

## **JOB DESCRIPTION**

### **Job Details**

Job Title: Core Surgical Training Coordinator

Division: Corporate – UHSM Academy

Base: Postgraduate Medical Education Department

Full Time: 37.5 (1 WTE)

Band: 5

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### **Organisational Arrangements**

Reporting to: Operational Services Manager

Other accountabilities: Head of PGME

### **Job Purpose**

1. The post-holder will be expected to provide a comprehensive administrative and management support to the 2 CST Programme Directors
2. The post-holder, alongside the Specialty School Manager will be expected to strategically manage the Core CST Training (CST) training programme including the maintenance of a robust database of trainee ARCP outcomes
3. The post-holder will also be expected to provide administrative support to the Director for Quality Management and Director for Education in CST training programmes.
4. The post-holder will use the Better Training Better Care operating list to create and assess specific learning environment for CST training for specialty trainees in years 1 – 2 in CST specialties at UHSM (selected from Cardiothoracic, General Surgery, Breast, Vascular, Oral & Maxillofacial, Otolaryngology, Plastics, Trauma & Orthopaedics, Urology, Gynaecology).
5. To be responsible for the coordination and approval of all study leave relating to CST trainees.
6. The post holder will provide administrative and supervisory support to the Postgraduate Department to meet service needs.
7. To undertake any other duties which is deemed appropriate to the band when requested by the Postgraduate Manager

*The above indicates the main duties of the post which may be reviewed in the light of experience and developments within the service. Any review will be undertaken in conjunction with the post-holder*

## **Main Duties and Responsibilities**

### **Human Resources/Administration**

Responsible for the administrative team for CST training, co-coordinating and organising CST training within Health Education England North West (HEE NW), which includes teaching and training events, induction and appraisal at ARCPs.

Take part in the recruitment process for CST, working alongside the Lead employer and HEE NW.

Carry out audit and quality assurance work and consequentially propose, develop and implement subsequent action plans.

Must be willing to continue own professional development and attend necessary training to fulfil the post requirements.

Supervision of junior postgrad administrators. Perform appraisals, 1:1 and develop PDP, including planning workload for the Better Training Better Care (BTBC) project officer.

Provide induction and training for staff new in the department.

### **Operational Management**

To lead on the design the CST teaching programme in line with the ISCP curriculum, with the CST leads.

To ensure registers are taken and data is entered on a database for attendance and recording statistics of all meetings. Prepare attendance reports for submission to the relevant bodies and highlight to the Core Training Programme Directors and the School of Surgery and particular attendance issues / trends.

To be responsible for the collation, evaluation and distribution of all statistics relating to the CST teaching programme in line with the interim assessments and final ARCP's. Ensure CSTs are aware of ARCP requirements throughout the year

To organise the regional CST Training Induction for all new CST trainees.

To receive and deal with complicated and sensitive information from trainees ensuring correct procedures are followed. To offer support and guidance for trainees with difficulties. Provide pastoral care, careers advice and support to CST trainees.

To be responsible for ensuring appropriate arrangements are made for disposal of all animal tissue following CST skills teaching.

### **Financial Management**

Corporate responsibility for CST study-leave budget management and planning. Ensure the budget is effectively managed by authorising, monitoring and controlling expenditure against agreed budget setting. Ensure budgetary decisions are fully informed and properly balanced

To be responsible for arranging all sponsorship of educational meetings organised through the department relating to the CST teaching programme as directed by the relevant Programme Director.

To be responsible for the collection of fees for meetings, issuing of receipts, organisation of payment of related expenses and responsibility for preparing and maintaining spreadsheets and accounts of income and expenditure relating to the CST teaching programme.

Identify and introduce cost improvement and efficiency measures and mechanisms for income generation

Comply with Trust procurement processes and policies to order and supply CST training equipment.

### **Information Management**

Management responsibility for maintenance of HEE NW regional databases and of online electronic resources, maximizing the use of IT facilities and systems to help maintain efficient working practices

Analysis of local data and outcomes pertaining to education of CST trainees.

Management of the [CST website](#), gathering relevant information to be uploaded and keeping all information updated.

### **Governance**

The post holder will operate at all times to high standards of probity including observing Health and Safety regulations, all policies and procedures approved by the Trust, the Trust's Standing Financial Instructions and the Data Protection Act in relation to confidential data, including paper and electronic communication.

### **Communications**

Providing and receiving complex, sensitive or contentious information, where persuasive, motivational, negotiating, training, empathic or re-assurance skills are required. This may be because agreement or cooperation is required or because there are barriers to understanding

Facilitate and enable effective communication across all areas of responsibility including liaison with HEE NW representatives, Lead Employer, Consultant surgeons across the region, Trust Finance & Supplies department and UHSM/Academy staff.

Provide specialist CST training knowledge, planning and leadership to the CST lead and TPD's across the region, including support for Director of Postgraduate Medical Education.

To inform staff of the importance of the CST programme and BTBC project initiative. By ensuring active communication and liaison with all health economy personnel involved in the training and assessment process relating to the CST training.

To be responsible for taking, transcribing and distribution of minutes in a timely manner.

To adhere to departmental and/or Standard Operation Procedures (SOPs)

To deal with sensitive telephone enquiries, which will require tact & diplomacy, promptly and communicating accordingly thereafter.

### **Analytical and Judgemental Skills**

Judgements involving a range of facts or situations, which require analysis or comparison of a range of options.

Monitor educational activity and outcomes of training in line with GMC/PMETB standards in order to identify areas for service development

Undertake regular region audits of CST placement performance, with the QA manager.

To maintain regional databases and prepare reports for regulatory bodies regarding CST.

### **Planning and organising**

Planning and organisation of a number of complex activities or programmes, which require the formulation and adjustment of plans.

Organisation of courses, conferences and educational events relating to the CST teaching programme; including travelling to external venues when required.

Ability to be proactive in the development of the CST teaching programme and surgical teaching across trainee grades at UHSM.

Use of persuasive, negotiation skills to source options for teaching venues; consultant faculty; and surgical equipment/consumables. Analysis of range of options to achieve best outcome with consideration to teaching delivery and educational outcome, versus cost effectiveness.

### **Responsibility for Policy and Service Development and Implementation**

Act as a source of specialist information and liaise with multiple external agencies and stakeholders such as Royal Colleges, HEE NW and Lead employers.

To develop and review new procedures and processes to ensure the efficient running of the CST teaching programme.

Develop, project plan and implement Trust wide educational projects and policy initiatives in conjunction with the UHSM Academy

In collaboration with the CST lead, ensure that standards and contractual obligations are met to national (Royal College) and HEE NW expectations.

Organise Inspection and Performance Review Visits from Postgraduate HEE NW, Royal Colleges and other specialty advisory bodies, including organisation of visit, management of report and support for implementation of recommendations.

### **Responsibilities for Human Resource and Leadership**

Regularly responsible for the provision of basic HR advice. Responsible for day-to-day management of a group of staff.

## **Other Key Responsibilities**

As a member of the UHSM Academy, all Academy staff are required to work together as one talented team to ensure the objectives and goals of The Academy are achieved.

This requires all members of Academy staff to be flexible, within their hours of work and skills and competencies to work within any part of the Academy in order to maintain and deliver any of the Academy services. This flexibility will allow The Academy to respond to both predicted and unexpected seasonal and other fluctuations in capacity and demand.

The Academy senior management team requires all members of the Academy multidisciplinary team to work flexibly, as required, across the Academy for up to 20% of their contracted hours.

## **Supplementary Information**

### **Freedom to Act**

Is guided by precedent and clearly defined occupational policies, protocols, procedures or codes of conduct. Work is managed, rather than supervised, and results/outcomes are assessed at agreed intervals.

### **Responsibility for Financial and Physical Resources**

Authorised signatory for small payments. Responsible for the purchase of some physical assets or supplies. Monitors Department/service budgets or financial initiatives

### **Effort and Environmental Factors**

**Physical Effort:** There is a frequent requirement for sitting in a restricted position for a substantial proportion of the working time due to substantial amount of computer work, sitting at VDU. There is an occasional requirement for light physical effort for several short periods during a shift. Removal and relocation of furniture in seminar rooms i.e. tables and chairs to suit the requirements of each teaching session on a weekly basis with additional ad hoc sessions and handling CST equipment. Office based post with occasional requirement to transport CST equipment to other hospitals within HEE NW

**Mental Effort:** There is a high degree of complex, analytical work involved in this role. There will be regular interruptions from CST trainees via telephone, e-mails and personal visits to the department. In addition, the implementation of curricular changes will involve deep concentration. Daily requirement for concentration when dealing with reports, data sheets to ensure accuracy.

**Emotional Effort:** Responsibility for trainees involves a high degree of emotional effort. Trainees suffer emotional distress for various reasons such as physical and mental illness, family or financial problems etc. The post holder will come into daily contact with trainees and will need to liaise with the Senior Management Team in this support role.

## **General & Corporate Duties**

### **Risk Management**

It is a standard element of the role, and responsibility of all staff of the Trust, that they fulfil a proactive role towards the management of risk in all of their actions. This entails the risk assessment of all situations, the taking of appropriate actions and reporting of all incidents, near misses and hazards.

### **Records Management/ Data Protection**

As an employee of the Trust, you have a legal responsibility for all records (including patient health, financial, personal and administrative) that you gather or use as part of your work with the Trust. The records may be paper, electronic, microfiche, audio or videotapes, or x-ray images. You must consult your manager if you have any doubt as to the correct management of the records with which you work.

### **Confidentiality and Information Security**

As a Trust employee you are required to uphold the confidentiality of all records held by the Trust, whether patient records or trust information. This duty lasts indefinitely and will continue after you leave the trust employment. All employees must maintain confidentiality and abide by the Data Protection Act.

### **Data Quality**

All staff are personally responsible for the quality of data entered by themselves, or on their behalf, on the Trust's computerised systems or manual records (paper records) and must ensure that such data is entered accurately to NHS data standards, in a timely manner to ensure high standards of data quality in accordance with the Trust Data Quality and Clinical Record Keeping Policies.

To ensure data is handled in a secure manner protecting the confidentiality of any personal data held in meeting the requirements of the Data Protection Act 1998, Caldicott recommendations and other relevant legislation and guidance are applicable and should be adhered to.

### **Health and Safety**

All employees of the Trust have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. Employees are required to co-operate with management to enable the Trust to meet its own legal duties and to report any circumstances that may compromise the health, safety and welfare of those affected by the Trust's undertakings.

Occasional exposure to animal tissue, with appropriate personal protective equipment, in clinical skills teaching seminar room

### **Infection Prevention**

As member of a clinical team your personal contribution to reducing healthcare associated infections (HCAIs) require you to be familiar with the Trust's Infection Control Manual including the Hand Decontamination Policy, Personal Protective Equipment Policy, safe procedures for using aseptic techniques and safe disposal of sharps. You must be aware of your role in the decontamination of patient shared equipment and are required to attend mandatory training in Infection Prevention & Control and support the Trust in achieving compliance with the Health Act 2006(all measures known to be effective in reducing Health Care Acquired Infections).

### **Trust Policies**

The Trust operates a range of policies, e.g. Human Resources, Clinical Practice (available on the Trust's intranet). All Trust employees must observe and adhere to the provisions outlined in these policies.

### **Equal Opportunities**

The Trust provides a range of services and employment opportunities for a diverse population. As a Trust employee you are expected to treat all patients/customers and work colleagues with dignity and respect irrespective of their background.

### **Safeguarding**

All staff have a responsibility to promote the welfare of any child, young person or vulnerable adult they come into contact with and in cases where there are safeguarding concerns, to act upon them and protect the individual from harm.

All staff should refer any safeguarding issues to their manager and speculate accordingly in line with the Trust Child and Adult Safeguarding Policies.

Any post deemed to have regular contact with children and/or vulnerable adults with require a Standard/Enhanced\* DBS (Disclosure and Barring Service check).

## Person Specification:

Attributes	Essential	Desirable	Method of Assessment
<b>Education/Qualifications</b>	<ul style="list-style-type: none"> <li>Degree level or equivalent experience</li> </ul>	<ul style="list-style-type: none"> <li>Administration diploma or equivalent.</li> </ul>	<ul style="list-style-type: none"> <li>Application Form</li> <li>Certificates</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Ability to work with and lead a team</li> <li>Experience of working with policies and procedures.</li> <li>Experience of QA, audit and management of regulatory visits</li> </ul>	<ul style="list-style-type: none"> <li>Previous Clinical Skills Experience.</li> <li>Knowledge of Core Surgical Training.</li> <li>At least 3 years NHS experience working in a medical education or medical staffing setting</li> </ul>	<ul style="list-style-type: none"> <li>Application Form</li> <li>Interview</li> <li>References</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>Advance oral and written communication skills, (inc negotiation, persuasion and motivation)</li> <li>Ability to deal with sensitive information in appropriate manner</li> <li>Report writing &amp; analysing</li> <li>Ability to operate with a high degree of independent judgement and initiative.</li> <li>Experience of managing budgets and operating a range of financial systems</li> <li>Highly advanced organisational skills and the ability to coordinate and prioritise complex projects.</li> <li>Advance key board skills, including excel</li> <li>Arranging meetings and minute taking</li> <li>Presentation skills</li> </ul>		<ul style="list-style-type: none"> <li>Application Form</li> <li>Interview</li> <li>References</li> <li>Presentation</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>Specialist knowledge of surgical training equipment and supplies ordering systems.</li> <li>Good understanding of DoH modernisation &amp; healthcare plans</li> <li>Health &amp; Safety and Confidentiality/Data protection</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of medical terminology.</li> <li>Knowledge and understanding of GMC Promoting excellence: standards for medical education and training</li> </ul>	<ul style="list-style-type: none"> <li>Application Form</li> <li>Interview</li> <li>References</li> </ul>
<b>Aptitudes</b>	<ul style="list-style-type: none"> <li>Willingness to undertake training and self-develop</li> <li>Enthusiastic, resolute and flexible approach to work, including ability to motivate team members</li> <li>Able to travel between across the Health Education England North West area to external meetings</li> <li>The ability to work under pressure</li> <li>Good attendance record</li> </ul>		<ul style="list-style-type: none"> <li>Application Form</li> <li>Interview</li> <li>Document Check</li> </ul>