**JOB DESCRIPTION - HEAD OF SCHOOL OF PATHOLOGY**

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| **JOB TITLE:** | Head of School of Pathology |
| **REPORTING TO:** | Postgraduate Dean |
| **BASE:** | Severn/Peninsula Postgraduate Medical Education. |
| **SALARY BAND:** | 1.25 Programmed Activity Medical Consultant Sessions |
| **KEY RELATIONSHIPS:** | Deputy Deans, Associate Deans, Heads of Schools, Training Programme Directors, Directors of Medical Education, Clinical Tutors and Foundation Programme Directors. |

1. **JOB PURPOSE**

This is a one session post for the Head of School Pathology, Southwest. All candidates need to have agreement of their job plan by their Trust to deliver on these sessions. This is a joint appointment by Health Education South West and the Royal College of Pathologists. As the Head of School Pathology the candidate will be expected to deputise for the Dean and contribute as a Severn/Peninsula PGME representative in interview panels and senior team meetings as appropriate. Informal discussions and visits regarding this post are invited from interested candidates to Dr Geoffrey Wright, Associate Postgraduate Dean, Severn Postgraduate Medical Education, 01454 252639 [Geoffrey.Wright@southwest.hee.nhs.uk](mailto:Geoffrey.Wright@southwest.hee.nhs.uk) and Dr Jeremy Langton, Deputy Postgraduate Dean, Peninsula Postgraduate Medical Education, 01752 676134 [Jeremy.Langton@southwest.hee.nhs.uk](mailto:%20Jeremy.Langton@southwest.hee.nhs.uk)

1. **INTRODUCTION AND BACKGROUND**

The School of Pathology provides an organisational framework and leadership for the partnership between the Severn PGME, Peninsula PGME, The Royal College of Pathologists and local healthcare providers to provide training in the region. The School of Pathology is expected to liaise where appropriate with other Postgraduate Schools and contribute to Quality Assurance through the Severn and Peninsula Heads of Schools meeting.

The School of Pathology works towards achieving, and providing evidence of mandatory GMC standards as outlined in the GMC (General Medical Council) ‘Generic Standards for Training’ described in April 2005. These are summarised in the next section.

1. **KEY DUTIES AND RESPONSIBILITIES OF THE ROLE**

3.1 Patient safety

The duties, working hours and supervision of trainees must be consistent with the delivery of high quality safe patient care.

3.2 Quality Assurance, Review and Evaluation

Postgraduate training must be quality controlled locally by deaneries, working with others as appropriate e.g. Medical Royal Colleges/Faculties, specialty associations, LETB/Severn PGME.

3.3 Equality, Diversity and Opportunity

Postgraduate training must be fair and based on principles of equality.

3.4 Recruitment, selection and appointment

Processes for recruitment, selection and appointment must be open, fair, and effective and those appointed must be inducted.

3.5 Delivery of curriculum including assessment

The requirements set out in the curriculum must be delivered.

3.6 Support and development of trainees, trainers and local faculty

Trainees must be supported to acquire the necessary skills and experience through induction, effective educational supervision, an appropriate workload and time to learn.

3.7 Management of Education and Training

Education and training must be planned and maintained through transparent processes which meet GMC Standards and are delivered through the School.

3.8 Educational resources and capacity

The educational facilities, infrastructure and leadership must be adequate to deliver the curriculum.

3.9 Outcomes

The impact of the standards must be tracked against trainee outcomes and clear linkages should be reflected in developing standards. Furthermore the Severn PGME would expect the Postgraduate School of Pathology would look to engage with the following stakeholders:

3.9.1 Hospital Trusts and Independent Sector

Enable representatives of NHS management, and independent healthcare systems to engage in key issues.

3.9.2 Other healthcare workers

Recognise and value the importance of a multi-professional approach to patient care and learning

**4. PURPOSE OF THE SCHOOL OF PATHOLOGY**

The purpose of the School of Pathology is to provide a structure and framework for the delivery of quality assured medical training programmes through explicit and accountable Severn and Peninsula PGME, and College roles.

4.1 Within Severn and Peninsula PGME the School will support the following functions and tasks necessary to develop and high quality training programme

* Teaching and learning
* Managing training programmes and posts
* Faculty development
* Curriculum, syllabus and content (real and virtual)
* Trainee selection
* Assessment of progress
* Quality assurance and evaluation
* Educational research
* Resource management including the provision of areas of special Pathology training
* Development of innovative training programmes according to service need

**5. THE SCHOOL OF PATHOLOGY BOARD FUNCTIONS**

The Board represents a partnership between the Severn and Peninsula PGME, the Royal College of Pathologists and local service.

* 1. Main Board functions
* Implementing an organisational structure best suited to regional requirements and which is also sensitive to future developments in Pathology training
* Overseeing and streamlining support functions (e.g. assessment, syllabus, curriculum delivery, specialty meetings, trainee selection)
* Participating in the selection of key medical educator roles
* Ensuring faculty development and supporting the training of key educators in their roles
* Supporting Severn and Peninsula PGME in quality assurance and evaluation
* Helping develop educational research
* Supporting and developing locally delivered courses in liaison with other professional groups such as the Royal College and Specialty Associations
* Ensuring that Severn and Peninsula PGME processes with respect to trainers and trainees are correctly followed
  1. The Board is also responsible for overseeing, coordinating and where appropriate liaising with:
* The Training Programme Directors
* College Tutors
* Trust Education Representatives including Clinical Tutors/Directors of Medical Education
* Specialty Educational Supervisors
* Clinical Supervisors

The Board will also be responsible for developing and implementing a business plan for improvement, and to deliver an annual report to the Severn and Peninsula PGME.

5.3 The Board will report to

* The Postgraduate Dean
* Professionally to the College of Pathologists
* Health Education England

5.4 Financial Support

* Health Education South West (funding of training posts, study leave etc.)
* Severn and Peninsula PGME (e.g. Specialty Manager and School support admin, sessional funding for key educators, provision of Educator Development)
* Hospital Trusts through SPA (Supporting Professional Activities) through annual negotiation of trainer contract. Most education and training can be provided through supporting professional activities (SPAs) by means of annual job planning. Occasional high educational contributors will be undertaking activities beyond that which can be incorporated in SPA and trusts should look sympathetically upon these during the annual job planning negotiations
* Colleges

**6. CONSTITUTION OF THE BOARD**

6.1 The membership of the School Board typically will be

* Postgraduate Dean or his nominated Representative
* Head of School
* Training Programme Director (s)
* STC chairs
* Sub-Speciality representatives
* Academic Representative
* Trust Representative
* Respective College representatives
* Trainee
* Lay Member

Other members may be invited at the discretion of the Board.

**7. EDUCATIONAL GOVERNANCE AND QUALITY ASSURANCE**

The organisational structure of the School of Pathology should be sensitive to the purposes of curriculum reform, be capable of supporting the resolution of problems at departmental, hospital, training programme or Severn and Peninsula PGME level.

Responsibility and accountability for training should be clearly identified at departmental, hospital and training programme level, and these roles properly recognised and resourced in time and/or financially.

The General Medical Council (GMC) is the statutory body responsible for quality assurance of all postgraduate medical education in the UK. The Postgraduate Deans have delegated responsibility from GMC to implement this locally and the Pathology School model should provide an effective structure for this.

**8. EQUAL OPPORTUNITIES**

All duties must be carried out in a manner that recognises and promotes the absolute commitment and duty of the NHS Health Education South West to achieve diversity and equal opportunities.

**9. FLEXIBILITY**

This job description is designed to identify the principal responsibilities of the post only, and is subject to review in the light of the changing needs of the organisation. The post-holder is required to be flexible in developing the role to respond to new and changing demands.

The post-holder is expected to take a proactive approach to his/her own development and ensure that competences, skills and knowledge consistently match the changing requirements of the post.

1. **TERMS AND CONDITIONS**

The appointments are subject to the terms and conditions laid out in the New Consultant Contract and the requirements of an employee of Health Education South West.

The post is for a fixed- term period of 3 years, renewable subject to satisfactory performance and/ or the needs of the organisation for another 2 years.

The successful applicant will hold a contract with the Trust. Applicants must have confirmation from either the Clinical Director or the Medical Director confirming their current job description/ timetable will allow this extra role to be undertaken.

**PERSON SPECIFICATION**

**HEAD OF SCHOOL OF \***

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| **Qualifications** | **Essential (E) Desirable (D)**   * Member of Royal College of Pathologists (E) * Higher academic qualification, demonstrated progress of working towards this or evidence of formal training in academic Pathology (D) * Educational qualification (D) * Current full registration with the (GMC) (E) * Fully accredited as an Educational Supervisor. |
| **Specific Knowledge**  **& Skills** | * Knowledge of adult educational theory and practice (D) * Understanding of current Pathology training (E) * Significant experience of working in an Pathology discipline as a Consultant (E) * Participated in formal training programmes in Pathology(E) * Experience of handling training budget (E) * Experience of committee work at a strategic level (E) * Experience as Training Programme Director or College Tutor (E) * Accredited as an Educational Supervisor (E) * Significant experience of working within the education/health sectors (E) * Experience of teaching in Higher Education (E) * Proven leadership abilities (E) * Evidence of strategic thinking (E) * Well-developed verbal and written communication skills (E) * Good negotiating skills (E) * Ability to delegate appropriately (E) * Evidence of good working relationships with professional colleagues (E) * Computer literacy (E) * Editorial skills (E) |
| **Special Experience/skills** | * Proactive approach (E) * Team-based approach (E) * Research experience (E) * Ability to travel to all parts of the UK to undertake visits to training programmes, and relevant conferences (E) * Comfortable with change (E) * Published papers in peer reviewed journals (E) * Ability to travel easily within the HE Southwest LETB footprint (E) * Need to work with other Postgraduate Deans and Specialty Managers (E) * Promotion of Severn and Peninsula PGME (E) |