

JOB DESCRIPTION

JOB DETAILS

Job Title:	Medical Education Administrator
Grade:	4
Division:	Corporate Services
Directorate:	Medical Education & Library Services
Ward/Department:	Postgraduate Medical Education Department
Base:	Postgraduate Department

ORGANISATIONAL RELATIONSHIPS

Accountable to:	Head of Postgraduate Medical Education
Reports to:	Operational Services Manager

JOB PURPOSE

Job Purpose:

The postholder will have three main priorities within the job:

1. Ensuring a thorough and high-quality administrative service to key contacts in support of their designated training activity area.
 2. Supporting the delivery, organisation and quality assurance of training programmes.
 3. Performing as part of a well-integrated medical education team, providing cross cover to other specialty areas and support for generic areas of work.
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MAIN DUTIES AND RESPONSIBILITIES:

- a) Provide an efficient administrative service to support the delivery and organisation of postgraduate medical education including the senior clinical, academic and management team.
- b) Operation of efficient office procedures and systems, support for setting up teaching and professional meetings, teaching material and presentation preparation.

- c) Organise effective meetings and forums for supported academic and management staff, and minute these as requested.
- d) In collaboration with the Operational Service Manager/Team Leader, responsibility for the organisation and smooth running of the specialty teaching programmes and ad hoc educational workshops across all Trust sites (TGH & Central in particular). This involves assisting with the design of the programme, responsibility for the organisation, implementation and audit of the weekly sessions. Provide appropriate facilitation for the above and undertake any relevant record keeping and publicising.
- e) Provide support for the organisation of induction, both at Trust and Specialty level.
- f) Organisation and facilitation of Exit Interviews and appraisals, collation of feedback and record keeping.
- g) Ensure records are kept of attendance at meetings and mandatory training for CPD/CME and NHSLA purposes.
- h) Where designated, administration of study-leave applications for allocated specialty areas, maintenance of faculty development records and liaison with Health Education North West.
- i) Liaison with Health Education North West, Specialty Schools, Royal Colleges and other linked stakeholders.
- j) Maintenance of information managements systems to include spreadsheets and databases for trainers and trainees. Production of regular data sets to support reporting.
- k) Where required, support the running of faculty development courses, providing induction and administrative support for clinical faculty.
- l) Where required, support the activity of the Quality Lead in the preparation of reports, collation of data and delivery of monitoring visit logistics.
- m) The job description should be taken as an outline of the major areas of responsibility that may be subject in the future to further refinement.
- n) Provide cross cover for other specialties where required.

HEALTH & SAFETY AT WORK

The Trust has a statutory responsibility to provide and maintain a healthy and safe environment for its staff to work in. You equally have a responsibility to ensure that you do nothing to jeopardise the health and safety of either yourself or of anybody else. The Trust's Health and Safety Policies outline your responsibilities regarding Health and Safety at Work. The postholder must not wilfully endanger him/herself or others whilst at work. Safe working practices and safety precautions must be adhered to. Protective clothing and equipment must be used where appropriate. All accidents must be reported to your Senior Manager and you are asked to participate in accident prevention by reporting potential hazards.

SECURITY

The post holder has a responsibility to ensure the preservation of NHS property and resources.

CONFIDENTIALITY

Confidentiality must be maintained at all times in all aspects of the work.

EQUAL OPPORTUNITIES

The Trust encourages Equal Opportunities and operates an Equal Opportunities Policy. All individuals regardless of race, ethnicity and nationality, gender or disability are encouraged to apply for all posts.

NO SMOKING POLICY

The Trust has adopted a smoking control policy.

TEAM BRIEFING

The Trust operates a system of teambriefing, which is based on the principles that people will be more committed to their work if they fully understand the reasons behind what is happening in their organisation and how it is performing. It is expected that all employees will attend the monthly briefing sessions.

PERSON SPECIFICATION
MEDICAL EDUCATION ADMINISTRATOR

Criteria	Essential	Desirable	Assessment
Capable of successfully handling a range of professional relationships and maintaining co-operation with all clients	✓		Application Form/ Interview
Admin/Business NVQ level 3 or equivalent experience	✓		Application Form/ Interview
Self motivation, flexibility and ability to work with minimal supervision.	✓		Interview
Excellent communication skills both verbally and written	✓		Application Form/ Interview/ Presentation
Demonstrable advanced administrative skills to a high standard to include accurate data transcription for reports, advanced keyboard use and the production of high quality Trust reports.	✓		Application Form/ Interview Documented examples of work.
Good organisational skills and ability to co-ordinate and prioritise workload to meet deadlines.	✓		Application Form/ Interview
Confidence with Information Technology and high level of competence using Microsoft Office especially Word, Excel PowerPoint and email to a high standard	✓		Application Form/ Interview Documented examples of work.
Enthusiastic, resolute and flexible approach to work, including ability to work alone and as part of a team	✓		Interview
NHS or Education Experience		✓	Application Form/ Interview

