

JOB DESCRIPTION

Job Details

Job Title: Foundation Programme Administrator

Division: Corporate Services

Base: Postgraduate Medical Education Department,

Full Time: 37.5 hours per week

Band: 4

Organisational Arrangements

Reporting to: Foundation Programme Coordinator

Other accountabilities: Head of PGME
Foundation Programme Director(s)

Job Purpose

The post-holder will be expected to work alongside the Foundation Programme Directors (FPD) to provide a comprehensive coordination, organisation and administration of the Foundation Programme in line with the Foundation School requirements, including external placements at The Christie Hospital NHS Trust, GP placements & Greater Manchester Mental Health.

The post holder will organise the training programmes and tracks in line with the Foundation curricula. This will include interpreting information and creating solutions using their own judgement. Further responsibilities include the management of inter-professional medical education activity and initiatives within MFT including coordinating the Foundation team to facilitate conferences, courses, seminars, events and other learning activities. The post holder will also be responsible for the coordination and approval process of all study leave, including budgetary requirements, relating to foundation trainees

The post holder will be responsible for the preparation of the Foundation shadowing period and Trust Induction programme and ensure all mandatory training of foundation doctors is up to date and recorded on the OLM (Oracle Learning Management) system. The post holder will be required to represent the department at internal and external meetings; this will include the preparation of agendas for postgraduate meetings and taking minutes for these meetings and to participate in delivery of educational events throughout the year.

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

Main Duties and Responsibilities

Human Resources/Administration

The post holder is responsible for recruiting local educators and administrators at scoring and interview days. The post holder is required to partake in all events.

Administer relevant procedures (shortlist information, interview schedules, directions and agenda times) and ensure that the relevant training has been completed (e.g., equality and diversity).

Coordinate a team to represent MFT at internal and external events such as Foundation career events.

Produce and distribute marketing materials for Foundation career events.

Assist the FPD with the curriculum mapping of the Foundation tracks.

Ensure that the tracks are up to date with the correct educational/clinical supervisors attached to them. And that this information is recorded promptly on the Foundation portfolio.

Organise the track orders and communicate the final tracks to the Foundation doctors, HR/medical staffing, educational/clinical supervisors, The Christies MEM and HR/medical staffing department, GP practices and Manchester Mental Health Trust.

Maintain the information on Health Education England North West (HEENW) website.

Identify and report potential vacancies within the Trusts Foundation programme to the FPD and Foundation school.

Liaise with HR & Foundation School in relation to Tier 4 visas requirements.

Administer and coordinate the Shadowing programme for the Foundation doctors.

Administer and coordinate the Induction programme for the Foundation doctors.

Provide admin and support to the Training Grades doctors' inductions.

Organise mandatory training such as resuscitation/ILS/AIMS plus any other training that is considered a pre-requisite for any doctors taking up and F1 or F2 post.

Maintain attendance records and record on OLM or relevant system.

Ensure that all Foundation doctors complete the relevant e-learning packages (mandatory training) before they commence into F1 or F2.

Operational Management

Implements policies and procedures for own work area.

Required to have knowledge of administrative procedures and practices for specialised IT system to enable accurate data capture, monitoring of trainee progress for ARCP (i.e. Intrepid & HORUS).

Knowledge of how to deal with non-routine activities, answer queries and task-related problem solving.

Knowledge to be acquired through formal training/experience to diploma level or equivalent.

Financial Management

Manage the Study Leave budget system, maintaining accurate records and ensure that all study leave is approved by the FPD or MEM and recorded on the Intrepid system.

Send study leave reports to the HEENW so that study leave reimbursements can be made to the Trust, in line with Foundation School policy.

To ensure supplies /educational resources for departmental teaching are ordered as required and compliant with current financial policies.

Information Management

Collates data from a range of IT applications for the annual QualiFY report for Foundation School. This will include collation of information and evidence continuously throughout the year, especially data from HORUS.

Update and maintain the Postgraduate department intranet webpages.

Be responsible for the input and maintenance of data on Foundation e-Portfolio (ie HORUS), this also includes uploading teaching programmes & registers, placements & authorised supervisors.

Be responsible for ensuring the Intrepid database is updated accurately at the beginning of each training year.

Coordinate and organise three Foundation reviews per year for each Foundation doctor and maintain accurate records of the process and keep copies of outcomes in personnel files.

Liaise as necessary between the Foundation doctors and the Foundation School regarding GMC registration and F2 sign off, and monitor GMC provisional and full registration documentation.

Maintain records of FY2 destinations and forwarding email contacts.

Inform all relevant stakeholders if a Foundation doctor cannot be signed off and administer any local appeals processes.

Responsible for taking and transcribing formal minutes of the Trust Specialty Training Lead meetings. This will include circulating minutes and action plans from the meetings to all members. The minutes will be circulated to executive members, directors and senior managers.

Communication

Provides and receives complex information: persuasive, motivational, negotiating, training skills are required.

The post holder will act as first point of contact for all communication about the Trusts Foundation Programme. This will include being the first contact for the Foundation doctors who require help and advice.

Maintain an up to date database of contact information for all Foundation doctors.

Report any training issues to the Foundation director and Medical Education Manager (e.g., health issues, conduct, professionalism) and signpost appropriate pastoral care support.

Maintain confidential records in relation to Doctors in Difficulty (DID) and keep the Foundation School Director informed.

Liaise with Foundation School, communicate information to the Foundation doctors and trainers, as and when appropriate, acting as a link between the FPDs and Foundation doctors

Distribute external communications from the NW Foundation School regarding the foundation programme to MFT personnel.

Provide any necessary training and handover to other members of staff.

Assist with the organisation and administration of careers activities and signposting to a professional advisory service.

Facilitating education programmes in accordance with Foundation School curriculum.

Analytical and Judgemental Skills

Required to analyse assessments and data and resolve failures and determine the appropriate course of action to meet project standards and outcomes required.

Quality Management

Assist the FPD with the preparation for any HEENW reviews as required.

Ongoing monitoring & evaluation of the Foundation teaching programme & placements.

Collate feedback for quality assurance purposes and distribute to speakers

Undertakes surveys as necessary for foundation training, including collation of evaluation feedback from educational training delivered from Postgraduate Department

Planning and organising

Attend all meetings internally and externally associated with Foundation training. Organise Foundation team meetings.

Ensure that learning environments are conducive to teaching, education, training and development for all staff and learners.

To be responsible for booking rooms, speakers, equipment and catering, for teaching sessions and events.

Ensure trainees are provided with information re careers taster sessions and provide support to organise placements.

Supplementary Information

Freedom to Act:

Is guided by precedent and clearly defined standard operating procedures, someone available for reference, work is managed rather than supervised.

Work is checked on a regular basis by Consultant Foundation Programme Director(s), understands what standards are to be achieved, and works within departmental procedures under Medical Education Manager.

Responsibility for Financial and Physical Resources|:

Required to keep track of budgetary study leave spend in liaison with Foundation Programme Director(s).

To ensure supplies for Foundation and any other departmental teaching are ordered as required and maintain stock levels and security of stock cupboard.

To plan use of resources and equipment. To ensure safe use of equipment, during assembly and dismantling of equipment (including provision of all essential safety equipment) at teaching sessions.

To ensure cheque payment received for courses are secure and paid into the correct budget through Cashier's Office.

Effort and Environmental Factors

Physical Effort:

Light physical effort. Occasional requirement to move furniture and equipment for teaching sessions exposure to unpleasant conditions is rare. Use of VDU equipment more or less continuously

Office conditions, extended laptop or computer use.

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

Exposure to cadavers, with appropriate personal protective equipment, under full supervision from clinical lead, in Manchester Surgical Skills and Simulation Centre

May be required to attend events and meeting, with equipment, off site within the North West Region, transporting some equipment to teaching sessions from storage as required.

Mental Effort:

Frequent concentration, work pattern predictable.

Daily requirement for concentration when writing reports and protocols, when analysing statistics, to ensure accuracy. Regular interruptions from trainees and educators via telephone, e-mails and personal visits to the department.

To be responsible for dealing with sensitive telephone and email queries and redirecting, as necessary, with an agreed framework. Answer the doctors' bleeps during protected teaching

Emotional Effort:

Exposure to distressing or emotional circumstances is rare. Little exposure to emotional effort. Will be required to assist in the pastoral care of trainees – occasionally exposed to emotional situations.

Working Conditions:

Mainly office based with requirement to travel within local area including Manchester Surgical Skills and Simulation Centre.

Other Key Responsibilities

Attend training, networking and updating events organised by the Foundation School as part of constantly improving the delivery of the Foundation programme and professional self-development. This involves 6 days per annum for training and 2 days per annum for recruitment.

As a member of the wider Education faculty, all staff are required to work together as one talented team. This requires all members of staff to be flexible, within their hours of work and their skills and competencies to work within any part of the team in order to maintain and deliver all educational contracts. This flexibility allows the department to respond to both predicted and unexpected seasonal and other fluctuations in capacity and demand.

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

This job description is intended to be a general guide to the duties and responsibilities of the post and not a rigid, inflexible specification. It will be subject to regular review and may alter following consultation with the post holder.

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.

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
Education/Qualifications	<ul style="list-style-type: none"> NVQ level 3 or equivalent Good standard of general education ECDL or equivalent IT qualification 	<ul style="list-style-type: none"> Administration diploma or equivalent. 	<ul style="list-style-type: none"> Application Form Certificates
Experience	<ul style="list-style-type: none"> working as part of a team in a busy office environment arranging/facilitating formal meetings and minute taking evidence of organising and maintaining own complex work schedules and meeting deadlines. evidence of working within boundaries of policies and procedures Proven experience of working to deadlines. Problem solving abilities. Experience of working a multi-disciplinary team. 	<ul style="list-style-type: none"> Experience of working in Medical Education or Foundation Teaching programme 2 years' experience in secretarial/clerical role in office environment 	<ul style="list-style-type: none"> Application Form Interview References
Skills	<ul style="list-style-type: none"> Ability to communicate effectively at all levels. Excellent telephone manner, written and verbal skills Advance keyboard skills, experience with presentation packages, word processing, excel spreadsheet and database skills. Use of own initiative Ability to plan workload, monitor progress and meet deadlines. 	<ul style="list-style-type: none"> Familiar with report writing. Stock control. 	<ul style="list-style-type: none"> Application Form Interview References
Knowledge	<ul style="list-style-type: none"> Knowledge and experience of Microsoft Packages e.g., Word, PowerPoint & Excel and databases. Knowledge of office systems, policies and protocols Knowledge of basic statistical analysis Basic understanding of medical education and trainee progression Information Governance 	<ul style="list-style-type: none"> Knowledge of medical terminology 	<ul style="list-style-type: none"> Application Form Interview References
Aptitudes	<ul style="list-style-type: none"> Excellent attendance and punctuality record. Able to work under pressure High customer service ethic 	<ul style="list-style-type: none"> Able to travel to other locations within the Health Education England North West area 	<ul style="list-style-type: none"> Application Form Interview Document

	<ul style="list-style-type: none"> • Self-motivated, working with minimum supervision and own initiative • Flexibility to manage frequent interruptions and conflicting demands on time • Commitment to continuing professional development • Flexibility to meeting the needs of the service e.g., out of hours, absence • Willingness to travel between sites and other establishments as required Tactful and diplomatic • Caring/Professional manner • Team player • Innovative problem solver 		Check
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