

## Cornwall Training Hub & Cornwall Primary Care School

### JOB DESCRIPTION

Job details	
Job Title:	General Practitioner Educator Fellow
Salary:	£8114
Hours/Contract:	1 session per week, 12 months fixed
Department:	Cornwall Training Hub
Managerially Accountable to:	Associate Postgraduate Dean
Professionally Accountable to:	Associate Postgraduate Dean
Location:	Truro
Job summary / purpose	
<p>General Practitioner Education Fellows are responsible for facilitating the provision of education for doctors in training for a career in primary care, and for experienced primary care clinicians. General Practitioner Educator Fellowship posts are designed to provide training to new and inexperienced medical educators. You will work closely with, and be supervised by experienced local medical educationalists and Associate Postgraduate Deans within the Peninsula School of Primary care.</p> <p>You will work with the postgraduate medical education centre and the doctors and other health professional within the catchment area of that centre. You will provide a pastoral role and will be encouraged to undertake higher training such as that leading to a Certificate in Postgraduate Medical Education.</p>	
Organisation chart	
<p>You will work in a team and are responsible to your patch Associate Postgraduate Dean and through them to the Director of the School of Primary Care and the Postgraduate Medical Dean at the Peninsula School of Primary Care.</p> <p><b>You will be employed for this session by Kernow Health CIC, but will be based in and accountable to the primary care school and Associate Postgraduate Dean.</b></p>	
Primary duties and responsibilities	
<p>This list is indicative of the potential duties which may be undertaken.</p> <p>Generic</p> <ul style="list-style-type: none"> <li>• Liaise with the School of Primary Care to ensure good exchange of plans, ideas and information.</li> <li>• Promote good working relationships with Postgraduate Centre Managers and Postgraduate Centre teams under the local NHS Hospital Trust Director of Medical Education.</li> <li>• Liaise with other General Practice Educators and General Practitioner Educator Fellows and Medical Educationalists to discuss and develop good practice.</li> <li>• Establish a good working relationship with hospital consultants and educational supervisors involved with General Practice Specialist trainees in hospital rotations.</li> <li>• Encourage prospective new General Practice trainers</li> <li>• Represent and promote General Practice trainers and trainees.</li> <li>• Act as an Ambassador for the Cornwall Training Hub and support the Training Hub with activities which support General Practice trainees and New to Practice programme, contributing ideas as appropriate.</li> <li>• Be aware of the selection of hospital posts for General Practice training and create local rotations relevant to training for general practice, in association with the local Training Programme Directors, and patch Associate Postgraduate Dean.</li> </ul>	

- Undergo annual appraisal and agree an educational professional development plan with the appropriate Associate Postgraduate Dean.
- Attend and contribute to PGME run conferences and events.
- Attend and contribute to developmental courses as appropriate (for example 'new trainers' 'experienced trainers, 'small group facilitators')
- Attend meetings of the education teams and national meetings as appropriate.
- Be involved in patch team meetings and through these, help to develop strategies to help improve the performance of GP education across the patch.
- Be involved in relevant stages of the recruitment process.
- Provide career advice for doctors considering a career in general practice.
- Be involved in preparing an annual report in line with agreed guidelines from the School of Primary Care and Peninsula Medical Education, under the supervision of the patch Associate Postgraduate Dean.
- Provide input into strategic planning of the local continuing professional development programmes.
- Be involved in the Quality Assurance of local and patch level GP education, as a way of promoting continuous quality improvement, under the strategic guidance of the patch Associate Postgraduate Dean including:
  - Attending or leading as appropriate, trainer assessment visits in the locality, as well as writing up reports.
  - Trainee learning environments (including secondary care General Practice specialist training posts)
  - Non-workplace based delivery (including local and Deanery wide courses)
  - Educational supervision of General Practice specialist trainees by local trainers
  - Continuing professional development
  - Assessment of new resources
  - Encourage professional educational development amongst trainers to enable succession planning
  - Help trainers to identify and General Practice speciality trainees having problems at an early stage and involve the appropriate Training Programme Directors
  - Support consultants in the identification and management of General Practice specialist trainees in difficulty during their hospital rotations and involve the appropriate Training Programme director
  - Investigate and make recommendations about General Practice Specialist Trainees failing to make satisfactory progress in their training, in association with the appropriate Associate Postgraduate Dean
  - Make recommendations, as appropriate to the patch Associate Postgraduate Dean, NHS Hospital Trust Director of Medical Education and Health of School where hospital and GP practice posts approved for General Practice training fail to meet acceptable standards.
  - Liaise with trainers' workshops to inform and develop current educational issues and policy

#### Educational Delivery:

- Be involved in the day to day running of the local Half-Day Release course, including:
- Integration of topic based teaching for General Practice specialist trainees and non-medical primary care clinicians into existing continuing professional development programmes.

- Provide appropriate pastoral support, coaching, mentoring or advice on training to local trainers and trainees.
- Developing appropriate educational resources and sharing these with colleagues, both locally and across the deanery, in order to promote good practice.
- Being involved in liaison and promoting integration with local General Practice educational trusts, CCGs local hospitals and relevant Out of Hours organisations.
- Provide educationalist input into the identification of poor and borderline performers.
- Being involved in significant incident identification and analysis of issues relating to local training, including informing the patch Associate Postgraduate Dean of any concerns about trainee or trainer performance.
- Using appropriate tools of assessment and evaluation; interpreting results and devising suitable plans to meet issues raised.

Note: it is not expected that General Practice Educator Fellows will routinely deliver continuing professional development educational sessions themselves but will be available for strategic advice and support for those so doing.

#### Small Group Facilitation:

- Liaise with Associate Postgraduate Deans, General Practitioner Educator Fellows and other General Practice Educators to maintain and develop the skills of small-group facilitation in themselves and others
- Facilitate small-group learning of General Practice Speciality Trainees and for established practitioner.
- Use the small group setting to enhance group bonding, address problems best suited to this setting (e.g. ethical issues, case based discussion) develop and improve small-group skills in the group members
- Plan, facilitate and evaluate a small group programme, ensuring educational aims and objectives meet the relevant aspects of the General Practice curriculum
- Review the Royal College of the General Practitioners curriculum and local implementation of educational programmes using this
- Design and delivery of specific workshops for General Practice Speciality Trainees and for established practitioners

#### Freedom to act

The job holder will report to the Associate Postgraduate Dean for their patch. They are required to be accountable for their own professional actions, having an awareness of the effect of those actions on others. The role requires them to use their own initiative in many situations, taking decisions and acting independently whilst working closely with the Associate Postgraduate Dean and the Postgraduate School.

#### Working conditions / effort

Unavoidable adverse working conditions

- The role involves regular use of computer screens
- The role involves a significant degree of mental effort (concentration, dealing with interruptions, need to meet deadlines)
- The role involves regular teaching delivery, negotiation, student support and use of interpersonal skills, which require a significant degree of emotional effort

#### Values

Kernow Health CIC expects all employees to demonstrate the organisation's Values as part of their day to day working lives.

Our shared values guide our actions and describe how we behave and how we make our business decisions:

- **Integrity:** Be real, honest and authentic.
- **Ambitious:** Seek new opportunities and not afraid to push boundaries.
- **Responsive:** Be proactive, and responsive to our own and partner needs now and in the future.
- **Reliable:** Be the trusted partner and for partners to know that we will deliver what we say we will.
- **Creative:** Look at different ways of working in the present and the future.
- **Professional:** What we do, we do well. High quality standards in all that we seek to achieve.

### Corporate requirements and Responsibilities

#### GENERAL

- **Confidentiality:** In line with the Data Protection Act 2018 and general data protection regulations and the Caldicott Principles of Confidentiality, the post holder will be expected to maintain confidentiality as outlined in the contract of employment. This legal duty of confidentiality continues to apply after an employee has left Kernow Health CIC. The post holder may access information only on a need to know basis in the direct discharge of duties and divulge information only in the proper course of duties.
- **Health and Safety:** The post holder is required to ensure health and safety duties and requirements are complied with. It is the post holder's personal responsibility to conform to procedures, rules and codes of practice. All staff have a responsibility to access Occupational Health and other support in times of need and advice.
- **Risk Management:** The post holder will be required to comply with Kernow Health CIC's Health and Safety Policy and actively participate in this process, having responsibility for managing risks and reporting exceptions.
- **Safeguarding Children and Adults:** Kernow Health CIC is committed to safeguarding children and adults and therefore all staff must attend/ complete the required level of safeguarding children and adults training.
- **No Smoking:** To give all patients, visitors and staff the best chance to be healthy, all Kernow Health premises and grounds are smoke free.
- **Equality and Diversity:** All staff have a personal responsibility under the Equality Act 2010 to ensure they do not discriminate, harass, or bully or contribute to the discrimination, harassment or bullying of any colleague(s) or visitors or condone discrimination or bullying by others. The post holder will be responsible for promoting diversity and equality of opportunity across all areas of your work. This applies to service delivery as an employee and for anyone who you may be working with. You will be made aware of your responsibilities to uphold organisational policies and principles on the promotion of equality valuing diversity and respecting people's human rights as part of your everyday practice.

\*\* Please only include the following paragraph in job descriptions relating to vacancies that require DBS – please refer to DBS policy if you are unsure:

Please note:

Rehabilitation of Offenders Act

- This post is exempt from the Rehabilitation of Offenders Act 1974. Should you be offered the post it will be subject to a DBS check from the Disclosure and Barring Service (DBS) before the appointment is confirmed. This will include details of cautions, reprimands, final warnings, as well as convictions

### PERSON SPECIFICATION

Post:	<b>General Practitioner Education Fellow</b>
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All requirements listed in this specification must be (a) essential to the post and (b) assessable within the selection process.

Attributes	Requirements		Method of Assessment
	Essential	Desirable	
<b>Qualifications, training &amp; professional membership</b>	Primary medical qualification  Member of the Royal College of General Practitioners  GMC Registration	Medical education qualification at undergraduate or postgraduate level	
<b>Knowledge &amp; experience</b>	Previous experience in teaching  Experience of planning educational events  Maintains a high standard of professional practice and personal values in relation to patients and their care  Maintains availability and accessibility to patients  Maintains a high standard of clinical competence  Understanding and engagement in quality improvement activity at a higher level than basic audit  Understanding of the service and has improvement of patients health as main priority	Offers a wide experience of primary care and the NHS and appreciate the responsibilities of teaching in the NHS	

<p><b>Skills &amp; abilities</b></p>	<p>Impartial and non-discriminatory</p> <p>Works well as part of a team</p> <p>Excellent problem solver</p> <p>Effective interpersonal communications skills and networks</p> <p>Open while keeping personal information confidential, fulfilling the Data Protection Act.</p> <p>Ability to take appropriate action if patient safety is threatened.</p>	<p>Demonstrates a sustainable approach</p>	
<p><b>Personal qualities</b></p>	<p>Enthusiastic</p> <p>Intellectual curiosity</p> <p>Empathy and interest in learners</p> <p>Demonstrates probity and upholds the law and relevant regulations</p> <p>Sensitive and responsive to educational needs</p>		
<p><b>Behaviours &amp; aptitudes required to demonstrate the Values</b></p>	<p>Flexible and adaptable</p> <p>Ensures high quality delivery of education and training</p>		

<b>Additional circumstances</b>	<p>A criminal record check satisfactory to the organisation.</p> <p>Need for DBS assessed: <b>DATE</b></p>		
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**The attached job description has been agreed by the post holder(s), where appropriate, as an accurate reflection of the roles and responsibilities of the post.**

Post holder's Name:	
Post holder's Signature:	
Date:	

**The attached job description has been agreed by the line manager.**

Line Manager's Name:	
Line Manager's Signature:	
Date:	