



### JOB DETAILS:

<b>Job Title</b>	GP Associate Dean (Gwent & South Powys Health Board)
<b>Grade</b>	GP Educator (GP04)
<b>Hours of Work and Nature of Contract</b>	4 sessions (2 days per week)
<b>Division/Directorate</b>	Medical Directorate
<b>Department</b>	General Practice
<b>Base</b>	Ty Dysgu, Nantgarw

### ORGANISATIONAL ARRANGEMENTS:

<b>Managerially Accountable to:</b>	Deputy Director of GP Education
<b>Reports to: Name Line Manager</b>	Deputy Director of GP Education
<b>Professionally Responsible to:</b>	Deputy Director of GP Education

#### HEALTH EDUCATION & IMPROVEMENT WALES VALUES

**RESPECT FOR ALL** – *in every contact we have we have with others*

#### **Job Summary/Job Purpose:**

The role of GP Associate Dean is to work with and support the Deputy Director for GP Training in leading the delivery of a wide range of functions relating to GP Training in Wales.

The GP Associate Dean is professionally accountable to the Deputy Director of GP Education and is responsible for supporting the management of GP Training in the area. Responsibilities include providing advice and guidance to GP Programme Directors on aspects of GP training; dealing with problems relating to trainees or trainers and participating in a range of quality management activities.

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## **DUTIES/RESPONSIBILITIES:**

To advise and assist the GP Director and Deputy Director on matters relating to general practice education.

To support the management of GP Specialty Training in the area including:

- Providing advice and guidance to GP Programme Directors on matters relating to GP Specialty Training.
- Assisting in planning and implementation activities related to recruitment to GP Specialty Training in Wales.
- Dealing with problems relating to individual trainers and trainees within the area in consultation with the GP Programme Director(s) and in accordance with Health Education and Improvement Wales (HEIW) guidelines.
- Chairing a proportion of ARCP Panels and chair feedback meetings with trainees who receive adverse ARCP outcomes.
- Undertaking practice approval and reapproval visits in accordance with the agreed format producing reports of each visit.
- Undertaking the review of annual questionnaires submitted as part of various quality assurance processes including the Training Reaccreditation Process (TRAP) gathering further information where issues are raised.
- Undertaking targeted visits to GP approved hospital posts and training practices in the area (occasionally visiting training environments outside their area) in line with the Quality Unit's Targeted Process.
- Participate in a proportion of the Trust Commissioning Visits.
- Undertake regular appraisals and probationary meetings for the GP Programme Directors in the area in accordance with HEIW guidelines.

To provide advice, support and guidance to doctors seeking returner, induction and remediation training, liaising with Health Boards and Further Training Practices as appropriate.

To contribute to the content and delivery of relevant meetings organised by HEIW and assist with the implementation of decisions including:

- GP Training Management Team Meetings (10 per year)
- GP Training Stakeholder Group Meetings (2 per year)
- GP Further Training Practice meetings (2 per year)
- Contribute to the programme and delivery of the annual sub-regional GP Trainer Days (4 per year)
- Contribute to the programme and delivery of GP Programme Director Meetings (2 per year)
- Contribute to the delivery of the Prospective Trainer Course with Associate Dean colleagues.

### **Key Relationships**

Developing key partnerships and to ensure local engagement and responsiveness is in line with the culture of HEIW. Key stakeholders would include:

- Postgraduate Dean
- Director of General Practice

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- Deputy Director of GP Education
- GP Associate Deans
- GP Programme Directors
- GP Training administrative team
- Faculty Leads
- Postgraduate Centre staff
- GP Trainers
- Lead Employer in NHS Wales Shared Services Partnership
- Heads of School
- Royal Colleges
- Professional and Regulatory Bodies
- Practice Managers
- Higher Education Establishments

To undertake any other appropriate duties such as may be assigned from time to time by the Director or Deputy Director of GP Education.

To act in accordance with HEIW's Equality and Diversity Policy

To act in accordance with HEIW's Health and Safety Policy

You may be asked to perform other duties occasionally which are not included above, which will be consistent with the role

## **PERSON SPECIFICATION**

The knowledge to be measured is the minimum needed to carry out the full duties of the job to the required standards. Qualifications should be used to provide an indicator of the level of knowledge required. Training and experience is also a means of acquiring the knowledge required for a job such as on-the-job training, short courses and experience to an equivalent level of knowledge which should be specified.

NOTE: Please do not use the number of years experience as this is potentially discriminatory and these will be returned. It is essential that managers concentrate on the sorts of skills and qualities needed to fulfil the duties of the post.

<b>ATTRIBUTES</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>METHOD OF ASSESSMENT</b>
<b>Qualifications and/or Knowledge</b>	<p>Membership of the Royal College of General Practitioners (RCGP) or higher degree of equivalent status.</p> <p>Inclusion on the Medical Performers List at the time of application.</p> <p>Full GMC Registration.</p> <p>Knowledge of NHS systems and structures</p>	<p>Knowledge of educational theory and practice.</p> <p>GP Trainer.</p> <p>Research record.</p>	Application form and pre employment checks
<b>Experience</b>	<p>Proven organisational skills and evidence of effective workload management.</p> <p>Experience of programme planning and management of educational programmes in primary care.</p> <p>Understanding of the interface between primary and secondary care.</p>	<p>Significant experience of working in a primary health care setting sufficient to undertake the role.</p>	Application form and interview
<b>Aptitude and Abilities</b>	<p>Excellent interpersonal skills.</p> <p>Evidence of good working relationships with professional colleagues.</p> <p>Proven leadership skills.</p> <p>Good IT skills.</p>	<p>Ability to speak Welsh</p>	<p>Interview</p> <p>Interview</p> <p>Interview</p> <p>Application</p>

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<b>Values</b>	Commitment to GP Training		Application Form Interview References
<b>Other</b>	Willingness and motivation to attend GP training related meetings and other activities elsewhere in Wales and the UK. Ability to travel  Agreement from GP Partners or GP employer to undertake the Associate Dean role.		Application form and interview

### **GENERAL REQUIREMENTS**

Include those relevant to the post requirements

- **Values:** All employees of the Health Board are required to demonstrate and embed the Values and Behaviour Statements in order for them to become an integral part of the post holder's working life and to embed the principles into the culture of the organisation.
- **Registered Health Professional:** All employees who are required to register with a professional body, to enable them to practice within their profession, are required to comply with their code of conduct and requirements of their professional registration.
- **Healthcare Support Workers:** Healthcare Support Workers make a valuable and important contribution to the delivery of high quality healthcare. The national Code of Conduct for NHS Wales describes the standards of conduct, behaviour and attitude required of all Healthcare Support Workers employed within NHS Wales. Health Care Support Workers are responsible, and have a duty of care, to ensure their conduct does not fall below the standards detailed in the Code and that no act or omission on their part harms the safety and wellbeing of service users and the public, whilst in their care.
- **Competence:** At no time should the post holder work outside their defined level of competence. If there are concerns regarding this, the post holder should immediately discuss them with their Manager/Supervisor. Employees have a responsibility to inform their Manager/Supervisor if they doubt their own competence to perform a duty.
- **Learning and Development:** All staff must undertake induction/orientation programmes at Corporate and Departmental level and must ensure that any statutory/mandatory training requirements are current and up to date. Where considered appropriate, staff are required to demonstrate evidence of continuing professional development.
- **Performance Appraisal:** We are committed to developing our staff and you are responsible for participating in an Annual Performance Development Review of the post.
- **Health & Safety:** All employees of the organisation have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. The post holder is required to co-operate with management to enable the organisation to meet its own legal duties and to report any hazardous situations or defective equipment. The post holder must adhere to the organisation's Risk

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Management, Health and Safety and associate policies.

- **Risk Management:** It is a standard element of the role and responsibility of all staff of the organisation that they fulfil a proactive role towards the management of risk in all of their actions. This entails the risk assessment of all situations, the taking of appropriate actions and reporting of all incidents, near misses and hazards.
- **Welsh Language:** All employees must perform their duties in strict compliance with the requirements of their organization's Welsh Language Scheme and take every opportunity to promote the Welsh language in their dealings with the public.
- **Information Governance:** The post holder must at all times be aware of the importance of maintaining confidentiality and security of information gained during the course of their duties. This will in many cases include access to personal information relating to service users.
- **Data Protection Act 1998:** The post holder must treat all information, whether corporate, staff or patient information, in a discreet and confidential manner in accordance with the provisions of the Data Protection Act 1998 and Organisational Policy. Any breach of such confidentiality is considered a serious disciplinary offence, which is liable to dismissal and / or prosecution under current statutory legislation (Data Protection Act) and the HB Disciplinary Policy.
- **Records Management:** As an employee of this organisation, the post holder is legally responsible for all records that they gather, create or use as part of their work within the organisation (including patient health, staff health or injury, financial, personal and administrative), whether paper based or on computer. All such records are considered public records and the post holder has a legal duty of confidence to service users (even after an employee has left the organisation). The post holder should consult their manager if they have any doubt as to the correct management of records with which they work.
- **Equality and Human Rights:** The Public Sector Equality Duty in Wales places a positive duty on the HB to promote equality for people with protected characteristics, both as an employer and as a provider of public services. There are nine protected characteristics: age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex and sexual orientation. The HB is committed to ensuring that no job applicant or employee receives less favourable treatment of any of the above grounds. To this end, the organisation has an Equality Policy and it is for each employee to contribute to its success.
- **Dignity at Work:** The organisation condemns all forms of bullying and harassment and is actively seeking to promote a workplace where employees are treated fairly and with dignity and respect. All staff are requested to report and form of bullying and harassment to their Line Manager or to any Director of the organisation. Any inappropriate behaviour inside the workplace will not be tolerated and will be treated as a serious matter under the HB/Trust Disciplinary Policy.
- **DBS Disclosure Check:** The post holder does not require a DBS Disclosure Check.
- **Safeguarding Children and Adults at Risk:** The organisation is committed to safeguarding children and adults at risk. All staff must therefore attend Safeguarding Children & Adult training and be aware of their responsibilities under the All Wales Procedures.

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- **Infection Control:** The organisation is committed to meet its obligations to minimise infections. All staff are responsible for protecting and safeguarding patients, service users, visitors and employees against the risk of acquiring healthcare associated infections. This responsibility includes being aware of the content of and consistently observing Health Board Infection Prevention & Control Policies and Procedures.
- **No Smoking:** To give all patients, visitors and staff the best chance to be healthy, all Health Board sites, including buildings and grounds, are smoke free.

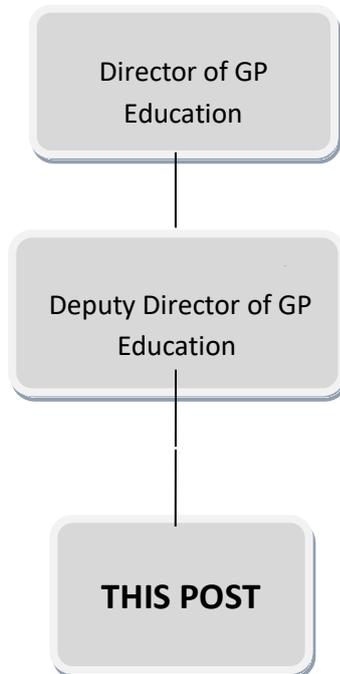
**Flexibility Statement:** The duties of the post are outlined in this Job Description and Person Specification and may be changed by mutual agreement from time to time.

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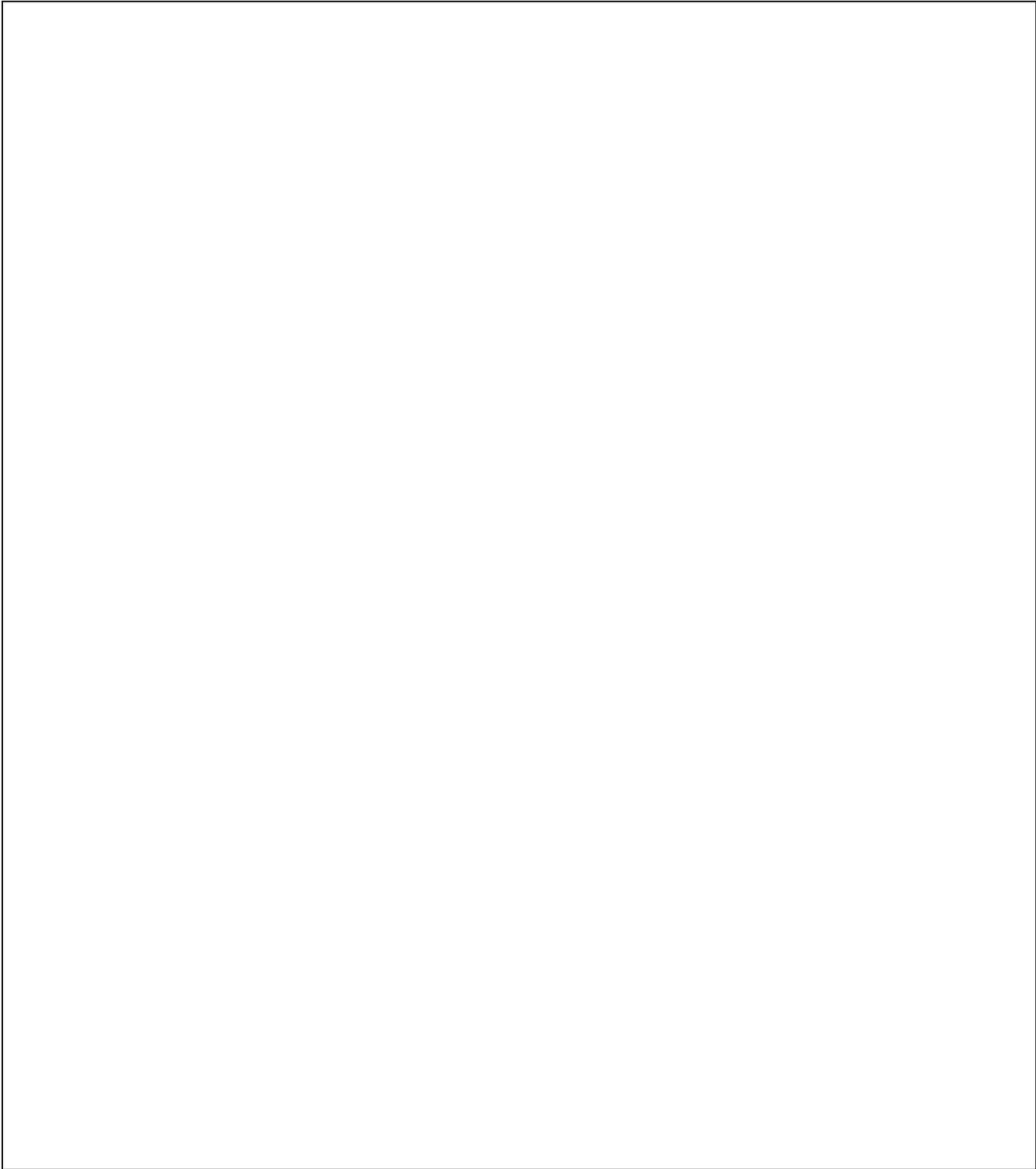
### Organisational Chart

The Organisational Chart must highlight the post to which this job description applies showing relationship to positions on the same level and, if appropriate, two levels above and below.

Complete, add or delete as appropriate the text boxes below showing the organisational relationships.



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**Supplementary Job Description Information**

Please complete information on Physical Effort, Mental Effort, Emotional Effort and Working Conditions in order to assist the Job Matching process.

**Physical Effort**

This factor measures the nature, frequency and duration of physical effort (sustained effort at a similar level or sudden explosive effort) required for the job.

Please ensure any circumstances that may affect the degree of effort required, such as working in an awkward position; lifting heavy weights etc. are detailed, such as:

'Working in uncomfortable/unpleasant physical conditions; sitting in restricted positions; repetitive movements; lifting heavy weights; manipulating objects; kneeling, crouching, twisting; heavy duty cleaning; working at heights; using controlled restraint; driving as part of daily job - **N.B.** Walking /driving to work is not included'

Examples of Typical effort(s)	How often per day / week / month	For how long?	Additional Comments
<b>NOT APPLICABLE – GP EDUCATOR POSTS TO NOT GO THROUGH THE JOB MATCHING PROCESS</b>			

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## Mental Effort

This factor measures the nature, level, frequency and duration of mental effort required for the job, for example, concentration, responding to unpredictable work patterns, interruptions and the need to meet deadlines.

Please identify the normal requirement to concentrate in the post and determine, how often and for how long it is required to concentrate during a shift / working day, e.g. :

'Carrying out formal student assessments; carrying out clinical/social care interventions; checking documents; taking detailed minutes at meetings; operating machinery/equipment; carrying out screening tests/microscope work; carrying out complex calculations; carrying out non-clinical fault finding; responding to emergency bleep; driving a vehicle; examining or assessing patients/clients.

Examples of Typical effort(s)	How often per day / week / month?	For how long?	Additional Comments

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**Emotional Effort**

This factor measures the nature, frequency and duration demands of the emotional effort required to undertake clinical or non clinical duties that are generally considered to be distressing and/or emotionally demanding.

Please identify how often the post holder has exposure to direct and/or indirect distressing and/or emotional circumstances and the type of situations they are required to deal with.

For example, 'processing (e.g. typing/transmitting) news of highly distressing events; giving unwelcome news to patients/clients/carers/staff; caring for the terminally ill; dealing with difficult situations/circumstances; designated to provide emotional support to front line staff; communicating life changing events; dealing with people with challenging behaviour; arriving at the scene of an accident.' **N.B. Fear of Violence is measured under Working Conditions**

Examples of Typical effort(s)	How often per week / month?	For how long?	Additional Comments

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### Working Conditions

This factor measures the nature, frequency and duration of demands on staff arising from inevitably adverse environmental conditions (such as inclement weather, extreme heat/cold, smells, noise and fumes) and hazards, which are unavoidable (**even with the strictest health and safety controls**), such as road traffic accidents, spills of harmful chemicals, aggressive behaviour of patients, clients, relatives, carers.

Please identify unpleasant working conditions or hazards which are encountered in the post holder's working environment and establish how often and for how long they are exposed to them during a working day / week / month.

Examples are – use of VDU more or less continuously; unpleasant substances/non-household waste; infectious material/foul linen; body fluids, faeces, vomit; dust/dirt; fleas/lice; humidity; contaminated equipment or work areas; driving/being driven in normal or emergency situations - **\*Driving to and from work is not included**

Examples of Typical Conditions	How often per week / month?	For how long?	Additional Comments

CAJE Reference/Date:


CAJE Reference/Date: