

JOB DESCRIPTION OF A COURSE ORGANISER IN VOCATIONAL TRAINING

1. Principal Functions

- 1.1 Overall administration of the Scheme, including the selection of GP Registrars and organising their placement in both hospital and General Practice posts.
- 1.2 Planning, monitoring and assessing all educational aspects of the Scheme.
- 1.3 Counselling and career guidance for members of the Scheme, and for those doctors who have completed their vocational training.
- 1.4 Liaising with others involved in the organisation of vocational training, and continuing medical education.

2. Main Responsibilities

2.1 *Hospital Trainers*

- 2.1.1 Identifying and assessing new hospital posts suitable for vocational training.
- 2.1.2 Monitoring the workload and educational value of existing hospital posts in the Scheme.
- 2.1.3 Liaising with hospital consultants on the performance of their GP Registrars in post.
- 2.1.4 Collaborate with hospital consultants on the overall direction of vocational training.

2.2 *General Practice Trainers*

- 2.2.1 Identifying and encouraging potential General Practice Trainers.
- 2.2.2 Informal visit to General Practice Trainer applicant to advise about the requirements of the Postgraduate Medical Education Committee for the approval of a Trainer and his/her training practice.
- 2.2.3 Membership of the formal visiting panel to assess the suitability of the potential Trainer and the practice for training.
- 2.2.4 Monitor the performance of current General Practice Trainers and their practices.
- 2.2.5 Organise, run and assess regular Trainers' Workshops not less than once a month.

- 2.2.6 Arrange and assess inter-training practice visits.
- 2.2.7 Assist and advise General Practice Trainers in any problems which may arise through the training process.
- 2.2.8 Make reports to the Yorkshire Postgraduate Medical Education Committee about the suitability of General Practice Trainers for approval.

2.3 ***GP Registrars***

- 2.3.1 Interviewing potential candidates for the Scheme.
- 2.3.2 Responsibility for the selection procedure of GP Registrars for the Scheme, including advertising, short-listing, final appointment and organising the job rotation.
- 2.3.3 Organising introductory courses for new GP Registrars.
- 2.3.4 Planning and running the Half-Day Release Programme including the arrangement of resources and gaining Section 63 approval.
- 2.3.5 Assessment of the overall educational value of the Half-Day Release programme.
- 2.3.6 Assessment of individual GP Registrar's performance during the Half-Day Release.
- 2.3.7 Visit to GP Registrars in their training practices, to monitor their workload and educational experience.
- 2.3.8 Monitor the workload and educational experience of GP Registrars in their hospital posts.
- 2.3.9 Preparation of GP Registrars for the MRCGP examination.
- 2.3.10 Encourage GP Registrars to embark upon project work during their training period.

2.4 ***Career Guidance***

- 2.4.1 To be aware of all JCPTGP recommendations for vocational training.
- 2.4.2 General career guidance to:-
 - a) Medical students.
 - b) House Officers
 - c) Senior House Officers
 - d) Other doctors contemplating vocational training

2.4.3 Counselling GP Registrars who have career or other problems during the vocational training.

2.4.4 Career guidance to GP Registrars completing their vocational training.

2.5 Additional Practical Implications

2.5.1 Attending Course Organiser' Seminars, one every three months (covering an afternoon, overnight stay and the following morning).

2.5.2 Attending interviews at the Department of Postgraduate Medical Education for the approval of Trainers and Course Organisers, approximately one afternoon, twice a year.

2.5.3 Summer School: involvement in organisation of Sub Schools and attendance throughout the week of the Summer School as co-tutor (usually held during the second week of September every year).

2.5.4 Tutor at Teaching Seminars for approximately two days per year.

Conclusion

Most job descriptions are impersonal and this is no exception. What it fails to convey is the satisfaction that can be obtained when things go well and the freedom that exists for innovative work together with the positive encouragement that such work receives from the Deanery. But above all, it doesn't convey the sense of shared achievement that is realised when GP Registrars are seen to develop the knowledge, skill and attitude, necessary for General Practice.

Procedure for Appointment of a Course Organiser

1. Initial discussions with the Associate Director responsible for the area and/or Director of Postgraduate General Practice Education. This is to familiarise the candidate with the requirements of the job.
2. Formal application to the Director of Postgraduate General Practice Education.
3. Completion of the application form.
4. Attendance at a Course Organisers' quarterly residential seminar.
5. A formal interview by the Appointment Advisory Sub Committee of the Yorkshire Postgraduate Medical Education Committee for General Practice
6. Approval of the appointment by the Yorkshire Postgraduate Medical Education Committee for a probationary period of one year.
7. Attendance at the residential Course Organisers Seminars.

Procedure for Reapproval of a Course Organiser

This is largely based on:-

1. Feedback from Associate Directors responsible for the area.
2. Feedback at the Course Organisers' Residential Seminars.
3. Feedback from Trainers and GP Registrars in the District.
4. Feedback from Directors of Postgraduate Medical Education and other hospital specialists in Vocational Training.
5. The Course Organisers' own perception of his/her achievements and failures.

Reapproval is normally by the Yorkshire Postgraduate Medical Educational Committee for General Practice for a period of three years.

Course Organiser Appraisal

This is an annual event, whose purpose is to enable Course Organisers to discuss their work and professional development with an experienced colleague. It is about review of personal and professional development and not about assessment against a set standard. The appraisal is carried out in accordance with University guidelines by the Associate Director responsible for the patch.