**DIRECTOR OF TRAINING**

Applications are invited for this honorary role within the Faculty. These should be made on the **application form** and submitted **with a CV**. They should be returned to [training@fom.ac.uk](mailto:training@fom.ac.uk) by **5:00 pm on Monday, 8 May 2023**.

**Introduction**

The Director of Training role is a member of, and accountable to, the Council, and is responsible for overseeing the conduct of training on behalf of the Faculty and leading on the development of training within the specialty. The Director of Training works closely with the Academic Dean and Faculty staff. The role is supported by a deputy.

**Responsibilities**

The Director of Training’s key responsibilities are to:

* Define the training curriculum for specialist training (intended for those doctors who wish to acquire CCT)
* Define the standards of training for specialty trainees and, working on the Faculty’s behalf with postgraduate deaneries and the National School of Occupational Health, to support the development of quality assured training programmes
* Submit the Annual Specialty Report (ASR) to the GMC
* Oversee the Faculty advisory role, in conjunction with Regional Specialty Advisors, evaluating specialist training programmes, prior to submission by Deaneries to the GMC
* Chair the Training Committee and ensure that the Sub-Committee complies with its terms of reference
* Chair educational meetings of Regional Specialty Advisers and their deputies
* Oversee the CESR advisory group and also MFOM applications under Regulation M1 (c)

* Advise on matters relating to national medical workforce planning
* Work with and, where appropriate, delegate work to, the Deputy Director of Training

* Liaise with the NSOH, Trainees, and FOM staff regarding the provision of an effective ePortfolio system.
* Attend the Board of NSOH
* Attend the JATF of the AoMRC
* Give advice to Trainees on issues/difficulties in training if needed

**Person specification**

Applicants must be:

* A Member (MFOM) or Fellow (FFOM) of the Faculty
* In good standing with the Faculty (paid all fees and subscriptions due from them to the Faculty, signed a declaration of faith and complied with the minimum requirements of the Faculty’s or other appropriate continuing professional development scheme)
* On the GMC Specialist Register under Occupational Medicine
* Experienced in ARCP procedures
* Experienced in the National Recruitment process and benchmarking
* Experienced in a successful leadership role
* Able to work collegiately to support the development of new initiatives
* Able to work co-operatively as part of a team

Desirable:

* Experience as an Educational Supervisor
* Knowledge of NHS and non-NHS OH practice
* Previous or current role on deanery STC
* DOccMed/Part 2 MFOM examiner
* Faculty dissertation assessor

**Time commitment**

Attendance at meetings, (Council meetings – 4 per year; Training Committee – 2 meetings per year; RSAs’ meetings - 2 per year; NSOH Board meetings – 2 to 4 meetings per year, JAFT meetings – ½ day x 4 per year), together with the associated tasks, mean that the role takes approximately 0.5 days per week. Currently all meetings are held online.

**Appointment**

The Director of Training is appointed by the Board, on the recommendation of an appointment panel, for a period of three years. Applicants may be invited to attend for interview. The appointment may be extended up to a maximum of six consecutive years.

**Expenses**

The role of Director of Training is an honorary one. However, travel and other necessary expenses incurred in travelling to meetings and carrying out the role will be reimbursed in accordance with the Faculty’s business travel and expenses policy. The incumbent will be covered by the Faculty’s professional indemnity policy for the work involved in this role.

**Further information**

For an informal discussion about the role, please email: [training@fom.ac.uk](mailto:training@fom.ac.uk) who will be able to put you in touch with the current Director of Training.

*March 2023*

**APPLICATION FORM FOR DIRECTOR OF TRAINING**

INSTRUCTIONS FOR COMPLETION

**This form should be completed electronically; the boxes will expand to allow as much text as required to be entered. Please complete the form and return it as indicated in the instructions set out in the post advertisement.**

|  |  |
| --- | --- |
| **I wish to apply for the position of:** |  |
| Full name |  |
| Business address |  |
| Telephone number |  |
| Email address |  |
| Date of specialist registration with the GMC |  |
| Qualifications |  |
| Present appointment(s) (with dates) |  |
| Two immediate past appointments (with dates) |  |
| Previous service to the Faculty of Occupational Medicine (with dates) |  |
| Please provide your last three appraisal dates to confirm your engagement with the process of annual appraisal. |  |
|  |
|  |
| Revalidation date |  |

|  |
| --- |
| **Please explain, in no more than 250 words, your suitability/how you meet the criteria for this post** (please provide any relevant dates) |
|  |

I confirm that:

my employer has given permission for me to take on this role, if it is offered

**OR** (please delete as appropriate)

I am self-employed and can commit the necessary time

**AND**

I am fully engaged with the revalidation process (including annual appraisal, 3600/multisource feedback, etc)

I confirm that the above information is accurate and understand that the information given on this form may be circulated to a Faculty appointment panel and/or the Faculty Board.

SIGNATURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Completed, signed application forms must be returned to the Faculty in accordance with the instructions for the post advertisement.