

1. JOB DETAILS

Job Title:	Training & Development Manager, Medical Imaging and Medical Physics (MIMP) Directorate
Grade:	AfC 8A
Responsible to:	Operations Director – IMPEL (Imaging, Mortuary, Physics, Engineering, Laboratories)
Reports to:	Medical Imaging Manager, MIMP
Location:	Sheffield Teaching Hospitals ((Requirement for multi-site work)

2. JOB PURPOSE

The Training and Development Manager is accountable to the Medical Imaging Manager to support the management and operational delivery of Trust targets relating to workforce training and development within the Medical Imaging & Medical Physics directorate. The radiology department is linked to Sheffield Hallam University to train around fifty undergraduate student diagnostic radiographers per year as well as degree level diagnostic radiography apprentices.

The post holder will work across the directorate supporting the Medical Imaging Manager with issues relating to student diagnostic radiographers and apprentice radiographers, including creating the correct placement capacity and ensuring students have educational and pastoral support.

Acquire and maintain an excellent level of knowledge and experience in all aspects of staff training and development across the entire multi- professional workforce.

Will support with the co-ordination of practice educators and across the directorate to ensure best educational practice is consistent across the directorate.

Will coordinate the robust delivery of the Medical Imaging and Medical Physics Mandatory Training programme; ensuring a high quality training programme is accessible and completion targets are achieved.

Will support training for all directorate line managers and appraisers to deliver quality PROUD appraisals so directorate completion and quality targets are met and monitored.

Support the Medical Imaging Manager by collating an annual workforce learning needs analysis to identify the further development, mentorship and study needs of all MIMP employees, with adherence to the Society of Radiographers career frameworks for radiographers and radiology support workers
Will support the MIMP executive and medical imaging manager with communications in relation to the NHS staff survey and in conjunction with directorate managers co-ordinate the development of an annual directorate staff engagement plan; The post holder will be responsible for monitoring the implementation of the plan and feedback on actions taken to directorate managers and employees.

PROUD TO MAKE A DIFFERENCE

SHEFFIELD TEACHING HOSPITALS NHS FOUNDATION TRUST

Chief Executive: Kirsten Major, Chair: Annette Laban



Will support the directorate with the management of non-medical training and study budgets, ensuring managers are informed of regional and national funding initiatives and that funding is allocated appropriately and training and development opportunities represent excellent value for money.

In conjunction with directorate managers will support the development of local staff induction programmes and policies and ensure are accessible to all employees.

Will ensuring up to date information is available on issues relating to staff health and wellbeing; supporting line managers and colleagues to implement new initiatives to boost morale in the workplace and improve recruitment and retention.

The post holder will have line management responsibilities for the directorate training team Line manage a team as established.

3. ROLE OF THE DEPARTMENT

Directorate

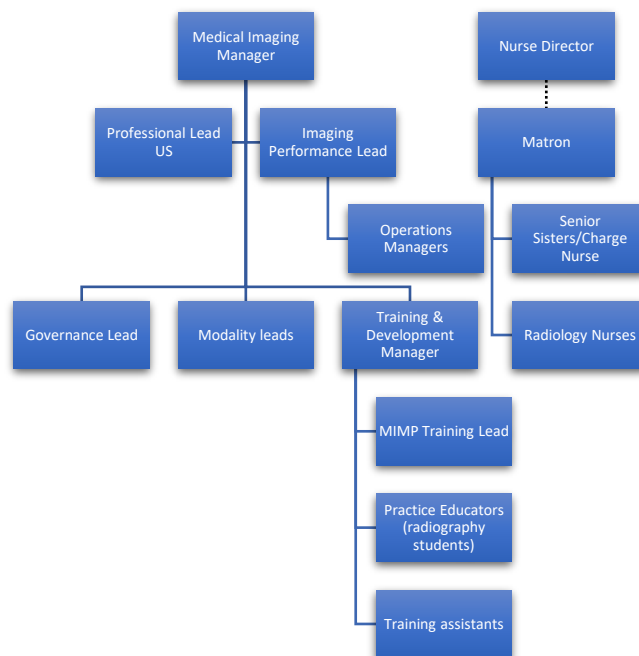
The Directorate holds a budget of £33 million and employs some 690 members of staff who work across the five hospital sites within Sheffield Teaching Hospitals.

Medical Imaging and Medical Physics is a key player in every aspect of the services the Trust provides and delivers services to other Trusts and external organisations. Our highly trained workforce encompasses a diverse combination of medical, clinical, scientific, technical and administrative staff. This provides a unique infrastructure for advanced diagnostics and treatments in a safe environment with full legislative and best practice compliance, all of which are supported by our innovative capability.

Medical Imaging and Medical Physics is also an Academic Directorate with close links to universities, locally and nationally, and a focus on strengthening research and innovation to improve clinical care.



4. DEPARTMENTAL/DIRECTORATE ORGANISATIONAL CHART



5. MAIN DUTIES AND RESPONSIBILITIES

Training and Education

1. Keep abreast of all developments in education, training, coaching, and mentoring for the directorate's multi-professional workforce.
2. Proactively identify and manage own C.P.D. supported by a professional portfolio that demonstrates evidence of educational practice and reflective learning.
3. Participate in the induction of new personnel to the department, this may include mentorship, preceptorship and provision of training and promote a culture of learning which will benefit patients, the service, and staff.
4. In conjunction with MIMP managers, support the directorate manager and MIMP Triumvirate with student and apprenticeship training including the coordination of the practice educator and student support roles to ensure there is a consistent approach to the provision of high educational standards.
5. To maintain and foster genuine partnerships with higher education institutions, regional and national organisations and other professional bodies relating to Medical Imaging and Medical Physics workforce. Consult with education providers and imaging managers on placement capacity planning relating to diagnostic radiography students, including degree apprenticeships.
6. Promote and advise all professional staff groups on continuous professional development (CPD) to meet regulatory requirements and maintain professional registration. Ensure strategies are in place to enable all non-medical staff to have the training they require to successfully do their role.



7. Collaborate with managers to develop a MIMP Training Policy, establishing annual training objectives for all staff and coordinate a learning needs analysis. Develop a multi-disciplinary training programme to include training in all relevant Trust & Directorate Policies & Procedures.
8. Identify and monitor the training needs of all staff proactively in line with recognised policy changes. Promote and assist line managers in the development of individual Personal Development Plans and by linking into the performance review system and being available to advise staff on an individual basis.
9. Support line managers by providing advice on sources of external funding for training and development, including AHP funding streams.
10. Advise managers on issues of work-based learning and building of a CPD framework including revalidation process for clinical professionals.
11. Support the Medical Imaging Manager to promote and co-ordinate the NHS, STH and AHP Leadership Programmes, the embedding of the Society of Radiographers career frameworks and the accreditation for practice educators and advanced clinical and consultant practitioners.
12. Provide career advice to members of the public, trainees, and colleagues across the directorate; facilitate access to training, coaching and mentorship where they and their managers have identified learning needs.
13. Co-ordinate the directorate wide delivery of mandatory training and job specific training to ensure the directorate targets can be achieved. Organise and deliver training events to share good practise and promote wider learning.

Management

1. Lead by example and provide effective leadership motivating and inspiring others to deliver best practice and to develop and maintain the highest quality educational standards within Medical Imaging and Medical Physics.
2. Be responsible for and manage the MIMP training team, including monitoring performance, attendance, sickness, appraisal, training, and workload.
3. Support line managers with funding applications, values-based recruitment strategies, induction processes and in identifying learning needs and opportunities.
4. Ensure PROUD appraisals and objectives are embedded into the directorate culture and appraisals are delivered to a high standard to the benefit of all staff groups
5. Support the medical imaging manager and the directorate executive and all line managers with staff engagement & wellbeing including the development and implementation of staff engagement action plans and source charitable funding where available for health and wellbeing initiatives.
6. Support the Medical Imaging Manager and directorate executives with the coordination of internal and external communication of events which celebrate the directorate workforce and promote the professions and careers within it.
7. Coordinate STH participation in external recruitment events including supporting universities with diagnostic radiographer student and apprentice selection.
8. Support the Medical Imaging Manager in developing a career framework in conjunction with Trust/Regional workforce leads which addresses the requirements of the Society of radiographers and other professional bodies.



9. Support managers with and help coordinate the induction procedures for all new employees and colleagues moving between areas or changing responsibilities. Support teams with the successful onboarding for international recruited radiographers and sonographers.
10. Maintain the directorate induction booklet, including updating the directorate organisational structure and organise activities to reduce pre-registration attrition and improve staff retention across the directorate.
11. Produce and share the directorate newsletter and ensure the MIMP Training site on SharePoint is updated regularly.
12. In conjunction with MIMP executive coordinate, advertise and evaluate the directorate annual general meeting.
13. Support and represent the Medical Imaging Manager as required and undertake other related duties, commensurate with the grade, as directed by the Medical Imaging Manager.

Health & Safety

1. To be familiar with and promote the Ionising Radiation (Medical Exposure) Regulations 2017 and Ionising Radiation Regulations 2017 (IRR17) and local procedures including Cardiac Arrest, Major Accident, and the Fire Alarm procedure.
2. Ensure the directorate has a robust Mandatory training programme in place, including health & safety training, ionising radiation safety & Radiation Protection Supervisor training which is accessible across the multi- professional workforce.
3. Adhere to all Trust and Directorate policies and procedures, with reference to Health and Safety, Infection Control, Risk Management, Moving and Handling and Patient Confidentiality.
4. Ensure students can access adequate supervision to ensure compliance with safe working practices.
5. Report any clinical, non-clinical or radiation incidents in line with risk management policies, make recommendations and implement remedial action where appropriate. Refer to the Directorate risk manager where necessary.
6. In addition to the Trust's overall responsibilities under the Health Act Code of Practice for the prevention of HCA1 2009 for your safety, you have a personal responsibility to ensure that your work adheres to this Code in the delivery of safe patient care within the organisation. Also adhering to all relevant infection control policies relating to patient and staff movement.

Clinical Governance

1. To participate in the department's governance and accreditation programmes and support the medical imaging manager in addressing any shortfalls in quality standards including the delivery of wider shared learning arising from complaints and incidents.
2. To have an awareness of the Trust and Directorate's objectives and targets and help to achieve them.



3. To ensure confidentiality of all information gained is safeguarded and maintained in accordance with professional, local, and national guidelines and regulations in accordance with the Data Protection Act as identified by the Trust.
4. Understand and comply with all Trust and local protocols, including Datix (Trust reporting system) daily.
5. To act upon complaints immediately, take appropriate action, and ensure the department management team are promptly and appropriately fully informed.

6. FINANCIAL MANAGEMENT RESPONSIBILITIES (including estimated size of budget)

Manage the MIMP training budget (approx. £100k including pay)

Maintain up to date knowledge of education funding and grants available to make effective use of Trust, regional, and national sources of training so the workforce can access the development they need.

In conjunction with directorate and Trust colleagues develop physical learning resources as required.

Support the directorate teams to generate income from the delivery of training courses and other events, evaluate feedback, and ensure courses are excellent value for money.

7. HUMAN RESOURCES MANAGEMENT RESPONSIBILITIES (including numbers and grades of staff)

To have full line management responsibility for the team

MIMP training lead (band 6 1WTE)

Practice Educator radiographers (student support) (band 6, 1.2WTE)

Training & Development facilitators (band 4 1.8WTE)

8. ASSET MANAGEMENT RESPONSIBILITIES (i.e. stock, equipment, buildings)

Responsible for maintenance of all MIMP training assets (e.g. resus equipment, books)

Ensure training rooms are safe and fit for purpose

9. WORKING RELATIONSHIPS (please identify the main personnel with whom the post holder will be required to communicate with and advise internally and externally)

a) Communicate with:

IMPEL & MIMP Executive Team

Medical Imaging Manager

Line managers across directorate

Learning, Education & Development teams & Organisational Development

Regional and national bodies on training & development, including Society of Radiographers &

HEE/NHSE and SY ICB



Human Resources
Staff across the directorate
External lecturers, teachers and representatives of University, Colleges and Schools
Health Professional Executive and AHP leadership team
Communications Team
Public

b) Provide advice to:

As above

We are committed to our responsibilities under the Equality Act 2010 and encourage equal opportunities, diversity and flexibility within our workforce

PROUD TO MAKE A DIFFERENCE

SHEFFIELD TEACHING HOSPITALS NHS FOUNDATION TRUST

Chief Executive: Kirsten Major, Chair: Annette Laban

