

JOB DESCRIPTION

Job Title:	Induction Lead
Grade:	Band 5
Reports to:	Operational Services Manager
Accountable to:	Head of Postgraduate Medical Education
Accountable for:	Delegated Specialty Training Administrators
Base/Department:	Department of Postgraduate Medical Education, MRI
Hours:	37.5

Main purpose of job:

As a University Teaching Hospital, it is essential that we provide an environment which supports the learning and development of trainee doctors. This post is key to ensuring a cohesive approach to Quality Assurance across Medical Education, working within the existing reporting mechanisms of the Trust. This will involve liaising and negotiating with Trust staff and doctors in training, acquiring information and documentation and maintaining a central information function. The postholder will have responsibility for the organisation of evaluations and preparation of reports, designing, constructing and maintaining educational databases and analysing information to produce reports. You will work effectively as a member of the team, but also autonomously when required.

The postholder will have responsibility for ensuring any new non-consultant grade doctors receive timely information regarding their corporate Trust induction. He/she will be responsible for collating induction attendance information from various sources, monitoring and reporting attendance figures back to Divisions on a regular basis.

Main Tasks/Overview of Responsibilities

1. Co-ordinate, plan and administer the delivery of induction for non-consultant grade doctors.
2. To plan and organise own workload and that of delegated Specialty Training Administrators.
3. Manage and develop database systems to record induction compliance, providing reporting solutions and follow up actions
4. To develop relationships across the Medical Education teams to ensure integration of applications into existing systems where appropriate.
5. Organise the timing, administration, collection and collation of evaluations.

6. Contribute data for a variety of submissions such as Divisional Reviews and annual Health Education North West LEP reports ensuring that the information related to these is maintained throughout the year.
7. Establish an electronic archiving system for all documentation for monitoring review purposes.
8. Network and influence at different levels in the organisation, ensuring that QA measures are well-received, get a high profile and are embedded into the everyday working processes of Medical Education.
9. Support the development of visible key performance indicators for the education team, regularly updating these and providing progress reports, including dashboards.
10. Support the development of a series of outcome measures for medical education, collecting and reporting on these on a regular basis.
11. Develop and support a sustainable calendar of data collection with appropriate lead time times and scheduling.
12. Support the development of web-based initiatives such as blogs, web-based publishing and the use of social media to support medical education.
13. Support the work of the Divisional Leads providing administrative and operational assistance.
14. To line manage delegated Specialty Training Administrators, taking responsibility for allocation and supervision of work. In conjunction with the Medical Education Manager, be responsible for their appraisal, discipline, grievance, recruitment, appointments and induction.
15. Delegated budget responsibility for non-pay and consumable items.
16. Attend wider PGME team meetings and provide cross-cover for PGME organisers within the team as required.
17. Take an active role in the wider PGME team, including providing support to the Senior Management team as required.

Others

1. Observe, and maintain at all times, the confidentiality of staff information and records.
2. Observe the requirements of the Health and Safety at work act and the Data Protection act.
3. Other duties as delegated from time to time by the Associate Director of Medical Education, the Head of Postgraduate Medical Education or the Medical Education Manager.

Health & Safety

1. Ensure that you work in accordance with all Trust policies and procedures.
2. Ensure you attend induction and regularly mandatory update training on risk management policy and procedures.

3. Monitor and maintain health, safety and security of self and others in own work area
4. Take immediate and appropriate action in relation to adverse incident reporting utilising the hospital incident reporting system.

Review of Responsibilities

The purpose of this document is to act as a guide to the duties which may be required. It is not an exhaustive list and other duties may be required in accordance with the grade of the post and the competence of the post holder. The job description may from time to time be subject to review and change following consultation with the post holder