



Director of Training (Registration and Certification)

Job Description (updated February 2024)

This position supports the delivery of work in the Education, Standards and Advocacy Department of the Faculty of Public Health (FPH). It is one of three Directors of Training who work closely with the Academic Registrar, Assistant Academic Registrar and Education & Training team to fulfil and deliver the objectives of the education and training business plan and strategy.

Functions

This post oversees the key FPH functions relating to the Specialist Register such as enrolling and certifying specialty registrars and reviewing GMC portfolios. This entails dealing with applications and processes and involves the following specific tasks:

1. Review enrolment forms submitted by newly appointed registrars and ensure the conditions for enrolment are met.
2. With relevant FPH staff, review the enrolment form on an annual basis to ensure that is in line with the current person specification.
3. Review and approve applications for out of programme (OOP) attachments for training or research purposes.
4. Review applications to ensure registrars have met all Certificate of Completion of Training (CCT) criteria. Sign off recommendations to the regulators GMC or UKPHR.
5. Chair the FPH Portfolio Committee and oversee the assessment of portfolio and combined programme applications for inclusion on the GMC Specialist Register.
6. Review procedures and policy within FPH for monitoring training pathways related to registration and certification, ensuring that processes are fit for purpose.
7. Be a member of the Education Committee and attend other relevant committee meetings when necessary.
8. Respond to appropriate queries about training from Specialty Registrars, Training Programme Directors or others involved in registration and certification.
9. Liaise with the UK Public Health Register and the GMC on related training matters when/if specialist input required.
10. Oversight of the annual national survey of registrars (NTS)
11. Oversight of the Nationally Available Training Placements (NATPs).
12. Act as the Faculty IQA Lead for the FPH Practitioners scheme.

Conditions of service

All reasonable expenses are paid, although the post is not remunerated. The post is part-time and involves occasional attendance at the Faculty offices in London. The workload may vary throughout the year but would usually be between 1-2 days per month.

Term of Office

Three years with possible extension of a further two years, with agreement from the Academic Registrar.

Notice of resignation

Directors of Training would ordinarily serve at least three months' notice of their intention to stand down.

DIRECTOR OF TRAINING: PERSON SPECIFICATION

Directors of Training shall be Members or Fellows of the Faculty and shall be appointed by the Board on the recommendation of the Academic Registrar. They should have held the MFPH or relevant higher qualification for at least three years. They should also have held a consultant or senior specialist post or a relevant teaching post, for at least three years.

The Faculty requires that all those who act on its behalf can demonstrate that they are up to date in their continuing professional development (CPD) requirements, have attended equality and diversity training in the past three years and are in good standing with the Faculty.

Essential

- Should have knowledge and understanding of the various regulatory frameworks governing access to the GMC and UKPHR Specialist Registers.
- Must have a broad understanding of training programmes and postgraduate schools.
- Must have a broad understanding of the public health workforce at all levels.
- Should demonstrate attention to detail and be able to apply regulations fully and consistently as needed.
- Able to deal with individuals with sensitivity and discretion.
- Able to interpret and apply regulatory framework in a rigorous, meticulous and decisive fashion.
- Must be well organised, have strong leadership skills and work well with a wide range of organisations and disciplines.
- Must have a good understanding of the Gold Guide, FPH curriculum and their application and delivery.

Desirable

- Experience as Educational Supervisor, Training Programme Director or Head of School.
- Experience as Faculty Advisor, CPD Advisor or as FPH Examiner.
- Experience of ARCP Assessments.
- Skills to complement the current team of Directors of Training.
- Ability to demonstrate understanding of current Faculty policy in the widest context.