

# Role Specification: Vice-President of Training and Educational Affairs

## Position Specification

<b>Position Title:</b>	Vice-President of Training and Educational Affairs
<b>Affiliation:</b>	RCPI (Cross-College)
<b>Department/Function:</b>	Postgraduate Training and Education
<b>Tenure of office:</b>	3 years
<b>Closing date:</b>	5pm – Friday, 5 April 2019
<b>Reference number:</b>	RCPI-RRN-61

## 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, Institute and Committees, RCPI has responsibility for the postgraduate education and training of doctors in Ireland in twenty-five medical specialties.

## Training and Education Overview

The Royal College of Physicians of Ireland delivers postgraduate specialist training to over 1,200 doctors in 29 specialities. This training takes place in structured rotations on hospital sites across Ireland, and is supported by a network of local trainers, Programme Directors and National Specialty Directors.

The Faculties and Institutes based in the Royal College of Physicians of Ireland are accredited by the Medical Council of Ireland as the national training bodies for:

- General Internal Medicine (18 specialties)
- Occupational Medicine (1 specialty)
- Obstetrics and Gynaecology (1 specialty)
- Pathology (5 specialties)
- Paediatrics (3 specialties)
- Public Health Medicine (1 specialty)

## **Purpose:**

The Vice-President for Training and Educational Affairs will fulfil an operational, strategic, and advisory role for all Cross College matters relating to training and education.

This includes the development and implementation of Cross-College processes, policies, initiatives and strategies across a broad portfolio of activity underpinning training and education on behalf of and in collaboration with the Faculties and Institutes, RCPI.

A key function of this role will be engaging and working with the 6 Faculties and Institutes. The role includes high level management of the Cross-College Directors of Research, Examinations, Site Accreditation, Health and Wellbeing and International training to ensure delivery of strategic objectives in each area and ensuring involvement and collaboration with all Faculties and Institutes in each of these areas.

## **Reporting relationships**

Reporting to the President, RCPI.

The Cross-College Directors for Research, Examinations, Site Accreditation, Health and Wellbeing and International Training will report to the VP of Training and Educational Affairs.

The VP will also work closely and collaborate with the Directors of Training in the Faculties and Institutes and the Head of Postgraduate Training and Education. Administrative support will be provided as appropriate to the post holder.

## **Responsibilities**

***Note:** While the following description provides an outline of the role of Vice-President of Training and Educational Affairs, the College has recently undergone a significant review of its governance. It is expected that this role may evolve in line with ongoing improvements to RCPI governance structures.*

## **Governance and Management**

Governance Implementation Programme: the following duties are specific to the Vice-Presidents role in the Governance Implementation programme from 2019 – 2020:

- Lead the Training and Education Governance implementation project to ensure all areas under a training and education remit are restructured based on the recommendations of the governance implementation programme
- Chair the Training and Education Governance Implementation working group and work closely with the project manager and head of function to ensure timely delivery of objectives and alignment of administrative supports with any changes to the governance structures.
- Member of the Governance Implementation Oversight Group to report on progress from the Training and Education project and present proposals for approval.

Standard duties:

- Member of the RCPI Executive Board, which oversees the operation and management of the Royal College of Physicians of Ireland. The Executive Board is responsible under delegated authority from RCPI Council for the legal, financial and statutory duties of the College.

- Establish a cross-College Training and Education Committee with remit to provide operational and strategic role in Cross-College training issues. This forum should provide integration with faculties via representation of the Directors of Education and Training. Meetings should ideally occur monthly.
- Consistently review, monitor and improve on governance and reporting within any of their delegated activities.
- Delegate responsibilities to Directors under their remit, such as the development or review of policies, procedures and strategy. Meet quarterly (at a minimum) with the relevant Directors to monitor progress on delivery of strategy and monitor performance.
- Lead on recruitment and selection of Directors. Actively participate in the induction of new Directors and identify any requirements for additional training or support required to assist the Directors in carrying out their duties.
- Chair or participate on any other committees or working groups as required
- Key liaison with external stakeholders for Cross College activities, and specifically work with NDTP on relevant issues (for instance development of a training plan for non-training scheme doctors)
- Oversee and implement on key Cross-College activities including;
  - Development of policies and procedures guiding recruitment, assessments, and dealing with grievances and underperformance
  - Oversee integration of internal programme under training governance
  - Development of outcomes based learning
  - Ensure engagement with training sites and trainers
  - Develop and enhance mechanisms of feedback from training sites
  - Support the longitudinal monitoring of trainees (DoCtors Project)

### **Strategic Management and Business Planning**

- To provide leadership on the development of a strategic plan for all areas under the training and education remit. This will involve close collaboration and engagement with all relevant Directors (Cross-College and Training Bodies) to coordinate a strategy in line with RCPI mission and considering the responsibilities and requirements of all six training bodies.
- To advise and support each training body in the delivery of the strategic plan.
- Together with the Head of Function and Directors, translate the medium-term strategic priorities into annual operational objectives, including developing business and financial cases for new activities or initiatives for approval by the Executive Board.
- Meet quarterly with the President and CEO to report on progress against the strategic plan and advise them on any matters for attention relating to training.

### **Policy development and quality assurance**

- Direct the development, review and implementation of RCPI quality assurance policies relating to education and training systems, supports and processes in collaboration with relevant stakeholders, such as examinations policies, grievance policies, appeals etc

### **Communications and Engagement**

- Take the lead on communications initiatives between RCPI, trainees and trainers to increase trainee and trainer engagement in collaboration with the Faculties and Institutes
- Engage with relevant internal and external stakeholders (incl Medical Council, HSE) and other postgraduate training bodies to deliver on quality improvements in training and associated activities

### **Requirements of the appointment**

Applicants should be existing Fellows of the RCPI (FRCPI) or of any of its Faculties or a Member of the Institute of Obstetricians and Gynaecologists, in good standing, resident in Ireland and registered on the Specialist Division with the Medical Council

### **Key competencies and skills**

The person appointed will require a keen interest in training and postgraduate medical education, quality assurance and continuous improvement

Prior experience of leading change within an organisation, able to lead and inspire others and influence change

Demonstrated capability to understand and develop strategy which supports the training and education objectives of the College, Faculties and Institutes

### **Application requirements**

Applicants can submit a Curriculum Vitae and cover letter outlining their relevant experience to Ms. Leah O'Toole, Head of Postgraduate Training and Education ([leahotoole@rcpi.ie](mailto:leahotoole@rcpi.ie)) by 5pm on 5<sup>th</sup> April 2019.

### **Tenure of Office**

Three years effective from June 2019

The person appointed will be required to attend RCPI Dublin offices on a scheduled basis as required to fulfill the role. Some travel within and outside Ireland may be required.

The time commitment is 2-3 days per week managed flexibly having regard to the requirements of the post holder.