

JOB DESCRIPTION

JOB TITLE: Primary Care Quality Assurance Training Programme Director

LOCATION: Remote working

RESPONSIBLE TO: Head of Training Hub

ACCOUNTABLE TO: Associate Dean, Primary Care School

JOB PURPOSE

This will be an exciting new role to oversee the delivery and roll-out of the HEE Quality Strategy and Framework. The Long-Term Plan, the People Plan and manifesto pledge to increase the primary care workforce by 6,000 GPs and 26,000 additional roles. This will require a seamless process built on the current approaches aligned to the HEE Quality Framework. This work will need to be implemented at scale for the full range of professions. Work is underway to develop the capability and capacity of Training Hubs to undertake this work on behalf of HEE Primary Care Deans and Postgraduate Deans through the relevant HEE Primary Care School.

The role of Quality Assurance Training Programme Director is to work as an experienced clinical educator within their local ICS training hub. They will engage with various stakeholders including Training Hub staff currently involved with the Quality Assurance work stream (clinical and non-clinical), Higher Education Institutes (HEIs), Primary Care Networks (PCNs), HEE GP School colleagues and others. They will drive forward the implementation of the HEE Quality Framework and support the Training Hub in its evolving roll in assurance of learning environments for all learners in primary care. They will support the implementation of online tools and associated paperwork and processes related to this project.

The Quality Assurance Training Programme Director will be part of a network of several regional Quality Assurance Training Programme Directors. They will be expected to participate in a Training Hub Quality Leads Forum hosted by Midlands Primary Care School. They will be accountable to, and have regular contact with, the Associate Dean for Midlands Primary Care School.

KEY RELATIONSHIPS

Internal

- Training Hub Quality Leads (or those currently working in this area)
- Training Hub Educators and Clinicians
- Training Hub Clinical Ambassadors (where applicable)
- Midlands Primary Care School

External

- Higher Education Institutes affiliated with primary care learner placements within their ICS Training Hub footprint
- Primary Care Networks (PCN) Managers and existing educators (GP Trainers, Clinical Supervisors etc)
- HEE GP School Educators (Associated Deans (ADs) and Training Programme Director (TPDs)
- GP Practices
- Community based education placement providers (including hospices, care homes, community pharmacies, voluntary sector organisation etc.)
- Primary Care Workforce and Estates teams within Integrated Care System (ICS)

MAIN RESPONSIBILITIES

The main responsibilities are set out below:

- Working closely with stakeholders
- Development a clear understanding of HEE Quality Framework and Strategy and their vision regarding the role of Training Hubs in the recognition of Learning Environments
- To provide effective clinical leadership, contributing to the Quality Assurance deliverables of the Training Hub.
- Enhance patient care by providing leadership and direction with respect to the quality assurance of learning environments in primary care.
- To liaise and build relationships with educators across Primary Care employed both within and externally to the Training Hub
- To work closely with peer network of Quality Assurance TPDs to share best practice and support the regional roll-out across all eleven ICS Training Hubs
- Attend and proactively engagement with Training Hub Quality Forum
- Support Training Hubs in the appointment of Quality Leads when appropriate and/or support those responsible for delivery of the Quality Assurance work stream within the Training Hub
- To attend relevant Training Hub meetings within the structure and other relevant meetings (including HEE, HEI and PCN meeting for example)
- To emphasise the importance and promote the development of a quality learning environment for all learners.
- To support compliance with requirements particularly with regard to the supervision and support for trainees and learners.
- To ensure local intelligence processes inform quality management processes.

- Support the Midlands Associate Deans and Midlands Primary Care School in the implementation of the Quality Assurance work stream
- Contribute in a positive manner to the overall development of the Training Hub team
- Awareness of legal and regulatory requirements relating to specific projects.
- To carry any other appropriate duties as required.

COMMUNICATIONS AND WORKING RELATIONSHIPS

PERSONAL DEVELOPMENT

- To attend mandatory training and fire lectures regularly and assist with fire policy/evacuation procedure, when necessary, via internal training or transferrable NHS passport training evidence.
- To keep up to date with and attend training on revisions to information systems or changes in protocols for the inputting of data in the light of Local and national initiatives. To adhere to agreed protocols at all times.
- To participate in Individual Performance Review and Personal Development plans on an annual basis and to undertake training and development as identified within these discussions and as indicated by the requirements of the post.

CLINICAL GOVERNANCE AND QUALITY ASSURANCE

- To realise the importance of confidentiality when dealing with patients and staff, particularly when giving or receiving information over the telephone in accordance with the Data Protection Act.
- Maintain the high standards of the service by contributing towards individual, team and service objectives and acting at all times in the best interest of patients.
- To accurately collect, collate and input data to Information Systems as required by procedures to ensure that patient database records are up to date and accurate.
- To participate in Individual Performance Review and Personal Development plans on an annual basis and to undertake training and development as identified within these discussions and as indicated by the requirements of the post.

INFORMATION GOVERNANCE

- Full compliance with the employing organisation's Information Governance related standards, policies and procedures, the NHS Confidentiality Code of Practice, Data Protection Act 2018 and the Freedom of information Act 2000.

HEALTH AND SAFETY

- To have responsibility for health, safety and welfare of self and others at work. This includes being conversant with organisational Health & Safety policies and procedures and ensuring incidents, accidents and near misses are reported; taking part in the risk management process and carrying out tasks/using equipment only when competent to do so.
- Be responsible for ensuring the general environment is clear of all hazards.
- All staff have a responsibility to apprise themselves of how the prevention of the spread of infection relates to their role. They have a responsibility to ensure they are aware of organisational policies and procedures in relation to infection prevention and control and ensure that they comply with them in fulfilling their role.

EQUALITY AND DIVERSITY

- Respect the privacy, dignity, needs and beliefs of patients, carers and colleagues.
- Act in a way that recognises the importance of people's rights, interpreting them in a way that is consistent with Taurus procedures / policies and current legislations.
- Behaving in a manner which is welcoming to and of the individual, is non-judgmental and respects their circumstances, feelings priorities and rights.

This job description may be amended by management through consultation with the post holder to reflect changes in, or to, the job.

What are the terms and conditions?	
The following terms and conditions apply to this post:	
Salary	Equivalent to Agenda for Change Band 8a
Location	Affiliated with local ICS Training Hub
Hours of Work	2 sessions/PAs/week
Permanent, Fixed Term or Secondment	Fixed term
Leave and Bank Holidays: Pro rata dependant on sessions and length of service	

PERSON SPECIFICATION

Job Title: Primary Care Quality Assurance Training Programme Director					
CRITERION	Essential (Should possess to do the job)	Desirable (Could also possess)	Tested @ Interview	Tested on Application Form	Weighting for Each Criteria High = 3 Medium = 2 Low = 1
EDUCATIONAL AND PROFESSIONAL QUALIFICATIONS					
Experienced clinical or medical educator	✓			✓	3
Professional registration with relevant regulatory body	✓			✓	3
A demonstrable commitment to professional development	✓		✓		3
SKILLS AND COMPETENCIES					
Excellent communication skills, writing clearly for a range of audiences.	✓		✓	✓	3
Ability to deliver to agreed deadlines.	✓		✓		2
Excellent organisational skills.	✓		✓	✓	3
Ability to work independently or as part of a team.	✓		✓	✓	3
Competent use of Microsoft Office programmes	✓			✓	3
Relay clinical information and maintain high quality accurate, comprehensive records	✓		✓		2
Demonstrable leadership skills and an ability to influence and motivate others	✓		✓	✓	2
Has a responsive, solution focused approach to addressing issues and barriers	✓		✓		2
Able to build and sustain good working relationships	✓		✓	✓	3
A strong sense of vision and ability to innovate	✓		✓		3
Politically astute with an ability to sensitively manage complexity and uncertainty	✓		✓		3
KNOWLEDGE/EXPERIENCE					

Clinical experience in general practice	✓			✓	3
Experience of supervision and/or training of undergraduate or postgraduate learners in primary care setting	✓		✓	✓	3
Further experience in healthcare education e.g., F2 tutor, GP trainer, Nurse Supervisor, undergraduate small group tutor		✓		✓	2
Experience of clinical and educational leadership and innovation, including managing a multi-professional team		✓		✓	2
Demonstrable track record of delivery in service and education	✓			✓	2
Understanding of developments involving the relevant Colleges/Faculties, professional bodies, related NHS organisations and regulatory bodies	✓		✓		3
Understanding of the workforce transformation agenda	✓		✓		3
Active involvement in, and up to date with, appraisal processes	✓			✓	3
Knowledge of the NHS, its structures and processes, including an understanding of healthcare/multi-professional workforce matters	✓		✓	✓	3
An understanding, acceptance and adherence to the need for strict confidentiality	✓			✓	3
Experience of working autonomously	✓			✓	3
PERSONAL ATTRIBUTES					
Can work as a team player	✓		✓	✓	3
Is open and honest and acts with integrity.	✓		✓		3
A good understanding of equality and valuing diversity principles	✓		✓		3
An academic interest in training and education across primary care	✓		✓		3
OTHER					
Ability to travel as necessary.	✓			✓	3