



## GENERIC JOB DESCRIPTION Medical Education Manager (MEM) Band 7/8

The Medical Education Manager (MEM) is professionally responsible to the Director of Medical Education (DME). The MEM provides strategic direction, specialist medical training knowledge, planning and leadership to the Medical Education Team. This includes providing guidance and senior management support to the DME, and other Tutors, particularly focusing on the interpretation and implementation of national policies and current legislation relating to medical training and service level agreements.

The roles and responsibilities outlined in this job description demands in-depth managerial knowledge and therefore should be undertaken by a Senior Manager.

This job description is **not definitive**; roles and responsibilities of MEM's vary throughout the Country where additional responsibilities may include Undergraduate Management, GP Education/ST, Continuing Medical Education, Dental and library services etc.

### Job Purpose

The post encompasses management responsibility for the delivery and evaluation of professional teaching activity, training programmes, Continuing Professional Development activity, induction and skills training for junior doctors and specialty trainees.

The post also involves financial management responsibilities associated with educational contracts, business planning and departmental policy and service development.

### General Responsibilities

- Responsibility for the support of medical education services across the organisation; this includes the provision of a comprehensive service, responsible for the planning, delivery and evaluation of professional teaching activities, training programmes, continuing professional development, induction and skills training for junior doctors and specialty trainees.
- Provide specialist knowledge and advice and guidance on PGME related matters for all medical staff and managers in the Trust.
- Work with the Director of Medical Education, Clinical Tutors, Specialty Leads, Foundation and College Tutors to monitor, evaluate and develop medical education. Ensuring this is done within the framework of the Educational Contract.
- To implement and monitor all current legislations and relevant policies and/or procedures as identified by the organisation.
- Responsible for the implementation of the Foundation Training Programme in line with Modernising Medical Careers and supporting the local implementation of the Specialty Training Programmes in the Trust.
- Supporting a broad range of training programmes and complex educational activities, including identification of training opportunities, training the trainers and co-ordination of projects to assess and/or improve medical education.
- Supporting the Director in ensuring the postgraduate service provided is quality assured, competency based and meets the requirements of the Educational Contract and relevant regulatory bodies.

- Ensure data collection and reporting processes are in place, which are necessary for quality control and training service development.
- Ensure evidence and systems are in place for robust reporting for educational governance and PMETB quality assurance and other external bodies as required.
- Liaise with other educational leads within the Trust to identify develop and promote multi-professional learning.
- In association with the DME and other associations develop Business Plans and produce Annual Reports.
- Develop networks with other Medical Education Managers to improve/share best practice.

### **Finance**

- Delegated budget holder of PGME budgets.
- Manage the resources and budgets devolved by the organisation for medical education and training.
- Write and submit finance reports as required.
- Work closely with Management Accounts so that systems are in place to record and monitor expenditure
- Responsibility for study leave budgets for junior medical staff and consultants where appropriate.
- To identify opportunities to meet income generation targets (as set by the Trust), and to monitor and audit the appropriate use of funds.

### **Management**

- Provide specialist knowledge in the area of Postgraduate Medical Education.
- Provide senior management/business support to the DME/Tutors.
- Business planning to ensure continued development of service and staff in order to meet the requirements of MMC and other changes in medical education.
- Manage medical education team including recruitment, appraisal, CPD, performance management and disciplinary issues.
- Develop and implement policies, protocols and procedures for medical education and Centre.

### **Education Centres (where managed by MEMs)**

- Responsibility for day to day management and promotion of all aspects of the Education Centre's functions, including security, maintenance and compliance with statutory requirements and policies.
- Develop the commercial use of the Education Centre ensuring maximum use through positive promotion.
- Responsible for a range of policy implementation and development for the Education Centre.
- Advise on and be responsible for the development of the centre to meet the long term needs of education in the organisation.

### **Strategy and Policy**

- Assist in the formulation of long-term strategic service plans to develop Postgraduate Education in the Trust, including developing policy and services which may impact on clinical services and financial/physical resources.

- Assist in developing project implementation including monitoring, evaluation and adjustment of strategies as part of implementing MMC and other changes as directed nationally.
- Interpret information being presented locally, regionally and nationally on developments in Medical Education and make judgements on the impact to the organisation.

**Responsibilities for Financial and Physical Resources.**

- Manage, monitor and audit the appropriate use of the medical education budget provided against the education contract.
- Manage, monitor and audit the appropriate use of income generation funds.
- Produce budgetary reports as required.
- Act in accordance with the organisation’s standing financial instructions.

**Personal Development**

- Ensure continuing professional and personal development, keeping abreast of professional issues, changing technologies and involvement in PD.
- Membership of appropriate professional organisation (e.g. NAMEM or NAMPS)

**PERSON SPECIFICATION**

ATTRIBUTES	ESSENTIAL	DESIRABLE
<b>Qualifications</b>	Educated to degree level or equivalent professional qualification or experience	Postgraduate Certificate in Education or relevant Postgraduate qualification
<b>Experience</b>	2 years experience as a manager in an education or training role, or 2 years as a senior manager in the NHS  Experience of line managing teams and managers in a senior position.  Experience of strategic and operational thinking, policy/service development, business planning and decision making  Managing budgets in the public sector	Experience of QA, audit and management of regulatory body inspection visits
<b>Knowledge</b>	Specialist, expert level knowledge of medical education training  Demonstrable understanding of the operational management of the NHS, and the delivery of services in a secondary or tertiary care environment  Good working knowledge of performance management of services and staff	Clinical education methodology  Knowledge of GMC framework and statutory regulations

<b>Skills</b>	<p>Confidence with Information Technology and Experience of using Microsoft Office especially Word, Excel, Access, PowerPoint and email</p> <p>Ability to operate and analyse with a high degree of independent judgement and initiative</p> <p>Strong team leadership and communication skills, with experience of managing people, conflict and negotiating change</p> <p>Highly advanced organisational skills and ability to co-ordinate and prioritise complex projects</p> <p>Enthusiastic, resolute and flexible approach to work, including ability to motivate team members</p>	Counselling and career adviser skills
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