



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 College is a professional membership organisation dedicated to the advancement of the science and practice of pathology. There are currently approximately 12,000 members, all of whom are pathologists and scientists based in hospitals, universities and laboratories in the UK and overseas. The College's main tasks are to set and maintain training standards for doctors and scientists, to advise on the appointment of consultants, to ensure the membership is kept up to date with current practice through the continuing professional development scheme, and to promote the latest developments in pathology by holding scientific meetings. The College's mission is to promote excellence in the practice of pathology and to be responsible for maintaining standards through training, assessments, examinations and professional development.



We are committed to increasing diversity and inclusion within our organisation, as well as using our voice and platform to help make pathology as a profession more inclusive. This means reflecting critically on issues of diversity and inclusion within all that we do, identifying and taking appropriate actions to reduce inequality, and welcoming challenge.

We welcome applications from anyone regardless of their disability, ethnicity, heritage, gender, sexuality, religion or socio-economic background.

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; 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 delivery of the annual Education Update. In addition, they oversee delivery of the Pathology Portal learning platform.

Purpose of the role

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, requiring a broad overview of the needs of all pathology disciplines.
- chairs the Head of Pathology Schools meeting twice a year to discuss all relevant matters relating to postgraduate pathology training.

The Clinical Director of Training and Assessment may be appointed from any of the 17 pathology specialties. They 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 outside of the UK.

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.
- Providing leadership in the development review and quality assurance of postgraduate pathology curricula, including responding to national developments in postgraduate training.
- Chairing the Head of Pathology Schools meeting twice a year to discuss all relevant matters relating to postgraduate pathology training.
- Providing leadership for Portfolio Pathway work undertaken by the College and support the Credentials Panel Chairs.
- Attending the Trainee Advisory Committee and the College Specialty Training Committees meetings.
- Representing the College at all appropriate internal and external meetings regarding training and assessment, including attending the MDRS Recruitment Group and the Joint Academy Training Forum (JTAF) on behalf of the College.
- Providing advice and support on the development of the LEPT system, including attending quarterly meetings with the supplier.
- Advising on the programme and participating in the annual Education Update.
- Chairing and actively participating in the annual New Trainee Welcome Days.
- Promoting the College's standards and services with regard to postgraduate pathology training.
- Maintaining the profile of all matters related to training and assessment activities in the College by reporting to Council as an observer.



Key relationships

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.
- and guiding the work of the CSTCs and their Chairs.
- the GMC, Heads of Pathology Schools or equivalent, Training Programme Directors, educational supervisors, National School for Healthcare Science and devolved nations.
- all College Clinical Directors, especially the Clinical Director of Examinations (to ensure that the examinations keep pace with curriculum and assessment development).



Clinical Director of Training and Assessment

Person specification

Requirements	Essential	Desirable
Knowledge and experience		
Fellow of the College	✓	
In active practice	✓	
Not currently subject to any investigations related to professional performance or probity	✓	
Broad overview of all pathology specialties	✓	
Up to date participation in a CPD scheme	✓	
Trained and up to date in all issues relating to equality, diversity and inclusion	✓	
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	✓	
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	✓	
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	✓	

