

Director of Medical Education
Medway NHS Foundation Trust



Job Description

Role:	Director of Medical Education
Banding:	3 Programmed Activity (PA)
Division:	Corporate/Medical Education
Responsible to:	Chief Medical Officer
Accountable to:	Dean of NHS England, Kent, Surrey & Sussex, Workforce, Training & Education (NHSE, KSS, WTE)

Job Purpose:

The Director of Medical Education (DME) role is a senior clinical leadership and management role within the Local Education Provider [LEP]. The DME will work closely with the Chief Medical Officer (CMO), and is part of the CMO team, Deputy and the Director of Medical Education (DDME) to ensure effective management of the NHS England Kent, Surrey & Sussex (NHSE KSS) Agreement on behalf of their LEP, within the national guidelines and the regional Quality Management process systems set out by NHSE KSS.

Medway Foundation Trust (MFT) has agreed to develop the concept of and deliver Integrated Education and Training for all professionals; a Faculty of Multi-professional Education has been established with close working with the Heads of Organisational Professional Development and Nurse Education. The NHSE Education Agreement is managed through the LEP's Local Academic Board (LAB) which is chaired by the DME for all pre and post graduate professional education and training and includes:

- Postgraduate Medical Education
- Undergraduate Medical Education
- Specialty and Associate Specialists (Educationally)
- Placements of multi-professional learners
- Library and Knowledge Services
- Simulation
- Pharmacy

Key Responsibilities:

The DME is responsible to both NHSE KSS and the LEP for postgraduate medical education and to promote integration of multi-professional education and the DME is responsible for the quality of the learning environment provided by MFT for medical learners defined within their role.

The DME will be responsible for:

1. Ensuring the LEP delivers its NHSE KSS contract, including the quality standards required by that contract, providing a focus and leadership for medical education developments within the LEP. Assure the Trust Board that medical education is supporting a high-quality training experience for all medical learners.



2. Coordinate the management of postgraduate education, library and knowledge services within the LEP; by working with the leads of those work streams through the Local Academic Board (LAB) and Local Faculty Group [LFG] governance structures.
3. Have oversight management, organisation and development of multi-professional education and training including medical education within the LEP.
4. Promote a Multi-Professional Education Integration and Generic Teaching Programme, relevant to all specialties and to other healthcare professionals and to identify opportunities for intra-disciplinary education for clinical teams taking of new developments in Simulation and E-Learning.
5. Chair of the Local Academic Board.
6. Responsible in conjunction with DDME, Head of Service & MEM in producing LAB Reports and other reports as required by local and regional governance and contractual frameworks.
7. Develop and oversee the operation of all LFGs.
8. Oversee the CPD of Educational and Clinical Supervisors across the Trust.
9. Work closely with Educational and Clinical Supervisors via LFGs and Medical Human Resources (Staffing) & Employee Relations to oversee, support and provide advice and guidance in relation to the performance management, conduct and capability of trainees requiring support.
10. Oversee the provision of local inductions, assessment, careers advice and counselling for all training grades with the help where appropriate of Royal Colleges, Specialty Tutors and relevant NHSE KSS departments.
11. Overall responsibility for the management of NHSE KSS visits on behalf of regulators including the GMC and ensuring that their outcomes are operationalised appropriately.
12. Overall responsibility for the GMC's Annual National Training Surveys (Trainers & Trainees) and oversee the operationalisation of their outcomes.
13. Liaise with the Heads of Schools and their staff to enable delivery of the Education Agreement to the highest standards as set by the regulator (GMC).
14. Co-Chair the Education Faculty at MFT and to participate ex officio in committees relating to broader issues of medical and healthcare professional education e.g. Medical Board, clinical audit and risk management.
15. Promote the development of the LEP Libraries and Knowledge services as a learning and development resource available to all NHS staff within the LEP catchment area, including doctors.
16. Oversee and support the DDME with the Less Than Full Time (LTFT) trainees at MFT and to ensure that the SupportTT strategy is fully implemented and results in a high-quality supported return to training for all concerned; oversee supervision of all returning trainees and encourage



good communication between trainee returner and the Educational Supervisor (ES), College Tutor (CT) and Training Program Director (TPD).

17. Oversee the communication of the SuppoRTT strategy and resources to CTs, ES, Clinical Supervisors and trainees within MFT, and to make sure that available SuppoRTT resources are suitably utilised and identify where additional resources may be required.
18. Responsible for the management of local arrangements and funding (tariffs) for multi-professional placements and postgraduate medical education and continuing medical education.
19. Collaborate with CTs/TPDs, Educational and Clinical Supervisors, Clinical Directors and Undergraduate Deans, through the LAB, to provide an integrated approach to multi-professional education within the LEP.
20. Liaise with the senior managers of other health professionals within the LEP to develop an integrated, cross-professional approach.
21. Be responsible for the trust-based activities ensuring the effective management of the Education Centre in collaboration with the Head of Services & MEM.
22. Collaborate with the General Practice/Psychiatric Tutors and GP/Psychiatric Programme Directors so as to ensure that the Education Centre offers educational programmes and support which satisfy the requirements of the Dean of Postgraduate General Practice Education.
23. Ensure, in collaboration with the LEP Medical Staffing (HR) Department and NHSE KSS that all posts advertised have the appropriate educational and appropriate workforce planning approval.
24. Represent the Trust on educational issues both internally and externally.
25. To work to support the Trust's overarching Patient First Trust Strategy and Trust Clinical Strategy.
26. To provide visible leadership of medical education across the Trust.
27. To attend the weekly CMO team meeting.
28. Work closely and effectively with the CMO to promote, develop and embed excellence in education that is aligned with the Trust's approach to excellence in patient treatments and outcomes and research and innovation.
29. Work closely and effectively with Divisional Medical Directors, Clinical Directors and Speciality Leads to promote and embed excellence in education that is aligned with the Trust's approach to excellence in patient treatments and outcomes and research and innovation.
30. Attend the bimonthly NHSE KSS DME updates and joint DME/Heads of School meetings
31. Attend bimonthly regional Associate Dean meetings for Kent.



32. Participate in the activities of NHSE KSS, providing support for committees, selection processes and ARCPs as required.
33. Disseminate good practice to other stakeholders.

Strategic and Corporate

1. Communicate effectively and appropriately about matters relating to all aspects of medical education with Exec and Non-Exec board members, directors, senior managers and clinical leaders across the Trust and the wider healthcare community.
2. Provide leadership for formal education visits including education quality review visits.
3. Develop and deliver the Trust's framework and strategy for postgraduate and undergraduate education consistent with the Trust's plans.
4. Develop and deliver an annual report to the Trust Board.
5. Work with the CMO office to develop effective medical workforce plans and to ensure the smooth running of the education centre in the Trust.
6. Deliver strong and effective governance of medical education within the Trust.
7. Develop and maintain excellent external working relationships with key stakeholders including NHSE KSS Deanery, the GMC, Royal Colleges and Faculties and Higher Education Institutions (HEIs), including Universities and Medical Schools.
8. Use innovative approaches to continually improve the medical education offered to all learners.
9. Manage the structure of the medical education faculty and appointments to educational roles within the Trust, including Clinical and Educational Supervisors, College Tutors / Local Faculty Leads, Foundation Programme Directors and SAS/LED Tutors.
10. Oversee the running of the education centre within the Trust.
11. Work closely with the Guardian of Safe Working, Medical HR and rota coordinators to ensure that rotas remain compliant and that trainees are able to access educational activities as required.
12. Work with local partners in education, including Acute and Community Trusts.
13. Oversee the teaching programmes within the Trust.
14. Oversee the process for facilitating medical work experience placements.
15. Embody the values of the Trust.



Accountability

The appointment forms part of the Education Agreement signed between NHSE and the LEP in respect of the funding and provision. The DME is responsible to the Chief Medical Officer of the LEP and accountable to the NHSE KSS Dean for WTE.

The DME will have a “dotted line” accountability to the CMO in respect of working as a senior medical leaders within the Trust.

Appointment and Sessional Commitment

The appointment is subject to annual appraisal by the Trust and the NHSE KSS Dean (or a nominated deputy), who will contribute to the process, in conjunction with the CMO and it can be terminated with three months’ notice by either side. The sessional commitment will be for **3** programmed activity (PA), by negotiation, in the consultant job plan. These will be funded by the LEP and be within the post holder’s job plan and it is intended that these sessions be free of clinical commitments. It is important, therefore, that those intending to apply for this position should discuss the details of Programmed Activity (PA) time with their Divisional Medical Director, Clinical Director and Service Director in advance of application. The LEP has undertaken to assist Clinical Directors by facilitating the sessional adjustments and/or additional support which may be needed to enable the post holder to undertake the duties within protected time.

The tenure will run for an initial term of three years, with scope to extend for a further term of up to three years.

Remuneration

The trust will remunerate the appointee 3 PA funded through the Education Agreement with NHSE KSS.

Personal Development

- Assure personal and professional development (including CPD)
- Have completed or to complete the National Association of Clinical Tutors (NACT) Basics for Leadership in Medical Education (BLIME) course for new leaders in education within one year of appointment.
- Commence the NHSE KSS Certificate in Teaching or a Certificate, Diploma or Degree in Education within one year of appointment.
- Be an active member of Medical Education Leaders UK (Med Ed Leaders), including attending Med Ed Leaders development courses, and raising concerns and proposals for improving education through the regional Med Ed Leaders Council representatives
- Remain up to date with modern concepts of healthcare educational leadership and innovations in medical education, undertaking training to meet any learning needs identified
- Have or complete senior leadership training

Staff Development

- Create and maintain a coherent, coordinated and inclusive medical education faculty covering all medical learners.
- Support DDME, Director of Undergraduate Medical Education (DUME), Foundation Training Programme Directors, Educational Leads, SAS Tutor and Educational Supervisors, ensuring their role is maximised to support medical learners, deliver the medical education strategy



and create an effective learning environment.

- Keep a record of trained and accredited named Educational and Clinical Supervisors and supply the information to the required governing bodies to allow them to be recognised for their role
- Oversee the Trust medical study leave process and report on a monthly basis.
- Direct line management of Head of Medical Education Services, monthly supervision and adhering to the trust annual Agenda for Change appraisal process.

Support

- Ensure all medical learners have an effective Trust and departmental induction and an accredited Educational and Clinical Supervisor before starting work.
- Oversee the management of medical learners who are involved in serious incidents (SI), complaints, conduct and capability investigations to ensure there are appropriate support mechanisms in place and there is an effective reporting structure to inform the learner's responsible officer (NHSE KSS Dean) as appropriate.
- Assure there is a robust system in place for supporting trainees requiring additional support and signposting them to local and regional support mechanisms.
- Assure there is an effective mechanism in place for doctors and medical learners to access study leave time and funds.
- Support multi-professional education in the Trust alongside the relevant educational leads.

The DME will be supported by:

- the Patch Associate Dean and NHSE KSS Heads of School for their NHSE KSS duties;
- the LEP's Chief Executive Officer and Chief Medical Officer for their LEP duties;
- the Head of Service & MEM and their staff for the business management of the NHSE KSS Education Agreement;
- the Head of Service & MEM and their staff for the quality & governance functions of the NHSE KSS Education Agreement.
- The Trust CMO

Budgetary Responsibilities Specific to Site Responsibilities

The DME has full control of all education funding (tariffs) and to manage the budget, ensuring that appropriate systems are in place to identify and control income and expenditure including the allocation of study leave funds for doctors in training.

The DME can apply flexibilities within the local PGMDE budget, within guidelines published by the NHSE, KSS Dean (WTE) or with the Dean's approval.

The DME, DDME, Head of Services & MEM work with LEP finance staff to ensure that expenditure against the multi-professional education and training budget can be fully and clearly accounted for in accordance with the requirements of the Education Agreement.

The DME will work with the CMO to ensure the governance of the education tariff is aligned to the financial governance of the Trust.

The team will:-

- Provide postgraduate and undergraduate annual accountability reports.
- Manage the medical study leave budget on behalf of the Trust.



Who we are and what we do:

Medway NHS Foundation Trust is a single-site hospital Trust based in Gillingham, Kent serving more than 427,000 people across Medway and Swale. We provide clinical services to more than half a million patients a year, including approximately 180,000 attendances to our Emergency Department, more than 87,000 admissions, more than 345,000 outpatients' appointments and more than 4,600 babies born last year. As an NHS Foundation Trust, we have 26 seats on the Council of Governors and more than 6,000 public members. We employ more than 5,000 staff, making us one of Medway's largest employers. In addition, over 300 volunteers provide invaluable support across the League of Friends, Hospital Radio and the Voluntary Services Department.

Our Trust is made up of five divisions – Cancer and Core Clinical Services, Central Operations, Medicine and Emergency Care, Surgery and Anaesthetics and Women, Children and Young People.

Patient First:

Patient First is our improvement programme to help us improve the care and services we provide to the people of Medway and Swale. It means exactly as it says – that we put the patient first in everything we do.

By following Patient First and using its tools and methodology, we focus on fewer, more targeted priorities that can have a big impact quickly. With this approach, we can deliver real and lasting change over time.

Patient First gives our staff the skills, tools and confidence to make small changes that matter most. All colleagues play their part, whether they are out on the wards, in other clinical areas or providing essential support services.

The programme is still being rolled out across the Trust but we have already seen a number of improvements from its introduction. For example, thanks to increased focus on feedback from the patient Friends and Family Test, we have changed the food offering for patients using maternity services; and we have increased the number of patients treated as day cases in Sunderland Day Case Centre, which has led to improvements in patient care and satisfaction.

General

This job description is intended as a guide to the general scope of duties and is not intended to be definitive or restrictive. It is expected that some of the duties will change over time and this description will be subject to review in consultation with the post holder.

“This post is open to current and potential Substantive Consultant from within the Trust. For external candidates, we will consider applications from eligible doctors in specialties where there are currently Consultant vacancies at Medway NHS Trust.

Please contact medical staffing at Medway and discuss whether we have vacancies in your specialist area before applying.”



GLOSSARY OF TERMS	
BLIME	Basics for Leadership in Medical Education
CPD	Continuing Professional Development
DME	Director of Medical Education
DDME	Deputy Director of Medical Education
CT	Clinical/College Tutor
GMC	General Medical Council
NHSE KSS	Health Education Kent, Surrey and Sussex
HR	Human Resources
LAB	Local Academic Board
LEP	Local Education Provider
LFG	Local Faculty Group
LTFT	Less than Full Time (previously known as flexible or part-time) training
MEM	Medical Education Manager
MPET	Multi-Professional Educational Training
PGME	Postgraduate Medical Education

Key Working Relationships:

Internal	External
DDME Director of Undergraduate Education Chief Executive, Chief Medical Officer, deputies Head of Medical Education Services Operational MEM Education Centre staff Specialty College Tutors Foundation and GP TPDs Simulation Lead and team	Dean Director and deputies Head of Schools Specialty TPDs NHSE/HELaSE/NHSE, KSS team members/staff GMC BMA Other DMEs or DDMEs External education providers



Divisional Medical Directors, Clinical Directors and Clinical Leads Consultant supervisors Doctors in training inc International Medical Graduates (IMGs) Guardian of Safe Working Other relevant Trust leads/staff for education and training needs	
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Main Conditions of Service

Registered Health Professional

All staff who are members of a professional body must comply with standards of professional practice/conduct. It is the post holder's responsibility to ensure they are both familiar with and adhere to these requirements. All registered professionals must maintain registered in line with the Trust Professional Registration with Regulatory Bodies Policy.

Our Vision and Values

All staff must commit to our Vision and Values and exhibit behaviours in line with our new Values.

Bold

Every Person Counts

Sharing and Open

Together

We are *inspiring and ambitious*

We are *respectful and supportive*

We are *open and speak up*

We are *inclusive and responsible*

Our Trust is a great choice for people who want to develop their career in an ambitious environment. Our employees are able to choose the coverage and supplemental benefits that best fit their needs and those of their families.

We are committed to endorsing diversity, multiculturalism, and inclusion; our policies / procedures ensure that all applicants are treated fairly at every stage of the recruitment process.

eRostering

Roles with budgetary responsibilities for e-rostering have had these responsibilities included in job descriptions

Mandatory Training

All staff must complete on-going mandatory and role-specific training pertinent to their post, and this should be confirmed with their line manager.
Quality Assurance



The Medway NHS Foundation Trust has adopted comprehensive quality assurance, and all members of staff employed by the trust are expected to play their part. The aim is to provide a good quality service, which the customer accepts is appropriate and which is provided in the best possible way.

Health & Safety

Staff are required to observe local Health & Safety arrangements and take reasonable care of themselves and persons who may be affected by their work.

Equal Opportunities

Staff are required to comply with the Medway NHS Foundation Trust's approach to equal opportunities and treat everyone the same, regardless of their gender, race, disability, marital status, religion or belief, sexual orientation, gender reassignment or age.

Risk Management

All post holders have a responsibility to report risks such as clinical and non-clinical accidents or incidents promptly. They are expected to be familiar with the Trust's use of risk assessments to predict and control risk, as well as the incident reporting system for learning from mistakes and near misses in order to improve services. Post holders must also attend training identified by their manager, or stated by the Trust to be mandatory.

Infection Prevention and Control

All post holders have a personal obligation to act to reduce healthcare associated infections (HCAs). They must attend mandatory training in Infection Control and be compliant with all measures required by the Trust to reduce HCAs. All post holders must comply with Trust infection screening and immunisation policies as well as be familiar with the Trust's Infection Control Policies, including those that apply to their duties, such as Hand Hygiene Policy and Trust procedures for use of personal protective Equipment, safe procedures for using aseptic techniques and safe disposal of sharps.

Information Governance

Staff is required to keep all patient and staff information confidential unless disclosure is expressly authorised by your employer. Misuse of or a failure to properly safeguard any data considered to be confidential may be regarded as misconduct/gross misconduct and a disciplinary offence.

Patient Experience

Staff should ensure that they help to create a positive patient experience at all stages of a patient's interaction with the hospital and help to improve the patient experience within the hospital environment.

Safeguarding Children and Vulnerable Adults

The Trust is committed to the protection of children, young people, their families and vulnerable adults accessing its services. Promoting the message that "safeguarding is everyone's business" is vital to ensure our patients are protected and safe from abuse. To this end you must comply



with Trust's and the Kent and Medway Safeguarding Board's policies on safeguarding children, young people and vulnerable adults.

All staff no matter where they work or which age group of patients they work with must be aware of their responsibility to act when they feel a child, young person or vulnerable adult has been or is at risk of abuse.

Disclosure and Barring Service

The position you have applied for may have been identified as being an 'eligible position' under the *Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975* [the Exceptions Order] and, in certain circumstances, *the Police Act 1997*. As such, it may meet the eligibility criteria for a standard or an enhanced disclosure to be requested through the Disclosure and Barring Service (DBS).

Uniform

All staff must adhere to the Trust Nurses/Midwives Uniform Policy

Job Description

The job description is not intended to be exhaustive and it is likely that duties may be altered from time to time in the light of changing circumstances and after consultation with the post holder.

Smoke Free Medway

Medway NHS Foundation Trust is a smoke free site. This means that smoking is completely prohibited in all Trust buildings, grounds and car parks. This will ensure that the hospital is a better place to work and for our patients to be treated.

If you are currently a smoker and would like to receive free stop smoking advice, please contact the Medway Stop Smoking Service on 07535 710329 or 0800 234 6805.



Staff Networks

LGBT+ Staff Network

Staff (Dis)Ability Network

Armed Forces Network (for staff who are Reservists and Veterans)

Black, Asian and Minority Ethnic (BAME) Staff Network





Staff Benefits Information

The Trust has worked hard to offer the **Best** of the benefits to our staff, the **Best** of people. By following the link before you will find our staff benefits handbook which provides you with a large selection of benefits available.

<https://view.pagetiger.com/Benefits-Wellbeing/currentstaff>

Our Commitment

We are jointly committed to creating and maintaining a fair and supportive working environment and culture, where contributions are fully recognised and valued by all and staff feel empowered to carry out their duties to the best of their abilities.

As employers we are committed to promoting and protecting the physical and mental health and well-being of all our staff.

Talent Management and Skills Coaching

All staff at Medway NHS Foundation Trust will have the opportunity to undertake talent and coach sessions held with our Organisational Development Team. This will be supported through the talent management process.

Flexible Working Opportunities

At the NHS, we are reminded every day of how important life is. As a flexible working friendly organisation, we want to be sure that you can work in a way that is best for us and for our patients, and for you. Speak to us about how we might be able to accommodate a flexible working

arrangement whether that's job share.

Applications are welcomed from applicants who wish to apply for a position on the basis of a smarter or flexible working arrangement. Where candidates are successful at interview, such requests will be taken under consideration and accommodated where the needs of the service allow.



Person Specification

The person specification sets out the essential qualifications, experience, skills, knowledge, personal attributes and other requirements which the post holder requires to perform the job to a satisfactory level. Without these qualities applicant cannot be appointed to the post.

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	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> Registered with a license to practise Completed CCT and be on the specialist register Up to date with annual appraisals Substantive consultant with at least 5 PAs within MFT or an external consultant on the specialist register able to provide at least 5 PAs clinically for MFT where there is a vacancy (or pro rata for an applicant wishing to work less than full time) Fellowship/Membership of the relevant College (or equivalent) Higher degree To have completed the Educational Supervisor Training as approved by NHSE KSS 	<ul style="list-style-type: none"> Certificate, diploma or degree in Teaching/Education, or willingness to commence within one year of appointment To have completed or to complete the NACT Basics for Leadership in Medical Education (BLIME) course for new DMEs within one year of appointment Clinical leadership experience
Knowledge	<ul style="list-style-type: none"> Understanding of educational principles, policies and methods Familiarity with trends and expectations in health care delivery Ability and commitment to promote Integrated Education and Training for all professionals Ability to provide career advice and guidance Awareness of relevant NHS structures, including managerial and policies Ability to negotiate with people at all levels, change management skills Ability to promote equality and diversity and operate within an equalities framework and Trained in equality and diversity or willingness to undertake training within three months of appointment Vision, strategic thinking and planning Leadership and effective interpersonal skills and team membership skills. Problem solving skills Time management and administrative ability, ability to meet travel requirements Basic IT, including handling high volumes of email 	

Values	<p><i>Exhibits behaviours in line with Trust Values:</i></p> <p>Bold We are <i>inspiring and ambitious</i></p> <p>Every Person Counts We are <i>respectful and supportive</i></p> <p>Sharing and Open We are <i>open and speak up</i></p> <p>Together We are <i>inclusive and responsible</i></p>
Experience	<ul style="list-style-type: none"> • Broad experience of UK clinical practice at consultant or general practitioner programme director level and current role as a substantive NHS consultant or general practitioner • Previous experience as an educational supervisor • Direct involvement in postgraduate medical education • Previous experience of an organisational role • Experience of managing change • Previous experience of motivating and providing support to others
Skills	<ul style="list-style-type: none"> • High ethical standards • Empathy with trainees and sensitive to their needs • Awareness of the need to act as a role model to others • Commitment to continuing personal and professional development
Other Attributes	<p>Flexible and adaptable to change to meet the needs of the service.</p> <p>The vision and focus to continually strive to improve the service for our patients is a key attribute for this, and any role at the Medway NHS Foundation Trust</p>





Medway
NHS Foundation Trust



Best of care
Best of people



nhsmedway.co.uk