



NDTP Group Clinical Director of Education & Training Job Description

National Doctors Training and Planning
“Investing in the career development of doctors”

NDTP Group Clinical Director of Education & Training (CD E&T) Job Description

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Background

NDTP has long been supportive of improving training supports at site level through clinical leadership. Standardisation of the delivery of Education and Training across all sites with equal access for NCHDs, both trainees and service grade doctors. Ensuring patient safety and providing high quality patient care at all sites is at the heart of the objective to improve training supports.

In 2016 NDTP created a new role, that of Hospital Group Training Lead. The NDTP Trainer Lead role was not intended to replace or substitute the current training roles within sites; rather it was put in place to act in a coordinating manner and as a central point of contact for all generic training related issues, particularly from an educational governance perspective and relating to external stakeholders. In 2017, as part of the Training Lead pilot the first NDTP Trainer leads were appointed in the Saolta Hospital Group. There are now nine Training Leads appointed across five hospital groups (Saolta, ULHG, SSWHG, IEHG & DMHG).

The Training Lead has overall responsibility for all hospitals within that group. The Training Lead job description outlines the main duties and responsibilities of the role, however one of the key responsibilities of the Training Leads is to ensure that the criteria as laid out in the Medical Council accreditation standards are met (<https://www.medicalcouncil.ie/education/career-stage-postgraduate/quality-assurance/clinical-training-site-inspections-/>). This was a significant driver in the implementation of the Training Lead role.

The five Hospital Groups that have appointed Training Leads since 2017 have embraced the new role and introduced various structures to support the goals and aims of the Training Lead programme. The role has led to significant and innovative developments in the respective Hospital Groups and enhanced funding from NDTP for developments aimed at NCHD improvements and facilities - this has been steered by a network of Training Leads. The Training Lead programme is however limited in terms of resources and funding currently available.

Model

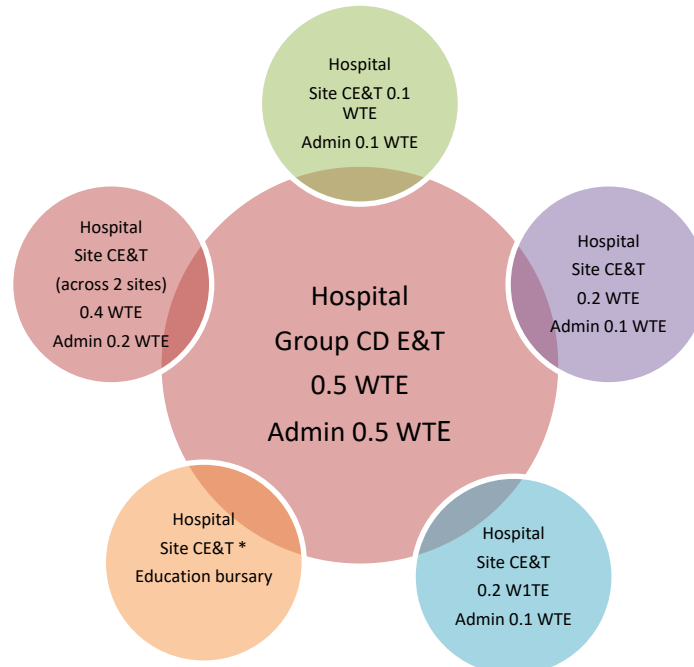
The Forum of Postgraduate Medical Training Bodies have recently launched the first postgraduate training strategy. A key objective within the strategy is to professionalise structures to support training at clinical site level. Specifically focusing on, in the initial implementation period, the development of clinical Education & Training (E&T) posts at training site level, to support professional clinical postgraduate education and training for all hospital doctors. NDTP are fully supportive of this objective and have therefore endorsed a Clinical Education & Training (E&T) pilot within two Hospital Groups.

The Clinical Education & Training (E&T) model will see the establishment within two pilot Hospital Groups, each led by a **NDTP Group Clinical Director of Education & Training (CD E&T)**. Each NDTP Site Consultant for Education & Training (CE&T) will report to the NDTP Group CD E&T.

It is envisaged that the NDTP Group CD E&T role will be a 0.5 WTE with funding provided for locum backfill. The post holder will manage their own hospital site as well as act in a leadership position, working with the individual sites within the Hospital Group. NDTP will provide funding at Hospital Group level. Total funding provided to reflect the role and size/nature of the particular hospitals within the Group. A key responsibility of the Group CD E&T is to propose the appropriate structure for a Clinical E&T model within the allocated budget for approval. Funding provided is for an NDTP Group CD E&T, NDTP Site CE&Ts and site administrative support.

Figure 1. Clinical Education & Training (E&T) Model –

Hospital Group Example - WTE split variable within budget



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NDTP will engage with the Group CD E&T appointed to develop the appropriate structure for Clinical E&T model within the allocated budget for their particular Hospital Group. Following approval of the agreed model NDTP will transfer funding to the Hospital Group. The Group CD E&T will then be responsible for directing funding within the HG as appropriate, in line with the model agreed and all applicable financial procedures.

The proposed model will be required to adhere to a defined set of principles. The final principles will ultimately be agreed by the pilot steering group, however they will include:

- Protection of time for the Clinical Education & Training (E&T) roles – a key principle of this pilot is to ensure that appropriate time is available to deliver on these roles.
- Appropriate administration support provided to the Group and site Clinical E&T roles
- The model must ensure appropriate support and resources for Model 2 and 3 hospitals and not be disproportionately geared towards Model 4 hospitals.
- Open competition for the Clinical E&T roles.
- Clinical E&T roles must be focused on cross specialty rather than specialty-specific educational structures.

Pilot

The two Hospital Groups selected are Children's Health Ireland (CHI), who have no appointed Training Lead, and the second pilot group will be the South/South West Hospital Group (SSWHG), who will be transitioning from the Training Lead model to the new Clinical E&T model. The pilot for both Hospital Groups will commence officially in July 2022, however the aim will be to commence recruitment in the first half of 2022 and appoint the two pilot Group CDs E&T. The plan will be to commence recruitment of Site CE&Ts and admin support as soon as possible thereafter, and ideally all Site CE&Ts would be appointed within the second half of 2022.

The duration of the pilot will be up to 3 years. However depending on the success of the pilot, and relevant funding, NDTP may choose to roll out the Clinical E&T model to further Hospital Groups on an incremental basis, after a shorter more intense pilot phase.

A Clinical E&T project steering group will be convened to oversee the pilot project. The steering group will be representative of all relevant stakeholders and will be chaired by the Medical Director of NDTP. As this is a significant investment by NDTP in clinical education & training it will also be necessary to agree a set of key metrics to measure the success of the pilot. The pilot will include regular reporting from the Group CD E&T to include benefits realisation, data and measurement against KPIs. The steering committee will meet 3 times per year in the first year, and as required thereafter.

During the pilot it is envisaged that the steering group will make recommendations to strengthen and/or revise the job description for the roles of Group CD E&T and Site CE&T as required. It is also proposed that there will be at least two 6-monthly clinical site visit per year of the pilot. On conclusion of the pilot the initiative will be formally reviewed and a report outlining recommendations will be prepared.

The Group CD E&T will be appointed at Hospital Group level. NDTP and the Group CAO will be involved in the recruitment process.

Details

Job Title:	NDTP Group Clinical Director of Education & Training
Term / WTE:	Initial 3 Years of the Pilot Project at 0.5 WTE
Reporting To:	Hospital Group Chief Academic Officer / Medical Director of NDTP
Key Relationships:	Hospital Group CEO, NDTP Site CE&Ts, Clinical Directors, Medical Council of Ireland, Lead NCHDs, Forum/PG Medical Training Bodies, NDTP
Salary:	Clinical Director Allowance/Pay scale

1. Appointment & Tenure

- 1.1. The Group CD E&T shall be appointed via a competitive recruitment process.
- 1.2. The Group CD E&T shall hold a permanent consultant position within the relevant Hospital Group (i.e. not holding a locum/temporary position).
- 1.3. The Group CD E&T shall be registered on the Specialist Division of the Register of Medical Practitioners and be in good standing with the Medical Council.
- 1.4. The appointment of the Group CD E&T shall be for an initial term of three years and will be eligible for reappointment only once subject to success of pilot and approval.
- 1.5. The weekly commitment to this role is an average of 0.5 WTE.

2. Medical Council Requirements

- 2.1. In addition to the criteria which are currently applied by the Medical Council in its evaluation of clinical sites for undergraduate and intern training purposes the post holder will be the designated lead with regard to the '*Medical Council criteria for the evaluation of training sites which support the delivery of specialist training*'.
- 2.2. The Group CD E&T will work closely with the nominated Medical Council Accountable Lead on each clinical site to ensure adherence to the Medical Council criteria for training. It is envisioned that the Site CE&T will be the accountable lead.
- 2.3. The Group CD E&T will be required to give due consideration to feedback derived from the Medical Council's 'Your Training Counts' annual trainee survey.

3. Main Duties & Responsibilities

3.1. Duties associated with Clinical E&T Pilot

- 3.1.1. Work with all relevant stakeholders to agree on the final Clinical E&T model for your respective Hospital Group.
- 3.1.2. Collaborate with HSE-NDTP to define the role of the local site CE&Ts and prepare an appropriate job specification.
- 3.1.3. Oversee the recruitment and establishment of a network of Site CE&Ts within your Hospital Group.
- 3.1.4. Undertake recruitment and appointment of administrative support.
- 3.1.5. Provide leadership and support to local Site CE&Ts during initial pilot phase.
- 3.1.6. Participate as a member of the pilot Steering Group to include providing input on pilot review process and KPIs.
- 3.1.7. Prepare written and verbal reports as required as part of the pilot review process.

Main Duties & Responsibilities (cont'd)

3.2. E&T Governance and Oversight at Group level

- 3.2.1. Take a leadership role for the Hospital Group working directly with the site CE&Ts encouraging collaboration across the Group and providing support to the individual site CE&Ts as required.
- 3.2.2. The post holder will work closely with all consultants especially those with a designated college training role e.g. Intern Tutors, BST Tutors, Postgraduate Co-ordinators, as well as with Clinical Directors, Chief Executive Officer, Medical Manpower Manager, Lead NCHDs etc.
- 3.2.3. Develop a strategic plan for the delivery of postgraduate education & training across the Hospital Group that aligns with the Forum strategy on Postgraduate Training and the NDTP Strategic Plan
- 3.2.4. Establishment of a hospital group postgraduate training committee. The role of the hospital group training committee includes but is not limited to addressing challenges relating to postgraduate training across the Group as they arise, sharing good practice, and promoting innovation. It is recommended that the training committee meet at least quarterly.
- 3.2.5. Work with all relevant stakeholders to promote the role of the clinical E&T network and to advocate for medical education and training.
- 3.2.6. Work with the CAO, Hospital Management, Clinical Directors etc. to elevate and address medical education and training within each hospital and the hospital group.
- 3.2.7. Collaborate on a multi-specialty simulation strategy across the Hospital Group.
- 3.2.8. Act as point of contact on postgraduate training issues across the Group on behalf of all NCHDs and Consultants.
- 3.2.9. The appointee will liaise with the primary Academic Partner (or equivalent) on matters of shared interest including the Intern network, participation of NCHDs in E&T activities for undergraduate medical students, coordination of the adjunct clinical lecturer recruitment process and advice to NCHDs wishing to participate in research activities.

3.3. Support Clinical E&T at local Site level

- 3.3.1. Act as local CE&T for your own hospital site.
- 3.3.2. Address any Clinical E&T performance related issues within the HG CE&T network.
- 3.3.3. Support and ensure that site CE&Ts establish a similar local postgraduate committee and structures.
- 3.3.4. Act as a support/contact for CE&Ts where NCHDs or trainer issues may arise.
- 3.3.5. Work with CE&Ts to ensure appropriate induction (general & local) is in place for new medical staff.
- 3.3.6. Work with hospital management to ensure generic training facilities are of an adequate standard and appropriately meet the requirements of NCHDs.
- 3.3.7. Work closely with and support the Lead NCHDs on your site, including involvement in the recruitment of Lead NCHDs annually.

Main Duties & Responsibilities (cont'd)

3.4. National level E&T liaison (NDTP)

- 3.4.1. Work to establish National Clinical E&T Network once the model is fully rolled out. On a rotational basis Group CD E&T will take on the role of Chair of the national group and represent the network on the Steering Group after the pilot phase.
- 3.4.2. Be the main point of contact for HSE-NDTP on all medical workforce related issues.
- 3.4.3. Provide an annual report on Clinical E&T to NDTP for the Hospital Group.
- 3.4.4. Funding permitting HSE-NDTP will support the Clinical E&T programme. Regular reports on expenditure must be submitted to NDTP and be in line financial requirements.

3.5. Standardisation, Quality Improvement & Professionalisation of E&T

- 3.5.1. Work closely with the Chief Academic Officer, Postgraduate Training Bodies, Intern Coordinator to plan and oversee postgraduate training structures and opportunities across the Group and to ensure standardisation and efficiencies.
- 3.5.2. Data on the medical workforce which is held within the DIME (Doctors Integrated Management E-System) system will be accessible to the CE&T Network for your Hospital Group. Accuracy of data is essential and in this regard the Group CD E&T should strive for data accuracy within their Hospital Group.
- 3.5.3. Promote the NER (National Employment Record) E-Portfolio to all service grade doctors and encourage them to create and maintain an e-portfolio. In tandem encourage consultants to review NCHD portfolio entries as requested. Explore development of a programme of mentoring across the group,
- 3.5.4. In the context of the expected move to a Regional Health Authorities as part of the *Sláintecare* reform process, explore how the CE&T model within a Hospital Group can incorporate medical staff who are employed primarily in the Community.
- 3.5.5. Promote interdisciplinary training at Hospital Group level.
- 3.5.6. Ensure appropriate evaluation of postgraduate training activities is undertaken.
- 3.5.7. Advocate for educational excellence and protected training time across the Hospital Group.
- 3.5.8. Ensure that a good quality programme of postgraduate education that meets the requirements of the various NCHD grades and specialties (both trainees and service grade doctors) is in place across the Hospital Group. This should be reviewed at least annually.
- 3.5.9. Implement a process to monitor and support attendance at postgraduate and educational training opportunities and evaluate activities.

Note

This job description is a guide to the general range of duties assigned to the post holder. It is intended to be neither definitive nor restrictive. The job description relates to the pilot of the NDTP Group CD E&T role and will be subject to review and subsequent amendment arising from the pilot phase or changing structures.