

## **Federation Deputy Medical Director Training (JRCPTB)**

### **Federation of Royal Colleges of Physicians UK**

#### **1. Purpose of the role:**

- a. To act as deputy to the Medical Director in all matters relating to the policies of the JRCPTB and be an active member of the JRCPTB Management and Policy Board.
- b. To Chair the curriculum development and implementation committee
- c. To attend and contribute to the Heads of Schools and SAC chairs meetings
- d. To be a member of the JRCPTB's sub-committees as may from time to time be constituted
- e. To deputise for the Medical Director, in overseeing the delivery of certain of the JRCPTB's responsibilities.
- f. Provide support to the International Medical Director for training and development.

#### **2. Accountability:**

Medical Director Training (JRCPTB)

#### **3. Key relationships:**

##### **Federation**

- (a) Executive Medical Director of Federation
- (b) International Medical Director, Training
- (c) Chief Operating Officer, Federation
- (d) Medical Director Assessment (MRCP)
- (e) Other Federation Medical Directors, Associate Medical Directors and Heads of Departments

##### **Three Physician Royal Colleges**

- (a) Training leads for each of the three Physician Royal Colleges
- (b) Education Departments of the three Physician Colleges
- (c) Clinical lead of the RCP workforce unit

#### **4. Supported by:**

- (a) Head of Candidate and Trainee services

(d) Head of Policy, Quality and Committees

## 5. Responsibilities:

- a. To act as vice chairman of JRCPTB and deputise for the medical director when appropriate
- b. To chair the curriculum development and implementation committee
- c. To provide expert opinion for eligibility for specialist registration (CESR) and CCT recommendations
- d. To help develop criteria for quality criteria in training including quality management (QM) of training to include oversight of the Annual Specialty Reports (ASR), especially those for IMT.
- e. Contribute to the development of appropriate performance and knowledge assessment mechanisms to assess trainees' capabilities.
- f. Ensuring the progress of all trainees is monitored using the ePortfolio
- g. Contribute to the development of training material relevant to the structure of the new curricula and the ARCP process
- h. Providing professional support and advice to individual trainees.
- i. To help co-ordinate SAC input to workforce intelligence and planning.
- j. Align all activities with the agreed Federation Strategy/Business Plan for JRCPTB and report business progression against the agreed strategic objectives; support the MD JRCPTB, EMD and COO in writing relevant sections of the Strategy and Business Plan
- k. Assist with Federation Training Consultancy work, supporting day-to-day management of the UK equivalent IMT programmes and development days
- l. Assist as required with ARCPs and site accreditation overseas which will include international travel.

## 6. Committees:

- (a) Member of Management and Policy Board of JRCPTB
- (b) Chair of the curriculum development and implementation board
- (d) May be required to deputise for MD JRCPTB at Federation Board on matters relating to portfolio of responsibility

## 7. Requirements:

- (a) A fellow in good standing with one of the three Royal Colleges of Physicians
- (b) Current licence to practice
- (c) Proven experience in the organisation of training of postgraduate physician trainees
- (d) Proven good chairing skills and the ability to develop and lead effective teams
- (e) A recognised leader, with an ability to create consensus with good interpersonal and management skills.

## 8. Time Commitment:

- (a) Two sessions (PAs) per week.

(b) It is preferred that the appointee is in current clinical practice and has a current licence to practise.

(c) The Federation agrees to reimburse the postholder's Trust/Board annually for the appointee's salary and associated costs, including any increased costs arising from pay awards to the appointee's salary due during the period of the Agreement. If the appointee is retired, an appropriate honorarium may be paid, by agreement.

(d) As outlined in the agreement with the appointee and their employing Trust/Board, no part of this forms any contract of employment under the terms of the Employment Rights Act 1996 (as amended). This is a non-salaried position, though all necessary and reasonable expenses will be met by the Federation/Academy in line with the organisation's expenses policy.

## **9. Performance Review:**

The Federation will record performance in discharging the responsibilities and duties described in this job description in an annual appraisal. This will normally be carried out by the Medical Director for training (JRCPTB).

## **10. Conflict of Interest:**

Should a conflict of interest or potential conflict of interest arise; it is the responsibility of the post holder to inform the Executive Medical Director of the Federation as soon as possible

## **11. Copyright:**

All those working with the Federation are required to assign the copyright of any material they produce during the performance of their role to the Federation.

## **12. Duration of appointment**

Duration of appointment will be three years with a mutually agreeable renewal for one further period.

## **13. Location:**

The offices of the Federation are currently located at 11 St Andrews Place, London, NW1. However, most work is currently undertaken in a virtual or hybrid manner.

October 2022