



Royal College of Anaesthetists

Training Manager

Directorate: Education, Training and Examinations

Reports to: Head of Training

No. of Direct Reports: 6

Grade: 4

1.1 Job purpose

In collaboration with the Assessment and Quality Data Manager, the purpose of this role is to manage and provide leadership in the operations of the Training Team relating to anaesthetic training programme. This includes ensuring that the service offered to trainees and trainers is prompt, effective and informed, and those trainees' interests are properly represented in the relevant forums.

This role is responsible for the robust application of the anaesthetic and Acute Care Common Stem (ACCS) training programmes in accordance with the guidance and regulations outlined in the curricula. This role is also the lead administrator in the development of updates and changes to the specialty curricula.

This involves dealing directly with the General Medical Council (GMC), local training providers (Postgraduate Deaneries and Schools of Anaesthesia), members of the public, anaesthetic trainees, and more senior anaesthetists to communicate, monitor and uphold standards in training and assessment. Developing and maintaining productive working relationships across the Training Team and the organisation as well as the relevant College Officers and Committees and external stakeholders is therefore essential.

These services are an essential function of the College's core business and decisions will impact on the delivery of training to over four thousand trainee anaesthetists, their trainers and other stakeholders nationally. The incumbent is therefore required to develop a comprehensive knowledge of the relevant regulations, systems and processes involved and be able to offer and disseminate guidance and clarification appropriately.

1.2 Key tasks and responsibilities

Curriculum and Training Programme Management

- Review new legislation and procedures to identify implications for training, reporting these to respective groups/committees and providing suggestions for managing implications as required
- Ensure that both the Anaesthetic and ACCS curricula are up-to-date and represent best practise in the delivery of postgraduate anaesthetic training
- Ensure that trainees, trainers and administrators (including colleagues) are informed of updates and changes to curricula and associated training policy in the most appropriate way; maintain a given strategy for disseminating such information

- Liaise with the GMC in relation to gaining approvals for changes to the curricula and supporting documentation, along with administrative processes and act as lead administrator during such processes
- Ensure relevant sections of the College website are updated and remain current
- Ensure information and guidance provided to others and in response to enquiries, about anaesthetic specialty training (including ACCS) is accurate
- Guide and support the delivery of the annual ACCS Trainer and ACCS Trainee events
- Adhere to information sharing protocols required under Data Protection legislation and/or General Data Protection Regulations (GDPR)
- Maintain a thorough understanding of the wider responsibilities of the Training Team, including but not limited to, undergraduates, recruitment, workforce, global partnerships and Anaesthesia Associates

CCT Training Administration

- Ensure appropriate high-quality support is delivered to trainees and trainers queries and they are dealt with in a timely manner
- Ensure workload is distributed appropriately across the team, in collaboration with the Assessment and Quality Data Manager
- Ensure Certificate of Completion of Training (CCT) / Certificate of Eligibility for the Specialist Register (Combined Programme) [CESR(CP)] / Certificate of Eligibility for the Specialist Register (CESR) recommendations to the GMC are accurate and made in a timely fashion
- Ensure key guidance and associated documents are up to date and reflect current policy
- Management of requests and applications from trainees taking time out of the training programme, for various reasons, including calculating training completion dates for approval and advising applicants and trainers on the outcomes
- Delegated level of authority to approve some CCT dates on behalf of the College's Training, Curriculum and Assessment Committee
- Participate in and ensure appropriate support is delivered to users of the College's Lifelong Learning platform, by email or telephone
- Maintain training records in the relevant systems and manage appropriate housekeeping protocols effectively
- Liaise with the GMC, other Colleges and Faculties, and wider stakeholders as required.

People Management, Relationships, Collaboration and Team Working

- Provide direction, support and constructive feedback for team members through regular 1:1 meetings
- Ensure direct reports have SMART objectives aligned to the department operational plan
- Encourage and support team members personal development
- Build a collaborative, mutually supportive and high performing team
- Manage underperformance effectively through open, transparent and consistent processes.

Committee Support and Governance

- Provide secretarial support to allied Committees and Chairpersons, including drafting agendas, preparing papers, coordinating logistical arrangements, taking and reporting of minutes, coordinating follow-up actions and processing of all general correspondence for the Committees
- Ensure committee support provided by direct reports is appropriate
- Active participation as required in the Training, Curriculum and Assessment Committee and associated working groups.

External Representation

- Attend the School of Anaesthesia training committees on invitation and provide advice and guidance to Heads of School and Regional Advisers (Anaesthesia) as requested
- Attend and participate in regional educational supervisor training days on invitation
- Represent the College at stakeholder meetings and liaise with the GMC on issues relating to CCT, CESR and quality assurance
- Guide the provision of specialty input to the development of national guidance documents as required.

Financial and Asset Management

- Delegated level of authority in regard to authorise purchases in the Head of Training's absence in line with the College's finance regulations
- Develop work plans and monitor all component work streams to ensure delivery is within agreed budget
- Report any identified changes in resourcing levels or roles required to support the delivery of work

Business processes

- Ensure processes and procedures support the delivery of the department operational plan
- Monitor project implementation and stakeholder information
Identify, deliver, and manage projects to improve service levels and create more efficient systems of working.

Other Duties

Deputise for the Head of Training, as necessary

1.3 Qualifications, skills, knowledge and experience

- Previous experience of working in a customer facing role within a membership organisation and/or the medical education sector
- An understanding of, and the ability to put into practice, line management duties and principles
- Proven experience of effectively managing a team and developing skills in others
- Proven experience of providing secretarial support to formal committees, including minute-taking
- Ability to maintain a working knowledge of the ever-evolving healthcare landscape, particularly in relation to postgraduate medical education and training
- Ability to understand, interpret, and simplify complex information from a variety of sources
- Ability to develop and maintain effective working relationships with a variety of internal and external stakeholders
- Excellent organisational, IT and communications skills (both verbal and written)
- Business analysis methodologies
- Project Management principles e.g. PRINCE2 or MSP
- Educated to degree level, or equivalent work experience

Signature:

Name:

Date: