Role Specification: Director, Training & Education – Institute of Medicine

Position Specification

<table>
<thead>
<tr>
<th><strong>Position Title:</strong></th>
<th>Director, Training and Education</th>
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<tbody>
<tr>
<td><strong>Affiliation:</strong></td>
<td>Institute of Medicine, Royal College of Physicians of Ireland</td>
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<tr>
<td><strong>Department/Function:</strong></td>
<td>Postgraduate Training and Education</td>
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<tr>
<td><strong>Tenure of office:</strong></td>
<td>3 years (1 day per week)</td>
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<tr>
<td><strong>Location:</strong></td>
<td>Royal College of Physicians of Ireland, Dublin 2</td>
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<tr>
<td><strong>Closing date:</strong></td>
<td>5pm – 31/8/2018</td>
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<tr>
<td><strong>Reference number:</strong></td>
<td>RCPI-RRN-60</td>
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The Royal College of Physicians of Ireland

The mission of The Royal College of Physicians of Ireland (RCPI) is to develop and maintain high professional standards in specialist medical practice in order to achieve optimum patient care and to promote health nationally and internationally. Through its Faculties/Institutes and Committees, RCPI has responsibility for the postgraduate education and training of doctors in Ireland in twenty-five medical specialties.

The Institute of Medicine (IOM)

As part of the RCPI Governance Implementation programme, the College will be establishing a new Institute of Medicine to act as the Training and Professional body for the General Medical specialties. The aim is for the Institute to be in place by October 2019.

The objectives of the Institute of Medicine will include:

- Acting as an authoritative body for consultation on matters of educational or public interest concerning any of the specialties within the Institute
- Representing the specialties on international, national and regional councils or committees concerned with postgraduate medical education.
- Obtaining and maintaining recognition for ICMT* as the body responsible for advising on all matters concerning any of its specialties under any scheme for specialist training in Ireland.
- Acting in an advisory capacity to key stakeholders such as Government and statutory bodies.
• Setting and maintaining standards for the MRCPI in General Internal Medicine Examinations

**Role Overview**

The Director of Training for the Institute of Medicine is responsible for the oversight and development of the postgraduate education for the General Medical specialist training programmes in both Basic and Higher Specialist Training across 16 specialties.

**Reporting relationships**

The Director of Training and Education of the Institute of Medicine will report to the Dean of the Institute of Medicine and will manage a number of Clinical Leads within the Institute of Medicines training programmes to include the Associate Directors for Higher Specialist Training and Basic Specialist Training.

In their first year, the Director will work closely with the Foundation Dean, Governance Programme Manager and Leads on the design and development of the training structure within Institute of Medicine.

Other key working relationships include Dean of Postgraduate Specialist Training, National Specialty Directors, Associate Director for Training Site Accreditation and Head of Postgraduate Training and Education.

**Responsibilities Governance**

- In collaboration with the Foundation Dean, manage the review of current governance within the Irish Committee for Higher Medical Training and the successful implementation of recommended changes within the structure.
- Together with the Foundation Dean, lead the establishment of the Clinical Framework for the Institute of Medicine in its role as a training body in close consultation with the Governance Implementation Programme including approval of post specifications for roles and participation in recruitment and selection for these roles.

**Postgraduate Training & Education**

a. **Development and implementation of policy on postgraduate education**

- to lead the development and implementation of strategy for postgraduate training and education within the Institute
- Contribute to the continuing improvement of postgraduate education programmes in line with international standards
- Oversee the quality assurance of the training programmes
- Assist in the development of the training programmes with respect to curricula development and assessments
- to take the lead in the development of new programmes/courses for trainees
- to work with the RCPI Postgraduate Dean of Specialist Training in the development of the RCPI strategy for postgraduate training and education
- through membership of the RCPI Advisory Committee and Institute Board to lead the development of Institute policy on postgraduate education
- to contribute to the development of RCPI policy in areas affecting postgraduate trainees, through membership of Advisory Committee on Postgraduate Training, RCPI Education Committee and other College level committees and working groups
- Meet regularly with the Dean (at least every two months) and key training personnel to discuss updates and ongoing matters related to training
- Attend meetings with HSE NDTP and the Dean to discuss number and funding proposals of training posts
- Involvement in the specialty accreditation process with the Medical Council of Ireland

b. Interaction with Trainees and Staff
- to guide decisions relating to postgraduate trainee progress and take a leading role in monitoring postgraduate trainee progress at Faculty level
- to provide academic and pastoral advice to postgraduate trainees referred by National Specialty Directors and to deal with casework on issues involving postgraduate trainee progress, appeals, individual and group complaints
- to oversee the updating of information provided by the Institute for current and prospective postgraduate trainees
- to liaise with RCPI educationalists in the development of the training programme

c. Liaison within and between RCPI faculties
- to chair the Irish Committee for Higher Medical Training meetings
- Sit on the Examinations Board for MRCPI (GIM)
- to chair other relevant Institute committees and working groups where relevant, and report on their activities to the Institute Board and other relevant committees
- to liaise with Associate Directors and National Specialty Directors in order to encourage consistency in arrangements underpinning postgraduate education throughout the training programmes

The Director of Training & Education, will be a key member of the Institutes Board during the duration of their term of office. In order for him/her to fulfil his/her responsibilities effectively, the Institute will:
- involve him/her in relevant decision-making at Board level
- ensure that (s)he is kept informed about issues relevant to postgraduate training and education within the RCPI
- provide him/her with appropriate administrative and secretarial assistance
Requirements of the appointment

- Fellow of the RCPI (FRCPI) from within the General Medical specialties, register of the Specialist Division and in good standing
  
  Experience in medical postgraduate training and education

Tenure of Office

The Director of Training and Education, Institute of Medicine is a three year post. The expected time commitment for this role is one day per week.

Application requirements

Applicants should submit a cover letter and CV outlining their professional training, together with details of relevant experience.

Applications should be emailed to Emma Cuddihy, Programme Manager, Governance Implementation – emmacuddihy@rcpi.ie - by 5:00pm on Friday 31st August 2018.

Informal enquiries can be sent to Dr Diarmuid O'Shea, Registrar – registrar@rcpi.ie

The Royal College of Physicians of Ireland is an equal opportunities employer. It should be noted that this competition may also be used to fill future posts within RCPI.