

Job Description

Role Title:	IMPACT National Director
Location:	Virtual, with ability to travel to meetings around UK, particularly London and Glasgow
Reports to:	Medical Director of Training and Development, Federation of the Royal Colleges of Physicians of the UK
Date:	October 2022

Role Purpose

The role holder is responsible for the leadership, planning and delivery of the IMPACT programme. This includes growing the IMPACT programme by clearly articulating its role in the medical education of trainees in the UK and globally and creating a strategy to best do so in a measured and financially sustainable way.

Working with the Medical Director of JRCPTB, the Deputy Director of IMPACT and a proposed new IMPACT steering committee, whose constitution will need to be further discussed, the role holder will develop a long-term strategy for the programme. Leading the Curriculum Development Group (CDG), the role holder will plan, deliver and review the educational content, across all modes of delivery including online and hybrid delivery.

The role holder will have oversight of the financial income and expenditure, prepared by the Royal College of Physicians and Surgeons of Glasgow through the service level agreement in place.

Role Dimensions

- Budget: Responsible for approximately £100k turnover per annum.
- Education events: Distant oversight of approximately 30-35 courses per annum, delivered through 22 course centres by course directors, currently with 16 delegates and at least 10 faculty attending each course.
- Curriculum Development Group: Leadership of this group of approximately 20 clinical members developing and reviewing the material provided within the IMPACT course.
- Clients: Trainee physicians throughout the UK, senior medical personnel, postgraduate Deaneries, other Medical Royal Colleges.
- Key stakeholders: All medical postgraduate training institutions, medical governing bodies, and allied health professionals.

Key Relationships

The role holder is accountable to the Executive Medical Director and Chief Operating Officer of Federation, through the Medical Director of JRCPTB

The role holder will manage the Deputy Programme Director.

The role holder will manage the relationship, through the Service Level Agreement, with the RCPSG CEO, Director of Education and Director of IT providing services to the IMPACT programme.

The role holder will be supported by the Deputy Programme Director, a newly-formed IMPACT Steering Committee and the IMPACT Curriculum Development Group.

Main Responsibilities and Role

- To lead the design, development and implementation of the IMPACT strategic vision and plan, in consultation with the Medical Director of JRCPTB.
- To ensure that the content of the IMPACT Programme matches the curriculum of relevant training programmes and reflects the capabilities required by junior doctors in training.
- To chair and be an active member of the Curriculum Development Group in order to ensure that the content and delivery of the IMPACT course complies with educational standards and meets the needs of participants.
- To provide regular updates to the Management and Policy (MaP) Board of JRCPTB and attending meetings as appropriate.
- To establish an appropriately constituted IMPACT steering committee, and take a lead at each IMPACT steering committee meeting in order that the clinical and academic matters are duly considered within the overall governance of the programme.
- To ensure the quality of the IMPACT Programme is maintained through a well-defined quality assurance process which regularly reviews materials, teaching practice, course performance, and trainee and stakeholder feedback, and identify developments required for continuous improvement of the programme.
- To promote the IMPACT programme to key stakeholders to ensure the maintenance of a faculty to deliver the required number of programmes.
- To review feedback from faculty, delegates and other stakeholders to identify developments required for continuous improvement of the programme.
- To support curriculum development group member retention through delegation of process and tasks that aid personal and professional development.
- To retain, grow and train faculty on IMPACT through oversight of Instructor days, ensuring continuity of standards.
- To carry out appropriate quality control activity to provide assurance on the standard of programme and instructor training activity.
- To work closely with the IMPACT Deputy Director, agreeing split of activity and clear dimensions of role.
- To work closely with RCSPG Education Management Team to oversee the administrative and digital support provided by RCPSG through the documented Service Level Agreement.

Planning and Organising

- The workstream for the IMPACT Programme Director will be discussed and agreed with the JRCPTB Medical Director with input from the Curriculum Design Group and IMPACT Steering Committee.
- To give significant input into the planning and organising of the IMPACT Programme.
- To contribute to corporate planning via membership of the JRCPTB MaP Board.
- To plan at least 12 months in advance for all IMPACT courses in addition to taking a longer-term perspective (1-3 years) to develop the programme in terms of mode of delivery, faculty, number of domestic courses per year and to consider, in the future, possible international expansion .

Time Commitment/Term of office:

- (a) The term of office is initially set as two years, extended through mutual agreement.
- (b) The time commitment is estimated as one session (PAs) per week, including travel, but this may be unevenly spread over the year.
- (c) It is preferred that the appointee is in current clinical practice and has a current licence to practise.
- (d) The postholder or their Trust/Board will be reimbursed quarterly for the appointee's basic 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.
- (e) 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 in line with the organisation's expenses policy.

Performance Review:

The Federation will record performance in discharging the responsibilities and duties described in this job description in an annual appraisal.

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

Person Specification, IMPACT National Director

Key Skills and Experience	Application	Interview
Must be a Fellow in good standing of one of the 3 Royal Colleges of Physicians, or Royal College of Anaesthetists or College of Emergency Medicine, or the Faculty of Intensive Care Medicine.	✓	
Have a licence to practice and actively be practising in critical care, acute medicine, emergency medicine or general internal medicine.	✓	
Prior knowledge and experience of the IMPACT programme.	✓	✓
To have held a regional or national role in a clinical education programme.	✓	✓
Actively involved in trainee education and training having been a member of a Regional or UK-wide training committee or organisation.	✓	✓
Experience of training program management including site visiting and knowledge of high-level outcomes (CiPs) in training	✓	✓
Awareness and acceptance of the imperative of generalist training	✓	✓
Considerable experience in planning, organising and managing budgets	✓	✓
Significant experience of chairing meetings with proven experience of management or leadership responsibility in a clinical environment	✓	✓
A recognised leader, with an ability to create consensus with good interpersonal and communication skills	✓	✓
Has a thorough and up to date understanding and experience of the regulations, processes and management of medical training	✓	✓
Creative approach to problem solving with ability to understand, analyse and interpret complex information	✓	✓
Effective presentational and negotiating skills in small and large groups of both internal and external stakeholders.	✓	✓
Confident and collaborative leadership style with good motivational Skills		✓
Ability to work effectively with a range of clinical and non-clinical colleagues and stakeholders	✓	✓
Good IT skills with experience of working in Microsoft teams or similar	✓	✓

Desirable Skills and Experience		
Previous roles as Course Director or membership in the curriculum development group for IMPACT.	✓	✓
Significant involvement in IMPACT course delivery and development	✓	✓