

PGMDE – EASTERN DEANERY – ADDENBROOKE’S NHS TRUST

JOB DESCRIPTION FOR VOCATIONAL TRAINING COURSE ORGANISERS

JOB SUMMARY

The Vocational Training Course Organiser is a GP medical postgraduate teacher and educational manager. The Course Organiser supports the professional development of GP registrars, encouraging autonomy in the learners and developing their sensitivity to patients’ needs, using group learning approaches in particular.

All duties should be performed taking account of local training needs and Deanery strategies for Vocational Training.

Overall administration of the Scheme, including assisting in the selection of GP registrars and organising their placement in both hospital and general practice post. Planning, monitoring and assessing all educational aspects of the Scheme.

Utilising General Practice experience to provide counselling and career guidance to doctors undergoing all considering GP training, and for those doctors who have completed their Vocational Training.

One in four of each Course Organisers’ sessions are funded for use on general Deanery responsibilities. These sessions can be pooled at a scheme to provide a single contact point for deanery communication and an individual responsible for the two-way information link between the GP Office and the district. The GP Office is there to support GP Educationalists throughout the deanery and effective two-way communication links are essential if we are to provide an efficient and responsive service.

ACCOUNTABILITY

Directly accountable to the Patch Associate Director of Postgraduate General Practice Education and then the Director of Postgraduate General Practice Education or his Deputy, the General Practice Education Committee and ultimately the Postgraduate Dean.

CORE/MAIN RESPONSIBILITIES

Hospital Training

1. Monitoring the workload and educational value of existing hospital posts in the Scheme.
2. Liaising with hospital consultants on the performance of their GP registrars in post.

General Practice Training

3. Informal visits to general practice trainer applicants to advise on the application of the requirements of the General Practice Education Committee for a trainer and a training practice, and to assess the suitability of both.
4. Membership of the deanery visiting team assessing the suitability of the potential trainer and the practice for training.
5. Monitor the performance of current general practice trainers and their practices
6. Assist and advise General Practice trainers in any problems which may arise through the training process.

GP Registrars

7. Responsibility in accordance with current Deanery policy on recruitment for participating in the selection procedure of GP registrars for the Scheme. This will include shortlisting, final appointment and organising the job rotations.
8. Planning and running the educational programme, including the arrangement of resources.
9. Monitoring the overall educational value of the half day/day programme.

10. Monitoring individual GP registrar's performance during the half day/day release.
11. Monitor the workload and educational experience of GP registrars in hospital posts and general practice.
12. Facilitate the professional development for all GP registrars, including Summative Assessment and MRCGP.

Career Guidance

13. To be aware of all Joint Committee Postgraduate Training for General Practice (JCPTGP) regulations for Vocational Training.
14. Utilising GP experience to provide counselling for GP registrars who have career or educational problems during their vocational training.
15. Utilising GP experience to provide career guidance to GP registrars completing their Vocational Training.
16. To potential applicants

Liaison

17. Attending Course Organiser meetings and ensuring district representation at Deanery meetings/forums.
18. Utilising the session funded for deanery responsibilities, individual Course Organisers or a single Course Organiser acting as the scheme point of contact, should ensure timely and effective communication links with the GP Office.
19. Regularly review the VTS with the hospital consultants.
20. Attend meetings of the district Postgraduate Education Committee.
21. Manage the Vocational Training Scheme budget allocation.
22. Produce an annual Course Organiser's report, which provides details of scheme VT allocation expenditure and cost pressures.
23. The post holder must, at all times, carry out his/her duties with due regard to the Trust's equal opportunities policy. You will be expected to maintain an up to date knowledge of equal opportunities legislation.
24. Any other duties which may be required from time to time.
25. This job description will be subject to review in consultation with post holder.

Non-core responsibilities:

26. Identifying and assessing new hospital posts suitable for Vocational Training.
27. Encouraging and advising potential general practice trainers.
28. Co-operation with the Clinical Tutor to integrate Vocational Training with Continuing Professional Development.

General Responsibilities:

29. The post holder must at all times carry out his duties with due regard to the Trusts Equal Opportunities Policy. You will be expected to undergo Equal Opportunities Training if necessary.
30. To be aware of the responsibilities of all employees to maintain a safe and health environment for patients, visitors and staff.
31. To ensure that all duties are carried out to the highest possible standard and in accordance with current quality initiatives within the area of work.
32. Any other duties that may be required from time to time.

This job description will be subject to review in consultation with the post holder.

THE DEPARTMENT OF POSTGRADUATE MEDICAL & DENTAL EDUCATION

Personal Specification

Course Organiser – GP Educator

QUALITIES	ESSENTIAL/ DESIRABLE	METHOD OF ASSESSMENT
Skills/ Knowledge		
Is aware and understands the priorities of the Course Organiser	Essential	
Has leadership skills	Essential	
Has strategic planning skills	Essential	
Can undertake effective educational 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 based on General Practice experience	Essential	
Is committed to postgraduate education	Essential	
Is committed to personal development	Essential	
Is able to work effectively as part of a team	Essential	
Is able to act as a GP Mentor/Role Model	Essential	
Variety of educational skills	Desirable	
Understanding of research in general practice or general practice education	Desirable	
Experience/ qualifications/ training		
Full registration with the General Medical Council (GMC)	Essential	
Higher qualification relating to Primary Care e.g. MRCGP, Diploma or Masters in Primary Care	Essential	
Experience in general practice education	Desirable	
A higher qualification related to general practice education	Desirable	
Work related circumstances		
Permission from practice for time commitment. Protected time to undertake educational commitment of post	Essential	