

THE DEPARTMENT OF POSTGRADUATE MEDICAL & DENTAL EDUCATION

Job Description

Associate Director of Postgraduate General Practice Education

Reports to:	Director of Postgraduate General Practice Education
Grade:	GP Educator 03
Location:	Deanery Postgraduate General Practice Education Office
Sessions:	Three

INTRODUCTION

Associate Directors are part of the deanery team with the Director of Postgraduate General Practice Education, his Deputy and other associate directors. The team is responsible for developing, operating and supervising postgraduate medical education and professional development for general practice. Each director also has specific responsibilities within one specific area.

They are accountable to the Director of Postgraduate General Practice Education and are paid on a sessional basis on the GP Educator pay scale. Their main responsibilities are: -

DEANERY

- i. To assist the Director of Postgraduate General Practice Education and the General Practice Education Committee with the preparation and management of the Deanery Postgraduate Education Strategy;
- ii. To assist the General Practice Education Committee with the approval and re-approval of general practice trainers and training practices;
- iii. To assist in the provision of support for, and management of, the Deanery's network of course organisers and GP tutors on behalf of the General Practice Education Committee;
- iv. To take part in strategic planning;
- v. To help develop specialised skills and provide for other educational needs as appropriate for established GPs and GPs in training;
- vi. With the Director of Postgraduate General Practice Education, to advise and assist the Postgraduate Medical and Dental Education Executive Committee and the Joint Committee on Postgraduate Training for General Practice in the selection of posts for vocational training experience;
- vii. To liaise with the royal colleges on the approval of posts;
- viii. To take part in the assessment of teaching practices;
- ix. To take part in assessment visits to hospital training posts;
- x. To take part in the assessment and monitoring of Doctor's Retainer Scheme practices;
- xi. To take part in meetings of the Deanery GP Education Committee and in meetings of directors, course organisers, GP tutors and others, as appropriate;
- xii. To take part in national and other meetings and conferences, as appropriate.

LOCAL

- i. To provide appropriate support to course organisers and GP tutors and to take part in their appraisals with the Director of Postgraduate General Practice Education or his Deputy;
- ii. To contribute to the development of programmes for Vocational Training and Continuing Professional Development;
- iii. To monitor PRHO General Practices as appropriate
- iv. To develop initiatives for non-principals;
- v. To liaise with the chief executives, the public health directors and other senior managers in the local health authority over primary care education, audit and development;
- vi. To liaise and work with local primary care organisation (in particular, those responsible for education and training);
- vii. To liaise with the local SHA/WDD, where appropriate;

- viii. To provide career advice;
- ix. To assist in the monitoring of the Doctors' Retainer Scheme;

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Personal Specification

Associate Director of Postgraduate General Practice

QUALITIES	ESSENTIAL/ DESIRABLE	METHOD OF ASSESSMENT
Skills/ Knowledge		
Is aware and understands the priorities of the Associate Director role	Essential	
Has leadership skills	Essential	
Has strategic planning skills	Essential	
Is able to champion a cause	Essential	
Can undertake effective assessment	Essential	
Is able to negotiate effectively	Essential	
Has teaching skills	Essential	
Is able to develop others	Essential	
Has management skills	Essential	
Is able to provide career advice	Essential	
Is committed to postgraduate education	Essential	
Is committed to personal development	Essential	
Is able to work effectively as part of a team	Essential	
Variety of educational skills	Desirable	
Understanding of research in general practice or general practice education	Desirable	
Experience/ qualifications/ training		
MRCGP (if a GP) or equivalent	Essential	
Experience in general practice education	Essential	
A higher qualification related to general practice education	Desirable	
Work related circumstances		
Permission from partners for time commitment (if a GP)	Essential	