

JOB DESCRIPTION

JOB DETAILS	
Job Title	Foundation Programme Coordinator
Reports to	Medical Education Manager
Band	Band 5
Department/Directorate	Medical Education/Medical Director

JOB PURPOSE
<ul style="list-style-type: none"> To provide comprehensive and effective management, co-ordination, and administration support for the training, education and development of the Foundation Training Programme at the Royal Devon University NHS Foundation Trust (RDUH Northern). Ensuring that training doctors comply with the Foundation School programme requirements. To be a member of the Medical Education team providing support and assistance with the activities of the department. The post involves recording and processing of financial reimbursements within Trust policy. The post is based in the Medical Education Centre, North Devon District Hospital.

KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES
<ul style="list-style-type: none"> The post holder will be expected to support the Medical Education Manager and the Foundation Training Programme Directors in coordinating the effective administration of the foundation programme function ensuring that deadlines are met and that activities are planned in a timely and effective manner. The post holder will provide a range of flexible administrative support services to ensure the smooth running of the foundation programme. The post holder will be required to set up and organise meetings both face to face and virtually. It will involve close working relationships with the Training Programme Directors in planning and communicating trainee placements and teaching schedules. Facilitate the best possible clinical environments to support clinical learning for trainees. Support clinical staff, facilitators & speakers in the development & delivery of the programme. Monitor trainee attendance/absence at teaching activities and highlight possible issues at an early stage. Ensure the provision of a professional, helpful and informative service to Foundation trainees, educational and clinical supervisors, GPs and their practice managers at all times, developing good working practice, procedures and systems. Work collaboratively with and liaise with National Health Service Education (NHSE) Foundation administration team. To establish good working relationships with all clinical links and teaching partners to enable the planning and delivery of all relevant aspects of the Foundation Curriculum. Communicate effectively including discussion and written communication

- Proactively manage email communication in line with Trust policy
- Provide excellent customer care, in a calm and professional manner – some situations may be challenging
- Take an active role in the general running of the Medical Education Centre by answering queries across all areas in the absence of team members, organising room bookings and carrying out open and close duties as required.
- Undertake any other duties appropriate to the grade, which may be required from time to time, as directed by the MEC Manager
- Some flexibility in hours of work will occasionally be required to support events; time off in lieu will be given.

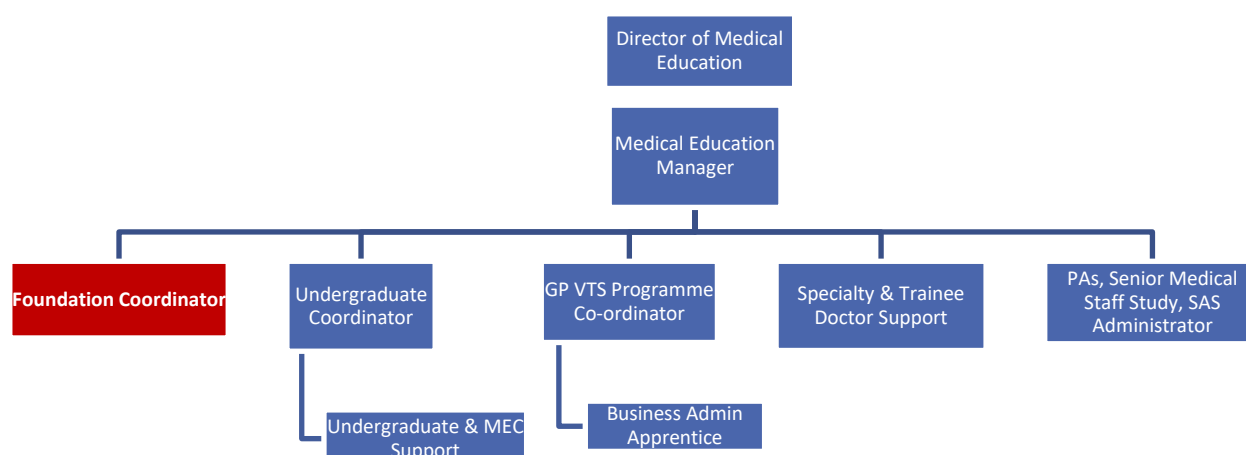
KEY WORKING RELATIONSHIPS

Of particular importance are working relationships with:

Internal to the Trust	External to the Trust
<ul style="list-style-type: none"> • Director of Medical Education • Medical Education Manager and administration team • Simulation Team • Senior Medical Staff • Medical HR • Trust Staff/MEC Users • Payroll • RDUH Eastern Medical Education Team 	<ul style="list-style-type: none"> • National Health Service England (NHSE) • Head of Foundation School • Associate Deans • Lay Reps

The post holder is required to deal effectively with staff of all levels throughout the Trust as and when they encounter on a day to day basis. The postholder will deal with the wider healthcare community, external organisations and the public. This will include verbal, written and electronic media.

ORGANISATIONAL CHART



FREEDOM TO ACT

- Work is managed rather than supervised. Work to clearly defined occupational policies, interprets national curriculum requirements, provides authoritative advice on Foundation issues
- Responsible for overall organising of the Teaching Programme with the TPDs; liaising directly with Trainers.
- Required to act independently, use initiative and decide when it is appropriate to refer matters to line manager.
- Communicate directly with administrative staff at HEE SW PGME.
- Attend and contribute to regional foundation administration team meetings.
- Support the implementation of regional policy, developmental and operational issues relevant to Foundation in the most effective, efficient and economical way in line with set short and long term strategic objectives.
- Needs to be flexible and adaptable to meet the needs of the Department. This requires some occasional working out of normal hours including some early starts.

COMMUNICATION/RELATIONSHIP SKILLS

- Communicating complex or sensitive information with a range of staff internally and externally across the Trust, HESW, GP Practices; using negotiating and persuasive skills.
- Acts as a first point of contact for enquiries (written & oral) about the programme.
- Ensure communication within the organisation and to stakeholders is of high quality with accurate, excellent information available to all parties;
- Provide quick and precise information to individuals about study leave budgets.
- Act as a point of contact for support and guidance with expenses claims.
- Provide cross cover in all areas of medical education during colleague absence.

ANALYTICAL/JUDGEMENTAL SKILLS

- The postholder will require skills for investigating a variety of issues and proposing solutions and dealing with complex enquiries.
- Timely recording throughout the year of work based assessments, competency criteria and progress towards ARCP requirements from trainee portfolios.
- Problem-solving input. Propose/design ideas or make suggestions to achieve the expected outcome.

- Makes decisions based on known information and good awareness of the Medical Education Centre (MEC) workstreams
- To interpret the curriculum then present it to users/providers in a user-friendly format ensuring that they are kept up to date with all changes.

PLANNING/ORGANISATIONAL SKILLS

- Organisation of external study days.
- Organisation of the North Devon contribution to the annual Foundation Programme Welcome Event including trainee/NHSE liaison to support future recruitment.
- Provide comprehensive coordination of the F1 Foundation training induction programme in July, to include working with teams across the Trust, trainers, rota coordinators and Department induction coordinators. To involve the medical education team as required.
- Organisation of the weekly F1 teaching programme, approaching & co ordinating teachers, providing teachers with timely feedback in digital format.
- Organisation of the regional and local F2 teaching days, approaching & co ordinating teachers, providing teachers with timely feedback.
- Organisation of Annual Review of Competency Panels (ARCP) and Quality Panels including meeting set deadlines for notifications and Outcomes.
- Administration of e-Portfolios for the Foundation trainees. This will include timely monitoring of assessments, updating supervisors, and providing a local e-portfolio enquiry service.

PATIENT/CLIENT CARE

- Incidental contact with patients

POLICY/SERVICE DEVELOPMENT

- Propose changes to working practices in own work area/role.
- Proactively makes suggestions and help implement new or amended processes and procedures, to improve the assessment process.

FINANCIAL/PHYSICAL RESOURCES

- Knowledge of the Health Education South West financial processes for Study Leave, Speaker fees and events expenses.
- Ensure appropriate use of study leave/funding and that approval has been sought.
- Ensure that within set deadlines; funding requests are processed and submitted.
- Maintain accurate financial records.
- Effectively manage study leave applications, records and expense claims according to NHSE & Trust policy. To include assisting trainees in the completion of their study leave applications, and providing them with information on the status of their application including explaining reasons for decline, ensuring adherence to Trust/NHSE guidelines, SFIs and audit instructions.

HUMAN RESOURCES

- In the absence of the Medical Education Manager, or coordinator colleagues, deputise on rotation with other team members.

- Effectively schedule mandatory Simulation training sessions for all foundation doctors to meet programme requirements and ensure progression.
- To assist in the induction processes and planning for doctors in training.

INFORMATION RESOURCES

- Maintain databases and information systems with project management skills.
- To manage and store all data and information electronically on behalf of RDUH Northern and be able to produce this in a relevant format. Including attendance registers, teaching session feedback etc.
- Maintain accurate email groups ensuring information is disseminated correctly.

RESEARCH AND DEVELOPMENT

- Be responsible for self-development of skills and competencies through participation in training and development activities and to maintain up to date technical and professional knowledge relevant to the post.

PHYSICAL SKILLS

- Keyboard/Microsoft skills
- Junior doctors Teaching session set up

PHYSICAL EFFORT

- Daily prolonged periods of sitting while using keyboard/PC
- Assist with the set up/lay out of training rooms and the MEC generally; moving furniture within manual handling guidance.

MENTAL EFFORT

- The nature of the post has a frequent requirement for concentration; unpredictable
- Concentration for placement planning, teaching programme, frequent interruptions for advice, queries
- Arrange and set up face to face/virtual teaching sessions for trainers; collect and share feedback.

EMOTIONAL EFFORT

- Occasional exposure of individual difficult personal circumstances for trainees.
- Occasional exposure to challenging behaviour.

WORKING CONDITIONS

- Needs to be flexible and adaptable to meet the needs of the Department. This requires some occasional working out of normal hours i.e. during induction and requires occasional early starts and late finishes in order to cover Junior doctors training days.

OTHER RESPONSIBILITIES

Take part in regular performance appraisal.

Undertake any training required in order to maintain competency including mandatory training, e.g. Manual Handling

Contribute to and work within a safe working environment

You are expected to comply with Trust Infection Control Policies and conduct yourself at all times in such a manner as to minimise the risk of healthcare associated infection

As an employee of the Trust, it is a contractual duty that you abide by any relevant code of professional conduct and/or practice applicable to you. A breach of this requirement may result in action being taken against you (in accordance with the Trust's disciplinary policy) up to and including dismissal.

You must also take responsibility for your workplace health and wellbeing:

- When required, gain support from Occupational Health, Human Resources or other sources.
- Familiarise yourself with the health and wellbeing support available from policies and/or Occupational Health.
- Follow the Trust's health and wellbeing vision of healthy body, healthy mind, healthy you.
- Undertake a Display Screen Equipment assessment (DES) if appropriate to role.

GENERAL

This is a description of the job as it is now. We periodically examine employees' job descriptions and update them to ensure that they reflect the job as it is then being performed, or to incorporate any changes being proposed. This procedure is conducted by the manager in consultation with the jobholder. You will, therefore, be expected to participate fully in such discussions. We aim to reach agreement on reasonable changes, but if agreement is not possible, we reserve the right to insist on changes to your job description after consultation with you.

Everyone within the Trust has a responsibility for, and is committed to, safeguarding and promoting the welfare of vulnerable adults, children and young people and for ensuring that they are protected from harm, ensuring that the Trusts Child Protection and Safeguarding Adult policies and procedures are promoted and adhered to by all members of staff.

PERSON SPECIFICATION

Job Title	Foundation Programme Coordinator
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Requirements	Essential	Desirable
QUALIFICATION/ SPECIAL TRAINING Educated to degree level or equivalent experience Additional relevant administration knowledge acquired through further experience	E E	
KNOWLEDGE/SKILLS Effective interpersonal, organisational and communication skills Excellent understanding of information management and operational processes. Microsoft Office Suite Ability to prioritise, work on own initiative, work under pressure and with interruptions Flexible and adaptable approach Excellent communication and interpersonal skills Knowledge of medical education and training. Knowledge of: TIS/ Deanery database E-Portfolio systems ESR System	E E E E E E D D D	
EXPERIENCE Significant experience of education and training (or related) administration. Experience of supporting Project management Experience of working in the health care sector. Experience of working within medical education within the NHS	E E E	D
PERSONAL ATTRIBUTES Excellent team worker Self management skills Excellent interpersonal skills Effective communication skills Ability to be empathetic, handle difficult or emotional situations Good organisational skills	E E E E E E	
OTHER REQUIREMENTS The post holder must demonstrate a positive commitment to uphold diversity and equality policies approved by the Trust. Ability to travel to other locations as required.	E E	

WORKING CONDITIONS/HAZARDS		FREQUENCY (Rare/ Occasional/ Moderate/ Frequent)			
		R	O	M	F
Hazards/ Risks requiring Immunisation Screening					
Laboratory specimens	N				
Contact with patients	N				
Exposure Prone Procedures	N				
Blood/body fluids	N				
Laboratory specimens	N				
Hazard/Risks requiring Respiratory Health Surveillance					
Solvents (e.g. toluene, xylene, white spirit, acetone, formaldehyde and ethyl acetate)	N				
Respiratory sensitisers (e.g isocyanates)	N				
Chlorine based cleaning solutions (e.g. Chlorclean, Actichlor, Tristel)	N				
Animals	N				
Cytotoxic drugs	N				
Risks requiring Other Health Surveillance					
Radiation (>6mSv)	N				
Laser (Class 3R, 3B, 4)	N				
Dusty environment (>4mg/m3)	N				
Noise (over 80dBA)	N				
Hand held vibration tools (=>2.5 m/s2)	N				
Other General Hazards/ Risks					
VDU use (> 1 hour daily)	Y				Y
Heavy manual handling (>10kg)	Y	Y			
Driving	Y		Y		
Food handling	N				
Night working	N				
Electrical work	N				
Physical Effort	Y		Y		
Mental Effort	Y				Y
Emotional Effort	Y		Y		
Working in isolation	Y	Y			
Challenging behaviour	Y		Y		