

JOB DESCRIPTION

Job Details

Job Title:	Postgraduate Deputy Manager
Division:	Corporate Services
Base:	Postgraduate Centre
Full Time:	37.5
Band:	5

Organisational Arrangements

Reporting to:	Operational Services Manager
Accountable to:	Head of PGME

Job Purpose

The post holder will be responsible for supporting all postgraduate medical training that is delivered at UHSM. They will work alongside the Postgraduate Medical Education Manager and deliver a high quality and efficient medical education service to all doctors in training.

The post holder will organise the training programmes in line with the curricula and standards for medical education and training. This will include interpreting information and creating solutions using their own judgement. As part of the development of specialty training administration at UHSM, the post holder will be required to set up and in the first instance administer all new specialty training business that comes under the postgraduate remit. Further responsibilities include the management of inter-professional medical education activity and initiatives within UHSM including leading the team to facilitate conferences, courses, seminars, events and other learning activities.

The post holder will be responsible for the preparation of Trust induction programmes in line with NHSLA and ensuring all mandatory training of junior 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.

The post holder will have a key role in ensuring the smooth operation of all administration in the postgraduate department, by providing a high level of administrative support and guidance to other administrators in the department. Further responsibilities include providing pastoral support to junior doctors and SAS grades, and dealing with sensitive information.

Together with the Postgraduate Medical Education Manager the post holder will work closely with the Director of Postgraduate Medical Education and all clinical educators who are involved in doctors' training.

As part of the wider UHSM Academy team, the post holder will occasionally be required to assist other areas of the Academy with administration duties.

Main Duties and Responsibilities

Human Resources/Administration

Responsible for the administrative team/service, co-ordinating and organising Postgraduate Medical Education trust wide, which includes teaching and training events, induction and appraisal for medical staff.

Take part in the recruitment process of postgraduate staff and training grade doctors.

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

Must be willing to continue own professional development.

Operational Management

Provide managerial support to the Medical Education Manager and provide cover in their absence. Participate in Postgraduate, Academy and other Trust meetings.

Advise and support Foundation Programme Directors, Specialty College Tutors, GP tutors, Trust Specialty Training Leads.

Provide pastoral care, careers advice and support to junior medical staff.

Act as a source of information and liaise with internal & external stakeholders.

Manage, develop and deliver teaching programmes and curricula for medical education, including Specialty Trainees, GP Trainees, SAS grades. Ensure delivery of the Educational Development programme for Clinical and Educational Supervisors.

Work with the Medical Education Manager to co-ordinate the Junior Doctors Induction programme liaising with all relevant departments and ensuring accurate recording for compliance with NHSLA standards. Work closely with the Learning and Development department for accurate recording of data on the OLM system

Be responsible for the administrative arrangements of Educational/Postgraduate meetings.

Maintain the system for recording and monitoring of junior doctors' study leave within UHSM.

Responsible for the delivery of ad hoc projects as and when required.

Financial Management

Corporate responsibility for Postgraduate budget management and planning.

Identify mechanisms for income generation and cost improvement and efficiency measures

Information Management

Assist in maintenance of departmental Intranet site, gathering relevant information to be uploaded and keeping all information updated.

Oversee the timely and accurate updating of information with HEE NW for GMC Approval of Supervisors.

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

Other Key Responsibilities

Communications

Facilitate and enable effective communication across all areas of responsibility including liaison with HEE North West representatives, Officers of the Postgraduate Dean's office, Undergraduate Medicine, , Trust Specialty Training Leads & Royal College Tutors, Foundation Programme Directors, GP Tutors, SASG Tutor, Consultant teaching staff, Clinical Directors, Divisional Managers, Human Resources and Managers from a wide range of disciplines; Undergraduate Administrative staff, , Medical School and Postgraduate Centre Managers Network, Junior Medical staff & Consultants, UHSM Academy Leadership Team, Trust Libraries and other departments as required.

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.

Analytical and Judgemental Skills

In the absence of the postgraduate Medical Education Manager, make decisions about individuals or postgraduate medical education having considered the facts available; complex decisions that require judgements to be made after analysing data, completing an investigation or seeking advice should be reported to the Director of Postgraduate Medical Education before action is taken.

Analyse results of junior doctor surveys identifying areas for improvements to be made. Analysis of local data and outcomes pertaining to education of junior doctors.

Analysis of new curricular requirements and interpretation as to the impact on teaching at University Hospital of South Manchester NHS Foundation Trust

Planning and organising

Responsible for supporting the training of Junior Doctor Supervisors.

Manage and develop regular teaching opportunities within postgraduate medical education.

Support Speciality Tutors in the delivery and management of Royal College curricula.

Support the SAS grade CPD programme.

Responsibility for Policy and Service Development and Implementation

Develop, project plan and implement Trust wide educational projects and policy initiatives in conjunction with the UHSM Academy. In collaboration with the Medical Education Manager, ensure that standards and contractual obligations are met to GMC and HEE NW expectations.

Responsibilities for Human Resource and Leadership

Actively work with the postgraduate Medical Education Manager and colleagues to build a well-motivated and flexible administrative team. Regularly responsible for the provision of basic HR advice. Responsible for day-to-day management of a group of staff

Liaise with Human Resources with respect to recruitment, matching and employment of Junior Doctors.

Advise and support Foundation Programme Directors, GP/Vocational Training Tutors and Specialty Tutors.

Pastoral care, careers advice, Induction training and support for Junior Medical staff.

Carry out any other duties required by the postgraduate Medical Education Manager or the Director of Postgraduate Medical Education that are commensurate with the grade of this post.

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. There is an occasional requirement for light physical effort for several short periods during a shift.

Mental Effort: There is a high degree of complex, analytical work involved in this role. As deputy manager there will be constant interruptions and many on the spot decisions to make, requiring a quick mind. In addition, the implementation of curricular changes will involve deep concentration.

Emotional Effort: Responsibility for students involves a high degree of emotional effort. Students are our clients and 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 students and will need to support the Senior Management Team and Student Welfare and Professionalism Officer in the student 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.

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).

This job description may be revised from time to time in consultation with the post holder and as such the job description should be taken as an outline of the main areas of responsibility which may be subject to change.

Person Specification

Attributes	Essential	Desirable	Method of Assessment
Education/Qualifications	Degree (BA/BSc) or equivalent experience in relevant subject Evidence of continuous/ongoing learning		Application Form Certificates
Experience	Experience of report writing, action plans and dealing with complex data, planning and decision making.	At least 3 years' experience working in a Medical Staffing or Medical Education setting Experience of QA, audit and inspection visits from regulatory bodies	Application Form Interview References
Skills	Ablity to work using own initiative and judgement Experience of supervisory skills Good written and verbal communication Highly advanced administration and organisational skills and ability to coordinate and prioritise complex projects Excellent organisational and delegation skills, including ability to motivate team members		Application Form Interview References Presentation
Knowledge	Good knowledge of Information Technology and Experience using Microsoft Office, especially Word, Excel, PowerPoint and email	Good knowledge of medical education training and NHS frameworks	Application Form Presentation
Aptitudes	Willing to undertake any training to carry out the work and willing to continue own professional development Willing to work flexibly to meet the service needs, with the ability to adapt to change	Desire to pursue a progressive management career in the NHS	Application Form Interviews References

Values	<p>Patient first – we put our patients and customers first. We aim to exceed their expectations every time to earn their trust and loyalty.</p> <p><u>E</u> excellence – we are dedicated to developing excellence. We strive to continuously improve the quality of care we give to our patients.</p> <p><u>O</u>ne team– we aim to attract, excite, develop and retain exceptional people. We work as one team, delivering our best to our patients by supporting each other.</p> <p><u>o</u>Pen – we embrace innovation and learn from our mistakes. We measure everything we do and we openly share information.</p> <p><u>L</u>eadership – we believe in leadership at all levels. We demonstrate personal courage and role model the behaviour we expect from others.</p>		Interview
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