

SINGLE CORPORATE SERVICES

JOB DESCRIPTION

Job title:	Postgraduate Administrator	To be completed by HR - Job Reference Number:
Reporting to:	Medical Education Manager – IWT	
Accountable to:	Head of Business and Finance	
Pay Band:	Band 4	

As part of the Single Corporate Service, the role provides a service across both Isle of Wight NHS Trust and Portsmouth Hospitals University NHS Trust.

As the single corporate service will be delivered across both organisations, individuals may be required to undertake business travel between sites. The frequency and arrangements will be discussed on an individual basis, and the staff mobility local agreement will apply.

For our leaders managing staff across multi-site locations, they will need to be visible and provide in person leadership. The arrangements and frequency will be agreed locally.

Job summary

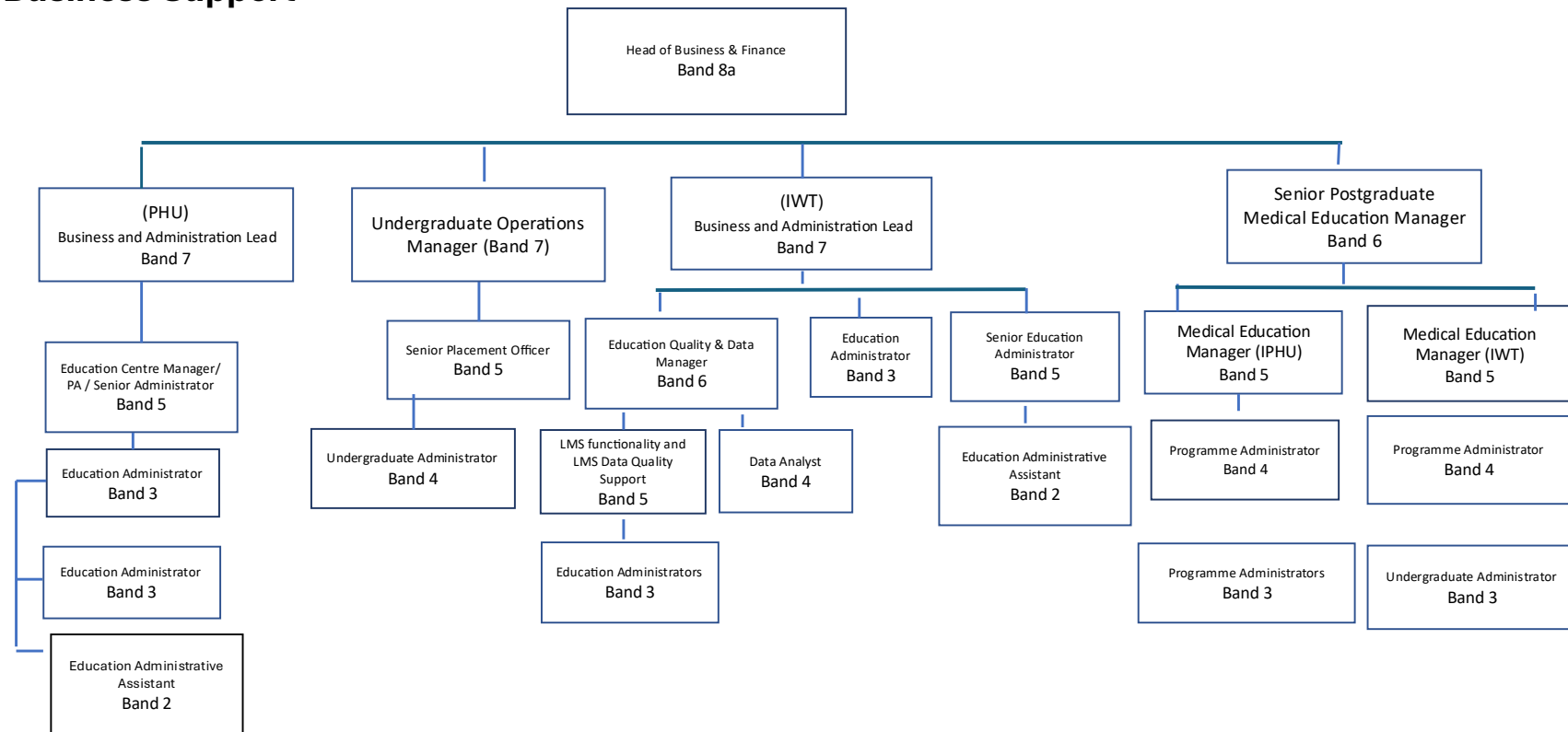
The Education Centre is the hub of Learning, Education and Development for the Isle of Wight NHS. Within it, the multi professional Training and Development Teams are responsible for delivering the Trust's Organisational Plan. All professionals in this field aim to work creatively to develop strong partnership relationships with external and internal colleagues and stakeholders. This post is responsible for administering all aspects of Foundation Training working closely with the Foundation Programme Director, Senior Medical Education Manager & Medical Education Manager along with Wessex Foundation School to ensure the effective delivery and administration of the Foundation Programme. The post holder is required to coordinate the clinical placements and allocation of supervisors to ensure trainees are able to meet the requirements of their curriculum. The post holder will monitor trainee progress to ensure compliance with the Foundation Programme. In addition, the post holder will provide training on the E-Portfolio system to trainees and trainers. To be part of the team working with Clinical Tutors/Specialty Leads to deliver high quality Undergraduate and Postgraduate Medical Education on the Isle of Wight, in accordance with the requirements of NHS England along with local, regional and national standards. To arrange and administer courses on behalf of the NHS England and the Trust.

Job Statement

- To administer all aspects of Foundation Training including the E portfolio system
- Deal with enquiries from trainees and trainers
- To develop and maintain communications with stakeholders both internally and externally, ensuring that all communications are cascaded in a timely fashion.
- Working on their own initiative, problem solve and make decisions without reference on a regular basis
- To provide administration support for the Director of Medical Education
- To undertake a range of administrative and supportive duties as identified by the Medical Education Manager.

Organisational Chart

Business Support



Specific Core Functions

1. Support the co-ordination and supervision of the Foundation Year Shadowing and Induction Programme.
2. Lead on the co-ordination of Foundation Years Teaching. This will include:
 - Ensuring that any rooms and teaching equipment required is identified and booked at least 1 year in advance.
 - In consultation with the FY Programme Director ensuring both internal and external speakers/teachers are booked and that the programme is compiled in accordance with Deanery guidelines.
 - Attendance is monitored with appropriate reporting of attendance levels to the Programme Director. Initiate flagging of persistent non-attendance and its consequences to doctors in training to encourage improvement in attendance.
 - Evaluation forms are available for completion after each teaching session. These are analysed and the results fed back to the speaker and the Programme Director.
 - All equipment and special requests of speakers are met in accordance with current department guidelines.
 - Recording of attendance and non-attendance on Learning Management System.
2. Lead on the co-ordination and maintenance of ePortfolio:
 - Using E-Portfolio system to create accounts/update data and assist Foundation Trainees and Educational Supervisors in maintaining their portfolios. Check trainees' portfolios to ensure ongoing and regular completion of assessments, flagging up any trainees who are not maintaining regular data into their portfolio.
 - Ensuring that an up to date list of Educational Supervisors is maintained in order to facilitate the appraisal process.
3. Lead on the co-ordination and administration of Postgraduate Medical Education events. This will include:
 - Contacting all potential speakers and allocating to available dates.
 - Publication of annual timetable of sessions.
 - Promotion of each session on a monthly basis.
 - Booking of accommodation and catering (if required).
 - Liaison with Pharmaceutical Representatives to ensure sponsorship of meetings and the raising of an invoice to these companies following Trust Standing Financial Procedures (if required). This is essential to ensure that the Department has the necessary funds to support the programme.
4. Support the annual ARCP process to ensure that resident doctors are enable to progress in their careers.
5. To administer and support the smooth running of any additional educational programmes as required by the Learning and Development Department

Communication and Working Relationships

The post holder will communicate with a wide range of staff, doctors in training, consultants and external organisations. They will provide a professional and responsive administrative service, deal with routine enquiries, exchange information, maintain effective working relationships and ensure confidentiality is maintained at all times.

Analytical and Judgement

The post holder will be required to undertake routine analysis of information, maintain accurate records, identify and resolve straightforward administrative issues, prioritise their workload, and refer more complex matters to senior members of the team.

Planning and organising

The post holder will be responsible for organising and prioritising their own workload, coordinating routine administrative activities, arranging meetings and educational events, maintaining schedules and records, and ensuring tasks are completed within agreed deadlines.

Physical Skills

Requires standard physical skills and manual dexterity for the frequent use of keyboards, computer systems and other office equipment. The post holder will undertake prolonged periods of VDU work and occasionally handle educational materials and equipment associated with training events.

Patient Client Care

The post holder will provide a comprehensive administrative support service to doctors in training and other users of the postgraduate education service. They will respond to routine enquiries, provide information and assistance within established procedures, maintain confidentiality, and ensure a professional and customer-focused approach at all times.

Policy and Service Development

The post holder will work within established policies and procedures and contribute to the continuous improvement of administrative systems and processes within the Postgraduate Medical Education Department. They will implement changes to working practices as directed and make suggestions for service improvements where appropriate.

Financial Management

The post holder will undertake routine financial administration duties, including processing invoices, maintaining financial records, and monitoring expenditure information. They will ensure all financial transactions are processed accurately and in accordance with Trust policies and procedures.

Management/Leadership

The post holder will be responsible for managing their own workload, working as part of a team, supporting colleagues, and contributing to the effective delivery of postgraduate medical education services. They may assist in the induction and training of new staff and will demonstrate the Trust's values through their day-to-day work.

Information Resources

The post holder will be responsible for the accurate input, maintenance and retrieval of information held on postgraduate medical education systems and databases. They will produce routine reports, ensure data quality, maintain confidentiality and comply with Trust policies relating to information governance and records management.

Research and development

The post holder will support audit, quality assurance and service improvement activities by collecting, maintaining and collating information, producing routine reports and assisting with the administration of surveys and evaluations. They will contribute to the implementation of improvements arising from audit findings and feedback.

Person Specification

Criteria	Essential	Desirable	How criteria will be assessed
Qualifications	NVQ Level 4 in Business Administration	Customer Care Qualification Desirable	
Experience		- Minimum of 2 years recent office experience, NHS - Supporting an education function is	
Knowledge	- Ability to use a range of computer programmes including ESR (or similar) and Microsoft Office - Ability to communicate in written and oral English - Ability to understand and work with financial, administrative and personnel processes and practices - Ability to effectively problem solve		

Freedom to Act

- The post holder is guided by precedent and clearly defined occupational policies, protocols, procedures or codes of conduct. Work is managed, rather than supervised, and results/outcomes are assessed at agreed intervals.

Physical effort

- A combination of sitting, standing, and walking with little requirement for physical effort. There may be a requirement to exert light physical effort for short periods.

Mental effort

- There is a frequent requirement for concentration where the work pattern is predictable with few competing demands for attention, or there is an occasional requirement for concentration where the work pattern is unpredictable.

Emotional Effort

- Exposure to distressing or emotional circumstances is rare, or occasional indirect exposure to distressing or emotional circumstances.

Working conditions

- Occasional exposure to unpleasant working conditions, or occasional requirement to use road transportation in emergency situations, or frequent requirement to use road transportation, or frequent requirement to work outdoors, or requirement to use Visual Display Unit equipment continuously on most days.

Compliance statement to expected organisational standards:

To comply with all Trust Policies and Procedure, regarding:

- Risk Management
- Health and Safety
- Confidentiality
- Data Quality
- Freedom of Information
- Equality Diversity and Inclusion
- Promoting Dignity at Work by raising concerns about bullying and harassment
- Information and Security Management and Information Governance
- Counter Fraud and Bribery

The Trust has designated the prevention and control of healthcare associated infection (HCAI) as a core patient safety issue. As part of the duty of care to patients, all staff are expected to:

- Understand duty to adhere to policies and protocols applicable to infection prevention and control.
- Always Comply with key clinical care policies and protocols for prevention and control of infection; this includes compliance with Trust policies for hand hygiene, standards (universal) infection precautions and safe handling and disposal of sharps.
- All staff should be aware of the Trust's Infection Control policies and other key clinical policies relevant to their work and how to access them.
- All staff will be expected to attend prevention and infection control training, teaching and updates (induction and mandatory teacher) as appropriate for their area of work and be able to provide evidence of this at appraisal.
- To perform your duties to the highest standard regarding effective and efficient use of resources, maintaining quality and contributing to improvements.
- Ensure you work towards the Knowledge and Skills Framework (KSF) requirements of this post. KSF is a competency framework that describes the knowledge and skills necessary for the post to deliver a quality service.
- Your behaviour will demonstrate the values and vision of the Trust by showing you care for others, that you act professionally as part of a team and that you will continually seek to innovate and improve. Our vision, values and behaviours have been designed to ensure that

everyone is clear about expected behaviours and desired ways of working in addition to the professional and clinical requirements of their roles.

- Ensure you adhere to and work within local and national safeguarding children legislation and policies including the Children Act 1989 & 2004, Working Together to Safeguard Children 2013 4LSCB guidance and the IOW Safeguarding Policy.
- Ensure you adhere to and work within the local Multiagency safeguarding vulnerable adult's policies and procedures
- Ensure that you comply with the Mental Capacity Act and its Code of Practice when working with adults who may be unable to make decisions for themselves,
- Ensure that you maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities and encourage and support staff development and training.
- Respect the confidentiality of all matters that they may learn relating to their employment and other members of staff. All staff are expected to respect conform to the requirements of the Data Protection Act 1998, including the responsibility to ensure that personal data is accurate and kept up to date
- If your employment is to a post that requires you to be registered with a professional body, the continuation of your employment is conditional upon you continuing to be registered with the appropriate professional body. The Trust will require evidence of current registration.
- Proactively, meaningfully and consistently demonstrate the Trust Values in your everyday practice, decision making and interactions with patients and colleagues.
- Perform any other duties that may be required from time to time.

This job description may be altered, from time to time, to meet changing needs of the service, and will be reviewed in consultation with the post holder.