

## **PGMDE - EASTERN DEANERY - ADDENBROOKE'S NHS TRUST**

### **JOB DESCRIPTION FOR THE GP TUTOR**

#### **JOB SUMMARY**

To support Primary Care Continuing Medical Education and Continuing Professional Development including; assessing needs, the provision of courses and facilitation of the educational process and the evaluation of outcome. The main groups addressed will be post Vocational Training Principals and Non-Principals in General Practice, and where appropriate education will be inter-professional, linking Primary and Secondary Care and pre and post Vocational Training.

Manage the educational needs arising from the appraisal system and advise providers on educational matters and approving courses, individual study programmes and portfolios.

Manage the GP Retainer Scheme and approve practices, approve individual Retainees, supervising the education and service aspects of the scheme as detailed in the NHSE and Eastern Deanery Guidelines, liaising with the relevant Associate Director and GP Office Administrator on the procedures for the scheme.

#### **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 and ultimately the Postgraduate Dean.

#### **JOB DESCRIPTION**

##### *Core Duties:*

1. Plan suitable ongoing educational programme for GPs, in conjunction with the local appraiser supervision group, education advisers from the Primary Care Organisations (PCO's) and others where necessary.
2. Maintain regular contact with local GPs for the purposes of determining educational needs, acting as the link between the local appraiser supervision group and the PCO. To be part of the Quality Assurance system for appraisal locally.
3. To advise in the provision and planning of formal PCO education initiatives.
4. Work with Primary Care Organisation's to advise them about appropriate educational activity for GP's and other members of the Primary Care Team on issues such as:
  - a. Clinical Governance
  - b. Clinical Audit
  - c. Health Improvement Plan
  - d. Risk Management Strategies
5. Where appropriate, to manage the local Postgraduate Centre General Practice Budget and submit annual report of scheme and budgetary management to Patch Associate Director as part of their annual appraisal. Be part of the Management Committee of the Postgraduate Centre.
6. To advise on the provision of Primary Care Educational Events in local Postgraduate Centres.
7. To work and develop links with other Primary Care Professional Groups within the locality, including the Local Medical Committee and Royal College of General Practitioners.
8. Maintain and facilitate the Doctors Retainers Scheme locally.

9. To attend the GP/PC Continuing Professional Development Management Group and participate in the development of the group.
10. To have a Personal Development Plan relating to the education post.

*Additional Duties:*

Some of the Tutor posts are financially supported by the Primary Care Trust. This financial support does not change the line of accountability but does influence the emphasis of the workload and what may be required by the Primary Care Trust. The GP/PC Tutor will need to prioritise these areas of work according to the number of sessions they are paid for and local imperatives. This discussion should be had and agreed with the Patch Director.

*General Responsibilities:*

11. 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.
12. To be aware of the responsibilities of all employees to maintain a safe and health environment for patients, visitors and staff.
13. 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.
14. 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 Person Specification - Course Organiser/GP Tutor

| QUALITIES   | ESSENTIAL/<br>DESIRABLE                     | METHOD OF<br>ASSESSMENT |
|---|---|-------------------------|
| <b>Skills/ Knowledge</b>  |   |                         |
| Is aware and understands the priorities of the Course Organiser/GP Tutor role   | Essential                                   |                         |
| Understanding of the perspective, role and challenges of the GP within the multi-professional primary health care team      | Essential                                   |                         |
| Awareness of the medico-political concerns of GP's and the ability to incorporate these into actions taken                  | Essential                                   |                         |
| Ability to navigate and access systems of GP professional training and support  | Essential                                   |                         |
| Ability to recognise the limitations of clinical and professional competences of a GP                                       | Essential                                   |                         |
| Knowledge and understanding of nGMS and PMS contracts, including working as a performer within these contractual frameworks | Essential                                   |                         |
| Expertise in change management  | Essential                                   |                         |
| In depth understanding of the content and context of CPD for GP's   | Essential                                   |                         |
| Clinical and educational leadership skills  | Essential                                   |                         |
| An appreciation of learning styles, constraints to learning and applying learning in the primary care workplace             | Essential                                   |                         |
| Understanding of, and skilled in facilitating learning in, individuals and groups, including workplace learning             | Essential                                   |                         |
| Understanding of the knowledge, skills and attitudes required to perform competently as a GP                                | Essential                                   |                         |
| Expertise in GP appraisal   | Essential                                   |                         |
| Knowledge and expertise of dealing with medical uncertainty   | Essential                                   |                         |
| Understanding of the complexity and stress of working as a GP   | Essential                                   |                         |
| Has strategic planning skills   | Essential                                   |                         |
| Understanding of research in general practice or general practice education   | Desirable                                   |                         |
| <b>Experience/ qualifications/ training</b>   |   |                         |
| Full registration with the General Medical Council (GMC)  | Essential                                   |                         |
| Primary Medical Degree  | Essential                                   |                         |
| Clinical competence to the level of MRCGP   | Essential for CO/<br>Desirable for GP Tutor |                         |

|   |           |  |
|---|-----------|--|
| Educational qualifications e.g. Diploma or Masters in Medical Education | Essential |  |
| Expertise as working as a GP  | Essential |  |
| Responsibility for their own CPD as a clinician                         | Essential |  |
| <b>Work related circumstances</b>                                       |           |  |
| Permission from partners for time commitment (for GPs)                  | Essential |  |