

Clinical Director of Training and Assessment

Job description

Appointed by:	Council
Responsible to:	Vice President for Learning
Accountable to:	The President
Term of office:	Three years from the date of the AGM in the year of appointment
Commitment:	Average of 2 Programmed Activities (PAs) per week (including attendance at relevant meetings) but weekly commitment can be variable

Introduction

The Royal College of Pathologists is a professional membership organisation with more than 11,000 fellows, affiliates and trainees worldwide. We are committed to setting and maintaining professional standards and promoting excellence in the teaching and practice of pathology, for the benefit of patients.

The College works with pathologists and promotes their interests at every stage of their career. We set curricula, organise training and run exams, publish clinical guidelines and best practice recommendations and provide continuing professional development. We engage a wide range of stakeholders to improve awareness and understanding of pathology and the vital role it plays in everybody's healthcare. Working with members, we run programmes to inspire the next generation to study science and join the profession.

The College

This College has a key role in the professional aspects of pathology services in the development and delivery of health care. Those holding office in the College provide professional leadership, and thereby contribute at a national level to the maintenance and development of pathology services, and the quality of care that patients receive.

The College expects its office holders to be proactive, and to provide leadership not only in their own specialty but also in pathology in general, in the wider context of health services. The College's influence extends to all sectors of healthcare provision.

The College is its membership, and we aim to listen and be responsive to its needs. The coordination between international, national, regional and local activities is paramount. All office holders are expected to subscribe to these principles, and the local leads and regional Chairs are expected to provide the professional leadership within their region. The College is also expected to provide advice and guidance on specialty specific issues nationally, regionally and locally. The Specialty Advisory Committees provide professional leadership within their specialty.



The Training and Assessment Departments

The Training and Assessment Departments sit within the Learning area of the College which is overseen by the Vice President for Learning and the Director of Learning, who is a member of the College's Senior Management Team. The Training and Assessment Managers both work with the Clinical Director of Training and Assessment, the Director of Learning, and the College Specialty Training Committees (CSTCs). The Director will also work closely with the staff in the Training Department.

The Training Manager is responsible for managing the development and maintenance of medical, Clinical Scientist and veterinary pathology curricula and their approval by the respective regulatory bodies; overseeing the registration and progress of Specialty Registrars (StRs); making recommendations to the General Medical Council for doctors applying for entry to the Specialist Register through various routes and for administering the CSTCs. The Manager is supported by a team of three; the Training Officer, the Training Co-ordinator and the Training Assistant.

The Assessment Manager is responsible for managing the development, piloting, evaluation and implementation of methods of workplace-based assessment for pathology trainees (medical and Clinical Scientists); developing the Learning Environment for Pathology Trainees (LEPT) and acting as the central point of contact for the College in regard to any external electronic portfolios or systems and is responsible for developing an annual 'Training the Trainer/Assessor' calendar of events.

The focus of the departments' work over the course of the next year is the development and approval of the postgraduate medical pathology curricula by the General Medical Council and corresponding development of the related e-Portfolios.

Purpose of the role

The Clinical Director of Training and Assessment may be appointed from our pathologist or scientist colleagues and from any of our 17 specialties. The Clinical Director of Training and Assessment provides the College's strategic direction on all postgraduate training and assessment matters for medical and Clinical Scientist trainees. The Clinical Director of Training and Assessment will need to have a broad overview of the needs of all pathology disciplines. The Director will be expected to devote the equivalent of, on average, one day per week to this work and may also be expected to undertake some travel overseas.

Responsibilities

The responsibilities are:

- Providing leadership and strategic development for medical and scientific postgraduate training and assessment and supporting the Clinical Director of Examinations in ensuring a cohesive and complementary assessment system for the pathology specialties that will also ensure compliance with the relevant regulators (e.g. the General Medical Council).
- Being up to date with changes in medical and scientific training and standards and being able to advise accordingly with regard to the development of postgraduate training and assessment policies, taking into account the relevant specialty curricula and the future needs of the service.
- Working closely with the Training and Assessment Managers, Director of Learning, CSTCs and any other internal/external committees or individuals supporting postgraduate pathology training and assessment.
- Working closely with the GMC, Heads of Pathology Schools or equivalent, Training Programme Directors, educational supervisors, National School for Healthcare Science and devolved nations.
- Working closely with all College Directors, especially the Clinical Director of Examinations (to ensure that the examinations keep pace with curriculum and assessment development) and the Clinical Director of International Affairs (to identify and pursue relevant international opportunities concerning postgraduate pathology training).

- Attending the Trainee Advisory Committee and the College Specialty Training Committees twice per year.
- Working closely with and guiding the work of the CSTCs and their Chairs.
- Attending the Joint Training Committee to discuss developments in pathology training and examinations with the Joint Royal Colleges of Physicians Training Board (JRCPTB).
- Ensuring credibility of the quality assurance of training programmes.
- Providing advice and support on the development of the LEPT system.
- Advising on the programme for Train the Trainer/Assessors days.
- Chairing and actively participating in the annual New Trainee Welcome Days.
- Promoting the College's standards and services with regard to postgraduate pathology training.
- Representing the College at all appropriate internal and external meetings regarding training and assessment.
- Maintaining the CSTCs' profiles in the College by reporting to Council as an observer.

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Person specification

Requirements	Essential	Desirable
Knowledge and experience		
Fellow of the College	✓	
In active practice	✓	
Able to demonstrate relevant up to date knowledge, for instance through participation in a CPD scheme	✓	
Not currently subject to any investigations related to professional performance or probity	✓	
Broad overview of all pathology specialties	✓	
Experience at a senior level in postgraduate pathology training	✓	
Knowledge of the structure and governance of postgraduate training, and of the bodies external to the College with responsibility for the various aspects of postgraduate training	✓	
Extensive first-hand practical experience in the leadership and development of undergraduate or postgraduate training	✓	✓
A demonstrable interest in education and assessment	✓	
Trained and up to date in all issues relating to equality and diversity	✓	
Postgraduate qualification in medical education or equivalent		✓
Skills and Abilities		
Ability to communicate effectively and develop effective working relationships on an individual basis with College colleagues and staff	✓	
Excellent verbal and written communication skills with the ability to write clear and concise reports, letters and communications	✓	
Ability to make decisions and give guidance	✓	
Ability to present effectively to an audience, using a variety of methods, and to respond to questions and queries	✓	
Ability to take responsibility and show evidence of leadership	✓	
Qualities		
Excellent interpersonal and communications skills	✓	
Flexible and proactive attitude	✓	
Awareness of personal limitations	✓	
Proven experience of working constructively as part of a team	✓	
Proven experience in leadership and strategy development	✓	
Track record of achievement	✓	