

## **JOB DESCRIPTION**

### **JOB DETAILS**

<b>Job Title:</b>	<b>Foundation Programme Co-ordinator</b>
<b>Grade:</b>	<b>5</b>
<b>Division:</b>	<b>Corporate Services</b>
<b>Directorate:</b>	<b>Medical Education &amp; Library Services</b>
<b>Ward/Department:</b>	<b>Postgraduate Medical Education Department</b>
<b>Base:</b>	<b>Postgraduate Department</b>

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### **ORGANISATIONAL RELATIONSHIPS**

<b>Accountable to:</b>	<b>Head of Postgraduate Medical Education</b>
<b>Reports to:</b>	<b>Operational Service Manager</b>
<b>Accountable for:</b>	
<b>Key contacts:</b>	<b>Foundation Programme Director (FPD) Associate Foundation Programme Director (AFPD) Foundation Programme Academic Lead Foundation Programme Careers Lead Foundation trainees Postgraduate Medical Education team Medical Staffing CMFT Consultants and Education Leads GP Tutor GP ST Tutor General Practitioners North Western Health Education North West Other external agencies, eg Medical Schools</b>
<b>Organisational Chart:</b>	<b>Attached</b>

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### **JOB PURPOSE**

The postholder will have three main priorities within the job:

1. To lead the administrative and secretarial support team to the Foundation Programme and key contacts to ensure that the local provision of education and training for all Foundation trainees meets the standards required by the GMC and the North Western Foundation School.
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:**

### **Communication:**

- To act as the first point of contact for all communications about the Trust's Foundation programme including:
  - monitoring and tracking all incoming correspondence and queries. Ensure the Foundation team and Operational Service Manager are aware of ongoing issues and chase up actions as required.
  - liaising with key contacts involved in the Foundation training and assessment process, in particular with a view to keeping up to date with developments in Foundation training.
  - acting as a link between the Foundation team and the Foundation trainees.
  - communicating information to Foundation trainees.
  - acting as the first point of contact for Foundation trainees requiring help and advice and dealing with any personal, sensitive and emotional issues in an appropriate, confidential manner.
  - record all issues regarding Foundation training and ensure that they are reported to the FPD and/or the AFD.
- Maintain up-to-date contact and bleep information for Foundation trainees
- In liaison with relevant personnel, ensure both the Trust and Health Education North West's website information on the CMFT Foundation training programme is up to date.
- Facilitate the implementation of new local, national and regional initiatives in the Trust to ensure Health Education North West and GMC compliance.
- Organise effective meetings and fora for supported Foundation and management staff, and minute these, e.g., Trust Foundation Board.

### **Support - Recruitment and selection:**

- Assist the FPD and AFD in the co-ordination and curriculum mapping of tracks.
- Lead on the allocation of Foundation trainees into their placement and rota after matching.
- Allocate and oversee appropriate supervision arrangements for Foundation doctors.
- Attend the HENW Foundation School's Recruitment Fair and assist with the production of recruitment and promotional material as required.
- Identify and report potential vacancies within the Trust's Foundation Programme to relevant stakeholders internally or externally.
- Co-ordination of the Trust involvement in the HENW Foundation School's scoring events and attendance at these events to provide administrative support.
- Assist the FPD with the planning, co-ordination and administration of pre-employment competency screening requirements, collecting the required information from the incoming trainees and maintaining accurate records of screening scores.
- Liaise with the HENW Foundation School and the Trust's Medical Staffing department regarding trainees with visas and assist in maintaining the UKFPO and UKBA requirements in relation to doctors working on Tier 4 visas.

- Assist the FPD in the planning of the shadowing period and induction for incoming FY1 trainees. Administer and co-ordinate the shadowing period and induction, including training on the use of the Health Education North West's VLE package, organising mandatory training sessions and monitoring completion, recording attendance information and collating feedback for distribution to relevant personnel. Ensure induction attendance and training records are passed on to the Induction Lead.
- Ensure all departments provide a unit induction to incoming Foundation trainees
- Co-ordinate allocation of educational and clinical supervisors to individual Foundation trainees and ensure effective communication to all parties.

### **Support – Teaching & training programme:**

- Monitor that all Foundation trainees are completing training requirements according to timescales, issue reminders to trainees and report any issues to the FPD and/or the AFD.
- Co-ordinate TAB and ad hoc meetings with trainees and educational supervisors and any other meetings requested by the Foundation team.
- Liaise with the FPD and AFD in the planning and production of the formal teaching programme for FY1 and FY2 trainees
  - administer the programme including sourcing and liaison with speakers, organisation of venues and resources, distribution of the programme to trainees and facilitating the teaching sessions.
  - record attendance at teaching sessions and reasons for absence, providing regular reports and feedback to the FPD and AFD.
  - ensure evaluation and feedback is recorded, analysed and passed on to the FPD, AFD and the speakers.
- To be responsible for the operation of the Trust's bleep-free teaching system.
- Organise practical and skills sessions for trainees ensuring appropriate arrangements for using carcass materials and the safe use of suturing kits and teaching mannikins during the sessions.

### **Support – Sign-off procedures**

- Local co-ordination and administration, to the set standards, of the system for 5.1 sign off and full GMC registration for FY1 trainees and 5.2 sign off for FY2 trainees
  - maintain accurate records, distribute and collect relevant materials.
  - liaise between Foundation trainees and the Health Education North West Foundation School regarding GMC registration issues and ensure all documentation is sent to the Health Education North West by the published deadline.
  - inform all relevant stakeholders when a Foundation trainee is not to be signed off.
  - administer the local appeals process.

### **Support – Doctors in difficulty:**

- Maintain records in relation to doctors in difficulty, ensuring confidentiality, and reporting any issues to the FPD and AFD.

- Ensure the HENW Foundation School Director, CMFT Foundation Programme Director and Operational Service are aware of any doctors in difficulty.

### **Support - Careers:**

- Provide support to the Foundation Programme Careers Lead and assist in the organisation and administration of careers activities, eg the Trust's Careers Fair.
- Direct trainees to the appropriate Health Education North West/National resources for career advice
- Distribute information on careers opportunities, provide information on "Taster" sessions within the Trust and take responsibility for the administration of a programme for these sessions.
- Organise and lead the Linnet Clough activity session during shadowing which includes invoice processing, receipt and payment of cheques.

### **Support - Academic:**

- Provide support to the Foundation Programme Academic Lead as required.

### **Support – General Postgraduate Medical Education:**

- Assist the Foundation Programme Director and the Operational Service Manager with the preparation and administration of Health Education North West monitoring visits.
- To line manage delegated administrators, taking responsibility for allocation and supervision of work. In conjunction with the Operational Service Manager, be responsible for their appraisal, discipline, grievance, recruitment, appointments and induction.
- In collaboration with the GP Tutor, take responsibility for the organisation and smooth running of the GP Teaching Programme, Teaching Skills workshops and ad hoc educational workshops. 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.
- Attend wider PGME team meetings and provide cross-cover for other PGME activities as required.
- Support the efficient operation of the front of house office service, maintaining stationary stock and supplies including ordering, security and stock control.

### **Information systems & management:**

- Be responsible for the input, update and maintenance of data on "HORUS" for the management of Foundation trainees training within the HENW Foundation School.
  - ensure the accuracy of information including tracks, placements, supervisors, formal teaching programme attendance and trainees' appraisals.
  - to provide advice and training to all clinicians involved in the North Western Health Education North West's e-portfolio system.
- Ensure the Health Education North West's "Intrepid" database is updated accurately at the

beginning of each training year with Foundation trainee and order of rotation date.

- Liaise with the administrator with responsibility for study leave to cross-check FY2 study leave expenditure, highlighting concerns or any discrepancies to the Operational Service Manager and the Foundation team.
- Lead on the administration and submission of the annual local QualiFY report for the HENW Foundation School by collating information and evidence continuously throughout the year.
- Liaise with the Induction lead by collating and providing Foundation Programme information as requested for inclusion in central management information reports.
- Organise audits and surveys, as requested by the Foundation team, with collection and analysis of data.
- Prioritise workload around timelines in relation to national and local requirements of the Foundation Programme.

### **Professional development:**

- Develop, introduce and maintain working systems.
- Develop, review and promote best working practice, implementing change and contributing to policy where necessary, ensuring standards and protocols are in place.
- Prioritise, identify and rectify problems.
- Attend training, updating and networking events organised by the North Western Foundation School as part of constantly improving the delivery of the Foundation Programme and professional self-development. This will involve 6 days per annum for training and up to 2 days per annum for recruitment. Attendance at other ad hoc Health Education North West events will be expected.

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.

## **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  
FOUNDATION PROGRAMME CO-ORDINATOR**

<b>Criteria</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessment</b>
Capable of facilitating professional and managerial relationships and maintaining co-operation with all clients.	✓		Application Form/ Interview
Degree level qualification or equivalent experience.	✓		Application Form/ Interview
Excellent communication skills both verbally and written with experience in writing succinct and accurate reports.	✓		Application Form/ Interview
Experience of managing budgets and operating a range of financial systems and administrative procedures.	✓		Application Form/ Interview
Highly advanced organisational skills, excellent timekeeping and attention to detail with the ability to co-ordinate and prioritise complex projects and interpret complex data.	✓		Application Form/ Interview
Competent and confident with Information Technology, in particular creating, developing and managing databases with experience of using Microsoft Office packages such as Access, Excel, PowerPoint, Word and email.	✓		Application Form/ Interview
Enthusiastic, resolute and flexible approach to work, including ability to work alone and as part of a team.	✓		Interview
Experience of managing staff.	✓		Application Form/ Interview
Experience in working with statistics to support KPIs and quality information analysis.	✓		Application Form/ Interview
Competent and confident with social media technologies such as twitter, facebook, blogs and web based publishing.		✓	Application Form/ Interview
Strategic and Operational thinking, planning and decision making.		✓	Application Form/ Interview
NHS or Education Experience.		✓	Application Form/ Interview

## JME EFFORT FORM

**Job Title:** Foundation Programme Co-ordinator  
**Physical Effort**

Is the Job Holder expected to perform tasks of a physical nature<sup>1</sup>

☒ Yes ☐ No

How often? ☐ Every shift ☒ Weekly ☐ Monthly ☐ Less often

For how long? ☒ <20 minutes on each occasion ☐ >20 minutes on each occasion

When lifting/moving, are mechanical aids provided?

☒ Yes ☐ No

What weight is involved?

☐ < 5 kilos ☒ 2 – 15 kilos ☐ > 15 kilos

Is the Job Holder expected to sit/stand in a restricted position<sup>2</sup>?

☒ Yes ☐ No

How often? ☒ Every shift ☐ Weekly ☐ Monthly ☐ Less often

For how long? ☐ <20 minutes on each occasion ☒ >20 minutes on each occasion

### **Mental Effort**

Is the Job Holder expected to perform duties of an unpredictable nature<sup>3</sup>?

☒ Yes ☐ No

If Yes, please give examples on a separate sheet of paper and attach to this form.

### **Emotional Effort**

Does the Job Holder deal with distressing or emotional circumstances/information, directly or indirectly?

☒ Directly ☐ Indirectly ☐ No

How often? ☐ Every shift ☒ Weekly ☐ Monthly ☐ Less often

### **Working Conditions**

Does the Job Holder work in unpleasant working conditions<sup>4</sup>?

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<sup>1</sup> Lifting, pushing, pulling, bending, kneeling, crawling, walking >1 mile at any one time, restraint of patients, moving patients, heavy manual digging

<sup>2</sup> Keyboard input, wearing a telephone headset, driving, sitting at a microscope, standing making sandwiches, serving meals on a conveyor system

<sup>3</sup> Where the post holder is required to change from one activity to another at third party request

<sup>4</sup> Direct exposure to dirt, dust, smell, noise, inclement weather, extreme temperatures. Indirect exposure to or in the vicinity of body fluids, foul linen, fleas, lice, noxious fumes.



☐ Yes      ☒ No

How?                      ☐ Direct exposure    ☐ Indirect exposure

How often?              ☐ Every shift ☐ Weekly    ☐ Monthly    ☐ Less often