

**Appointment of Trainee Associates**

**To**

 **NES Quality Management-Quality Improvement**

**Information for Applicants**

**2019**

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# Background

1. NHS Education for Scotland (NES) is a special health Board responsible for supporting NHS services in Scotland by developing and delivering education and training for those who work in NHS Scotland.
2. The Scotland Deanery is managed across four regions in five offices,and provides the quality management of training to ensure GMC standards are met.
3. More information about NES is available on our website at http://www.nes.scot.nhs.uk/

# The NES Quality Management Team

1. The Scotland Deanery undertakes their quality management role by working in line with the General Medical Council's Quality Framework and NHS Education for Scotland's own Quality Management of Postgraduate Medical Education and Training in Scotland, Operational Framework.  As part of their quality management function, the deanery carries out planned visits to hospitals and GP surgeries whilst facilitating trainee and trainer surveys designed to gather evidence in determining whether the training provided meets the standards of the General Medical Council, our regulator.  More information can be found at <http://www.scotlanddeanery.nhs.scot/>quality and https://vimeo.com/135756007
2. As part of our ongoing Quality Improvement Processes Quality Review Panels were introduced in August and September 2015. These annual meetings review all data related to each training site in Scotland and consider if any action needs to be undertaken during the forthcoming quality cycle in terms of visits and units requiring further scrutiny.

# Trainee Associates

1. The NHS Education for Scotland Quality Management Team is looking to recruit 12 trainee associates in a rolling appointment programme, each for a period of 2 years to join our team of associates, whose role will be to analyse information and identify objectives for the quality assurance process; verify information received through visits; and make judgements about whether standards in Promoting excellence are being met. <http://www.gmc-uk.org/Promoting_excellence_standards_for_medical_education_and_training_0715.pdf_61939165.pdf>
2. We would anticipate that each trainee associate would take part in a minimum of 1 visit in the first 6 months and ideally a minimum of 2 visits a year (year being defined as August to July)
3. Associates should also attend at a Quality Review Panel (QRP) meeting of their allocated specialty. It is also envisaged that Associates will attend a minimum of 1 SQMG meeting per annum and 1 DQMG meeting every 2 years. Visits may take place anywhere in Scotland and usually last around one day but on occasion an overnight stay may be required.
4. Associates are also required to reply to any email promptly, complete feedback forms and engage with the appraisal process.
5. The time required for these activities will come out of that allocated for study leave. It will require the approval of the trainees TPD or FTPD and the support of the clinical unit were trainees are working. It is anticipated that there will be a minimum of 6 to 8 weeks notice in advance of each visit or meeting.
6. A performance review (appraisal) will take place after six months, thereafter annually. If commitment to the role (as set out above) is not demonstrated then the role may be terminated.

# Role

With assistance from the NES Quality Management – Quality Improvement Team:

* To analyse information and identify objectives for the quality assurance process
* To verify information received during visits through asking probing questions while maintaining productive working relationships with the organisation being visited

* To make judgements about whether standards are met and ensuring that these are reflected in the findings of the final visit report
* To become familiar with GMC standards and information provided by the NES and the organisation being visited
* To contribute to evaluations of the quality assurance process, including the provision of feedback on their experience of the process
* To undertake training as required by NES.
* Identifying areas of Good Practice and contribute to adding examples of good practice to the SHARE website.
* To engage with the wider cohort of trainees to increase awareness of the QM-QI process and encourage completion of surveys.

# Person specification

Trainees who are members of Specialty Training Committees in their Specialty are encouraged to apply.

Applicants must be in good standing and able to demonstrate the following skills.

**Key skills and knowledge required**

Relevant skills and experiences

* To support NES through demonstrating an interest in the quality assurance of undergraduate and postgraduate medical education and to assist with the development of quality improvement in these areas.

Analytical skills

* An ability to interpret and analyse a range of information and at times complex information, with an ability to pinpoint relevant issues.
* Whilst dealing with complexity there will a requirement to have strong attention to detail.

Sound judgement and decision making skills

* A strong ability to be decisive and be able to make judgements against set criterion
* Ability to be objective, fair and reasonable in decision making
* Ability to present judgements orally in a fluent and persuasive manner to other visit team members including NES staff, and to the organisation being visited.

Interpersonal skills

* To have a clear and concise communication style.
* Excellent interpersonal skills. This role involves establishing and maintaining good working relationships and interaction with medical schools, deaneries, LEPs, GMC staff and other visitors.
* Strong team working skills with an ability to be inclusive without unduly influencing other members of the team.
* To have an ability to question in a diplomatic and non-confrontational style and actively listen to responses.

Equality and Diversity

* To have evidence of current Equality & Diversity Training by the time of the first Quality Management Visit. Online training is available at [http://www.doctors.net.uk](http://www.doctors.net.uk/)
* To have an understanding, appreciation of and commitment to the principles of equality, diversity and fairness in all aspects of the QM-QI process.
* To display integrity through generating the trust, confidence and respect of others and also dealing impartially with all matters raised
* In addition to meeting the competencies, all members are expected to adhere to the NES Code of Conduct and must declare any interest that might jeopardise their suitability for appointment.

# Expenses

Associates may claim travel and subsistence expenses in accordance with the current NES Study Leave Expenses Claim Policy and Procedure. Details of how to claim expenses will be provided on appointment.

#  Equality and diversity

1. We will make appointments in keeping with our commitment to promote equality and value diversity in that there should be equal opportunities and that there should be no discrimination on the grounds of age, race, colour, nationality or ethnic origin, gender, marital status, sexual orientation or disability.
2. We are fully committed to making the appointment process accessible at all stages for any applicants with a disability or other specific requirements. This may include providing application forms in an alternative format or making adjustments to the interview process.

# The appointment process

1. In appointing Associates we will have regard to the need for balance in terms of diversity, skills and experience and with the aim of achieving a balance of relevant skills to the associate pool.
2. Applications will be shortlisted and successful applicants invited for interview. Appointment is conditional on the outcome of the interview and the receipt of satisfactory references.
3. As part of our appointment process, we require all successful candidates to provide an up to date PVG certificate along with their training programme director’s contact details. Applicants should discuss their application with their Training Programme Director and they will be contacted to comment on the applicant’s suitability for the role.