

Faculty of Occupational Medicine

Job Profile - April 2014

TITLE: Training Manager (Maternity Cover)

PROVIDES SUPPORT TO: Director of Training, Chief Examiner (Research Methods), Chief Examiner (Workplace Based Assessments), and other officers as appropriate

REPORTS TO: Head of Professional Standards

MAIN PURPOSE:

- 1) To administer and co-ordinate the specialty training programme;**
- 2) To support and liaise with relevant Officers, particularly the Director and Deputy Director of Training, Regional Specialty Advisers (RSAs) and also the Chief Examiner, Workplace Based Assessments (WBAs); the Chief Examiner, Research Methods; and Chair of CESR Advisory Group;**
- 3) To liaise with and represent the Faculty as required with the General Medical Council (GMC), the Local Education Training Boards (LETBs) and other external bodies, keeping abreast of developments which impact on training;**
- 4) To organise training, committee and other meetings as required;**
- 5) To help administer the continuing development of Workplace Based Assessments;**
- 6) To maintain records and produce reports as requested;**
- 7) To help raise the profile of Occupational Medicine with Medical Schools and their students; be involved in arrangements for Faculty representation at careers fairs, ensuring the booking of space and preparation of relevant material;**
- 8) To manage the evaluation of Certificate of Eligibility for Specialist Registration (CESR) and non-trainee membership applications;**
- 9) To make arrangements for Faculty representation on Appointments Advisory Committees as requested;**
- 10) To administer the Mobbs Corporate Health and Exxon Mobil Fellowship;**
- 11) To support the development and implementation of the trainee e-portfolio;**
- 12) To manage and administer the progress of dissertations and process leading to Membership of the Faculty of Occupational Medicine, Certificate of Completion of Training (CCT) and the Combined Programme (CP);**
- 13) To support the implementation of the National School of Occupational Health.**

KEY RESPONSIBILITIES:

- 1) To administer and co-ordinate the Specialty Training Programme:**
 - 1.1 Provide administration of the approval process for the specialty training programme;

- 1.2 Assist with and administer the appointment of Regional Specialty Advisers, members of Specialist Advisory Sub Committees and WBA Advisory Group;
 - 1.3 Administer arrangements for registration of specialty registrars into training and support their progress throughout the training period.
 - 1.4 To process the paperwork for recommendations to the GMC for the award of CCT for specialty registrars once they have completed their training
- 2) To support and liaise with relevant Officers, particularly the Director and Deputy Director of Training, Regional Specialty Advisers (RSAs) and also the Chief Examiner, Workplace Based Assessments (WBAs); the Chief Examiner, Research Methods; and Chair of CESR Advisory Group;**
- 2.1 Maintain good liaison with the Officers named in the above, keeping them informed and providing such support as requested.
- 3) To liaise with and represent the Faculty as required with the GMC, the Local Education Training Boards (LETBs) and other external bodies, keeping abreast of developments which impact on training:**
- 3.1 Work with the Head of Professional Standards to develop good working relationships and close communication with the GMC, the LETBs, and other relevant organisations;
 - 3.2 Maintain close liaison with trainees, trainers, Regional Specialty Advisers, the postgraduate Deans and others concerned with post approvals and record of in training assessments.
- 4) To organise training, committee and other meetings as required:**
- 4.1 Provide administrative support in setting up such meetings (RSA meetings, SAC meetings) as requested by the Head of Professional Standards and relevant Officers, producing and circulating relevant reports, agendas, papers and minutes.
- 5) To help administer the continuing development of Workplace Based Assessments:**
- 5.1 Arrange and minute WBA Advisory Group meetings;
 - 5.2 Support the Chief Examiner, Workplace Based Assessments.
- 6) To maintain records and produce reports as requested:**
- 6.1 Maintain database records for training posts, trainees, trainers, Regional Specialty Advisers and regional postgraduate Deans;
 - 6.2 Produce reports for the GMC and Faculty Officers as requested.
- 7) To help raise the profile of Occupational Medicine with Medical Schools and their students; be involved in arrangements for Faculty representation at careers fairs, ensuring the booking of space and preparation of relevant material:**
- 7.1 Support the work of the Faculty Lead for Medical Schools;
 - 7.2 Book space and prepare relevant material for careers fairs;
 - 7.3 Organise volunteers (including trainees and trainers);
 - 7.4 Despatch exhibition stands.
- 8) To manage the evaluation of CESR and non-trainee membership applications (approximately 4 per year):**
- 8.1 Ensure that CESR applications are processed efficiently and are submitted on time;
 - 8.2 Coordinate recruitment, training and allocation of the Faculty's CESR evaluators;
 - 8.3 Provide administration for meetings, including preparation and circulation of papers, agendas, reports and minutes;
 - 8.4 Deal with associated correspondence and implementation of actions;
 - 8.5 Process non-trainee membership applications, liaising with the Academic Dean.

9) To make arrangements for Faculty representation on Appointments Advisory (AAC's) Committees as requested:

9.1 Act as a liaison point for NHS employing organisations seeking Faculty representation on AACs, inviting Regional Specialty Advisers/specialist occupational physicians to act on behalf of the Faculty.

10) To administer the Mobbs Corporate Health and Exxon Mobil Fellowships:

10.1 To respond to queries regarding the award;
10.2 To process applications for the Fellowships;
10.3 To arrange and minute the Panel meetings.

11) To support the development and implementation of the trainee e-portfolio:

11.1 To provide administration and support during the development and implementation of the trainee e-portfolio;
11.2 To arrange meetings with the supplier, as necessary;
11.3 Maintain good liaison between the supplier and the relevant staff and Officers involved in the development.

12) To manage and administer the progress of dissertations and process leading to Membership of the Faculty of Occupational Medicine, Certificate of Completion of Training (CCT) and the Combined Programme (CP):

12.1 Provide administrative support to the Chief Examiner, (Research Methods);
12.2 Advise trainees on the process of starting and completing a dissertation;
12.3 Liaise with the Chief Examiner, (Research Methods) regarding suitable assessors for each dissertation;
12.4 Maintain an up-to-date database of trainees/candidates and progress of dissertations;
12.5 Maintain a database of Members and Fellows willing to assess dissertations in their specialist areas;
12.6 Administer procedures for appointment, training and monitoring of assessors;
12.7 Monitor the progress and assessment of dissertations to the point of final approval;
12.8 Enter and maintain updated abstracts on the Faculty website;
12.9 Prepare documentation for the award of Membership of the Faculty of Occupational Medicine (MFOM) and co-ordinate the approval process;
12.10 Prepare documentation for the recommendation of CCT or CP, to the GMC;
12.11 Ensure timely submission of the CCT and CP pre-notification and recommendations to the GMC;
12.12 Maintain an accurate paper trail of evidence which leads to CCT and CP recommendations and respond promptly to audit requests from the GMC;
12.13 Maintain an up to date list of MFOM dissertations and their indices by subject and author;
12.14 Provide up to date information about new MFOMs for the Board, newsletter, certificate list and Peter Taylor Award;
12.15 Compile a list of dissertations submitted each year for the Peter Taylor Award Selection Committee and liaise with committee members and trainees throughout the selection and award presentation process.

13) To support the implementation of the National School of Occupational Health:

13.1 To provide administration and support during implementation of the National School;
13.2 Arrange and minute meetings.

14) General:

14.1 Assist the Professional Standards team in various ad hoc tasks including: responding to telephone and written enquiries, receiving visitors, despatching mail, and other general office tasks;
14.2 Play a full part with colleagues in the Professional Standards team including participation in any developments to the training programme;

- 14.3 Provide cross cover for other members of the team;
- 14.4 Assist in the smooth running of the office;
- 14.5 Carry out other relevant tasks as requested by the Head of Professional Standards and the Chief Executive;
- 14.6 Act at all times in accordance with the Faculty's policies and procedures.

Person Specification:

- Excellent communication skills;
- Meticulous attention to detail;
- Excellent IT skills, WORD, Excel, use of databases;
- Sound and varied administrative and organisational experience;
- Ability to relate to and work with people at all levels;
- Excellent interpersonal and diplomatic skills;
- Ability to prioritise, work under pressure and to tight deadlines;
- Able to exercise initiative and work autonomously;
- Sound numeracy skills;
- Reliable and with proven capability to co-operate as part of a small team;
- Capacity to act as ambassador, exercising a sense of responsibility for the organisation as a whole;
- Flexibility, willing to work the occasional night away from home.