unemployment/study please provide a character referee e.g. college/university tutor.

- You should not use family or friends as referees.

- Our pre-employment screening also includes, where appropriate, health and fitness for work, criminal records, qualifications and professional registration.

- Note that references will only be taken up for the Preferred Candidate following interview.

- Please note that we may contact you for further referee information if required.

Disability Arrangements

- The Equality Act 2010 defines disability as ‘a physical or mental impairment that has a substantial and long-term adverse effect on a person’s ability to carry out normal day to day activities.’

- NHS Scotland is “Positive About Disabled People”, therefore no applicant will be discriminated against on the grounds of disability. If you are invited to interview, you will have the opportunity at that point to discuss any particular requirements that you would have when attending for interview e.g. Induction Loop, Wheelchair access, Signer etc...

- In addition, NHS Scotland operates a Job Interview Guarantee (JIG) scheme, which means that if you have a disability, and meet the minimum criteria outlined within the Person Specification, you will be guaranteed an interview.

- However, some disabled people prefer not to take this option, so please tick your preference if you are a disabled candidate.
Declarations

- NHS Scotland is exempt from the 1974 Rehabilitation of Offenders Act (Exclusions & Exceptions) (Scotland) Order 2003. This means that unless stated in the job description, person specification or application pack, you must tell us about any previous convictions either classed as ‘spent’ or ‘unspent’.

- If you are offered employment, any failure to disclose such convictions could result in dismissal or disciplinary action.

- Any information you give will be considered only in relation to the post for which this application form refers.

- Information will be verified by Disclosure Scotland for relevant posts.

- Read, consider and tick the declaration at the bottom of the page.

Equal Opportunities Monitoring

- We want to ensure that our job opportunities are open to all. The only way we can ensure there is equal opportunity is to monitor applications we receive and compare the profile of people who apply with those appointed. Therefore this form asks you for your ethnic origin, gender, disability, religion, sexuality and age.

- The information you provide in this part of the form (Section 8) is confidential and is NOT used in the selection process.