

JRCPTB

Joint Royal Colleges of Physicians Training Board

Appointment of a Deputy Medical Director of the Joint Royal Colleges of Physicians Training Board

The Federation of Royal Colleges of Physicians of the UK seeks to appoint a Deputy Medical Director of the Joint Royal Colleges of Physicians Training Board (JRCPTB), to replace Dr Peter Belfield.

The Deputy Medical Director will also act as vice-chairman of the JRCPTB (the Medical Director acts as Chairman) and will have specific responsibility for JRCPTB policy for Core Medical Training, General & Acute Medicine and other aspects of the JRCPTB's work such as development of the ePortfolio. The full constitution for the JRCPTB is available at www.jrcptb.org.uk. As an indicative guide it is anticipated that the Deputy Medical Director will spend up to two sessions per week on JRCPTB matters. In addition, the Deputy Medical Director will be a member of the JRCPTB Executive group.

The appointee must be a Fellow in good standing of one of the Royal Colleges of Physicians of the UK and of a relevant specialist society and have knowledge, understanding and experience of all aspects of UK medical training, preferably gained through active involvement in College, National or Deanery training committees. The appointment will be for an initial period of three years renewable by mutual agreement. The Royal Colleges of Physicians will meet agreed sessional costs and travel and hotel expenses incurred in carrying out these duties.

A full job description and person specification is attached.

Applications for this position, in the form of a CV and covering letter, should be sent to Professor Bill Burr, Medical Director JRCPTB, c/o Linda Asamoah, Head of Human Resources, Royal College of Physicians, 11 St Andrews Place, Regent's Park, London, NW1 4LE, to arrive no later than 31st January 2010. Interviews will be held in London on Tuesday 2nd March 2010.

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JOB DESCRIPTION AND PERSON SPECIFICATION
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**DEPUTY MEDICAL DIRECTOR OF THE JOINT
ROYAL COLLEGES' OF PHYSICIANS TRAINING BOARD
(JRCPTB)**

JOB CONTEXT

The Deputy Medical Director is the Officer appointed by the Federation of the Royal Colleges of Physicians of the United Kingdom to act on its behalf, through the Medical Director of the JRCPTB, on delegated matters with primary responsibility for core and general medical training. The Federation discharges its role in specialist medical training through the JRCPTB. The Deputy Medical Director shall act as chairman at meetings of the JRCPTB, where the Medical Director is absent.

The Deputy Medical Director will be appointed for a period of three years in the first instance. This may be renewable for a further three years, by mutual agreement. It is normally anticipated that there would be a supported handover from the existing Deputy Medical Director, but this may not always be possible, in which instance a formal briefing will be arranged.

MAIN RESPONSIBILITIES

1. 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 Executive and Board.
2. To be the lead Officer, within JRCPTB, for overseeing its role in the management of core and general medical training.
3. To Chair the Core Medical Training Committee and to be a member of the GIM SAC.
4. To attend and contribute to the Heads of Schools meetings and to organise and coordinate two meetings a year for all College Tutors and Associate Tutors.
5. To take the lead in other areas of specific interest to the incumbent agreed on appointment.
6. To be a member of the JRCPTB's sub-committees as may from time to time be constituted e.g. the Assessment committee with joint working with the MRCP (UK).
7. To deputise for the Medical Director, in overseeing the delivery of certain of the JRCPTB's responsibilities. These are listed at Annex A.
8. To act as spokesperson for the JRCPTB when required to do so.
9. The anticipated workload is up to 2 notional PAs per week. The JRCPTB will reimburse the post-holder's employers for the time spent in the Deputy Medical

Director's role up to this limit. Necessary expenses will be reimbursed. Where (s)he is retired, the JRCPTB will pay an honorarium, plus necessary expenses, at a rate to be mutually agreed.

10. The Offices of the JRCPTB are currently located at the Royal College of Physicians of London.

11. A permanent staff led by the Head of JRCPTB manages and conducts the day to day activities of the JRCPTB and is functionally responsible to the Medical Director.

Annex A - List of responsibilities

Annex B - Person specification

ANNEX A - JRCPTB responsibilities

- a. Applications for CCT certification
- b. Applications for assessment of eligibility for specialist registration
- c. Considering the educational content of new posts on behalf of JRCPTB prior to submission to PMETB for final approval
- d. Standards of training
- e. Quality management (QM) of training to include oversight of some of the Annual Specialty Reports (ASR), especially those for CMT, GIM and AIM.
- f. Reviewing and updating, together with SAC members, the CMT, GIM and AIM curricula and submitting to the PMETB for approval, and attending PMETB panels as required.
- g. Contributing to the development of appropriate performance and knowledge assessment mechanisms to assess trainees' competence.
- h. Ensuring the progress of all trainees is monitored using the ePortfolio and being closely involved in development of the ePortfolio as a measurement tool for the QM of educational programmes including supervision
- i. Providing professional support and advice to individual trainees.
- j. To advise on the eligibility of trainees to enter CMT and specialty ST3 programmes, in particular advising on CCT vs CESR(CP) appointments.
- k. Potentially to take a lead role in the national co-ordination of recruitment to core and specialty (ST3) training posts (currently being led by the RCP London on behalf of the JRCPTB).
- l. To co-ordinate SAC input to workforce intelligence and planning.

ANNEX B - Person specification, Deputy Medical Director JRCPTB

Attribute or skill	Essential	Desirable
Specialist Expertise in training.	<p>To be an experienced consultant Physician who is actively involved in medical education.</p> <p>Has a thorough and up to date understanding and experience of the regulations and processes of medical training and in the management of training.</p>	<p>Active involvement with Core Medical Training.</p> <p>Able to take an innovative approach to policy development.</p> <p>Masters degree or higher qualification in medical education</p>
Appropriate skills	<p>A recognised leader, with an ability to create consensus.</p> <p>Has good interpersonal and management skills.</p>	<p>Ability to lead and effect change</p> <p>Well-honed chairing skills</p>
Training experience	Has been a member of Regional or UK-wide training committee.	Has been Chair or Head of a regional or UK-wide training committee or

		organisation.
Clinical Expertise	To have an entry in the Specialist Register and to be in good standing with employer.	Has made additional contributions to his/her specialty.
College representation	To be a Fellow in good standing of one of the Federation Colleges	To have contributed to College Educational programmes or activities.
Specialist Representation		To be an active member of a relevant Specialist Society