**JOB DESCRIPTION**

**Title:** Quality & Educator Expansion Lead (Medical Practice)

**Band: GP02 (£10,400 per session / per annum)**

**Duration:** 12-month FTC

**Hours:** 3 sessions per week (10.5 hours per week), 2 fixed, 1 flexible

**Base:** This role will require travel around Cambridgeshire and Peterborough geography and as such the base will be flexible.

**Directorate/Dept.:** Training Hub

**Reporting to: Training Hub Clinical lead**

**Accountable to: Training Hub Quality Manager**

The aim and purpose of the Cambridgeshire and Peterborough Training Hub is to improve the quality and accessibility of training and development opportunities for staff working in Primary Care. To increase the number of GP Practices taking on learners and the number of learners and qualified clinicians coming to work in Primary Care. And to attract and retain Primary Care workforce in Primary Care through a combination of training, development, and support opportunities.

Training Hubs are working in partnership with their regional NHS England Quality Team and Primary Care School (PCS) to prioritise the expansion of educational capacity and ensure learning environments and educators are meeting the required quality standards.

Primary Care Training Hubs are required to assess and evaluate quality on behalf of NHS England and will work in conjunction with HEIs to ensure that student placements and education capacity meets the standards set out in the NHS England Quality Framework.

Training Hub responsibilities include:

* Managing the approval process for the assessment of Learning Environments within C & P ICS and providing evidence-based recommendations to NHS England Quality Team and PCS about whether the Learning Environment meets required standards.
* Reporting and managing any quality concerns about a Learning Environment, utilising the Intensive Support Framework (ISF) for escalation and de-escalation of concerns.
* Ensuring that all Supervisors working within the Learning Environment have received appropriate training and are delivering good quality supervision to learners.

**Job Purpose:**

The Post holder will join a talented, multi-disciplinary team that form the Cambridgeshire and Peterborough Training Hub, to deliver important workforce initiatives. This work forms part of a wider programme looking to attract new GPs to area, retain GPs through developing portfolio career opportunities and develop a network of high-quality learning environments for all primary care clinical roles.

The post holder will work closely with training programmes, practices and PCNs to grow the number of GP trainee placements and maintain the quality of placement provision through responding to feedback on the quality of the training pathway and working supportively to address any concerns or issues.

The post holder will also work closely with NHS England quality team, NHS England Primary Care School, HEIs and Learning Environments to make sure that the medical training pathway and placement provision across Cambridgeshire and Peterborough ICS is fair to everyone, creates equality of opportunity and is built on the principles of equality, diversity and inclusion.

**Main Duties and Responsibilities:**

* Lead the Quality approval process for the organisations (practices and PCNs) and learners.
* Assess and evaluate learning environments against the quality standards and advise on improvement plans
* Support practices and PCNs to achieve the required quality standards to deliver high quality placements, utilising the Intensive Support Framework (ISF) for escalation and de-escalation of concerns.
* Support developing diversity in our educator workforce, raising awareness with learning environments around differential attainment, connecting educators with NHS England support and identifying system changes required to avoid DA impacting learners.
* Develop and expand the capacity of high-quality learning placements at undergraduate and postgraduate levels, including provision, training and development of a faculty of multi-professional educators.
* To work with Cambridgeshire and Peterborough Training Hub, Health Education England and local GP Educators to increase supervisory capacity and improve the quality of supervision.
* To actively market Cambridgeshire and Peterborough Training Hub and engage the GP Workforce in its ongoing development.
* Facilitate the delivery of the Primary School Aspiring Educator Training Programme
* Plan, organise and deliver quarterly group sessions for the new to training Educator peer support programme
* Develop initiatives to support with the retention of our Educator Workforce
* Working with out of hours providers to ensure high quality supervision for all trainees to meet their out of hours objectives
* Contribute and represent the Educator workforce in the Training Hub GP workstream

Please note that this is not an exhaustive list of duties and responsibilities due to this being a new role. It is expected that the role and responsibilities of the post-holder will change as the programme of work evolves over time.

The post-holder will also have access to development opportunities relevant to the role.

In the supporting evidence of your application form, you must demonstrate your experiences by giving specific examples for the criteria within the person specification.

\***Assessed method A=Application I=Interview R=References**

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| **Essential Criteria** | \* | **Desirable Criteria** | \* |
| **Qualifications and Training**  Qualified doctor included on the GMC GP Register | **A/I/R** | Post-graduate qualification in  medical education  Strong working knowledge of IT packages i.e. Word, Excel, PowerPoint, Outlook and  working virtually via MS Teams. | **A/I/R** |
| **Experience**  Minimum 5 years’ experience of  working within Primary Care  In-depth clinical knowledge and understanding of the principles of evidence based healthcare  An understanding of how general practice  works  Experience of working with a wide range  of stakeholders  Knowledge of current issues for  profession within the health service provision.  Understanding of strategies for improving  Services  Knowledge and experience of working  with HEIs and education providers  Knowledge and understanding of factors that contribute to differential attainment and effective approaches to address | **A/I/R** | Proven experience of successful  project or initiative development  and implementation  Currently working in Cambridgeshire and Peterborough ICS  Experience of working in a wider  system across several organisations  Previous educator or leadership experience  Up to date knowledge and expertise of national priorities for profession in Primary Care and wider NHS.  Knowledge of current NHS Quality Improvement Methodology  Knowledge and experience of developing and expanding capacity of high-quality clinical learning placements. | **A/I/R** |
| **Skills**  Excellent communication skills, listening,  written and verbal.  Good organisational and planning skills  Excellent prioritisation skills and the ability  to work to tight deadlines  Skilled and sensitive communicator,  confident in dealing with a range of  stakeholders at all levels and with issues  that may be contentious.  Ability to influence, persuade and  motivate others to gain acceptance for  recommendations for workforce  development initiatives | **A/I/R** | Teaching and training experience to a range of healthcare professionals and students.  Project management skills  Proven problem solving skills.  Leadership skills  Mentoring and coaching skills | **A/I/R** |
| **Aptitude and Professionalism**  Accepts responsibility and accountability  for own work  Can work autonomously and as part of a  team  Recognises the limits of own authority  within the role  Seeks and uses professional support  appropriately  Understands the principle of confidentiality  Self-motivated with a ‘can do’ attitude and  can motivate others. | **A/I** | Political awareness |  |
| **Self-awareness**  Has a balanced understanding of self and  others  Has a realistic knowledge of personal  strengths and areas for development  Can demonstrate flexibility of approach | **A/I** |  |  |
| **Other**  Ability to travel across Cambridgehsire and peterborough sometimes at short notice  Car driver and current driving licence  essential with access to a car (unless you  have a disability as defined by the  Disability Discrimination Act 1995)  Adaptable  Team Player  Sound judgement  Flexible | **A/I** |  |  |

**To apply:**

Please send a covering letter and your CV to [candptraininghub@nhs.net](mailto:candptraininghub@nhs.net)

The closing date for applications is 9am Monday 30th October