

Role of the Course Organiser

The vocational training course organiser is a postgraduate teacher and educational manager, working within the framework of the Director of Postgraduate General Practice Education and the Postgraduate Dean.

The principal task of the course organiser within the GPEC is to support the professional development of GP registrars and SHOs on vocational training schemes, encouraging autonomy in the learners, and to develop their sensitivity to patients' needs, using group learning approaches in particular.

Core Functions

• *Education*

- Involvement in the deanery recruitment, interviewing and appointment procedures
 - Development, planning and provision of training programmes, including educational posts, for GP registrars and SHOs.
 - Development, planning and provision of training programmes for trainers and other members of the GPEC team
- Monitoring training programmes and educational posts
Formative assessment with GP registrars and SHOs
Participation in a continuing programme of personal professional development
Liaison with other course organisers regionally and nationally

GPEC Management functions

- Organisational development and business planning
- Budget holding
- Resource management
- Production of reports
- Liaison with GP and hospital trainers

Pastoral

Support and advice for GP registrars and SHOs
Support and advice for trainers, hospital consultants and other course organisers

• *Other*

- Non-parochial use of skills in summative assessment of GP registrars
 - Training, appointment and monitoring of trainers in accordance with deanery guidelines
- Representation on deanery and national educational committees
Development and use of specific educational skills
Remedial work with poorly achieving doctors
Provision of careers advice for those interested in General Practice or primary care education

Based on: McEvoy PJ (1998) *Educating the Future GP: The Course Organiser's Handbook* Radcliffe Medical Press, Oxford.

PRINCIPAL RESPONSIBILITIES

1. Multi-professional Education

In liaison/co-operation with the existing GP tutors to establish multi-professional involvement in primary care education, particularly with regard to:

- Personal and Practice Professional Development Plans
- Outreach meetings in practices
- Centrally provided events.

2. Vocational Training Programme

In liaison/co-operation with the Course Organisers to assist in:

- Interviewing and selection of GP Registrars
- Planning and running of the GPR induction and half-day release courses
- Liaison with hospital consultants and other trainers on the performance of the GP Registrars/Trainees

- Planning and running of the Trainers' Workshops and Away Days
- Taking part in approval of posts and Trainers
- Assist in the implementation of Formative and Summative Assessment.
- Provide advice, guidance and support to GP Registrars/ Trainees.

3. Research and Development

In liaison with the GPEC Lead, to:

- Establish a programme of research in primary care education.
- Investigate new ways of facilitating and providing multi-professional education.
- Develop relationships with other organisations involved in primary care education.
- Evaluate the success of multi-professional education and promote good practice in education by the dissemination of the results.

4. Participate in Deanery provided courses and related business meetings when appropriate.

TENURE AND APPOINTMENT

The appointment will be, in the first instance, for one year but subject to renewal, depending on performance.

APPRAISAL

There will be annual appraisal of the postholder by the Director of Postgraduate General Practice Education or his representative.

PERFORMANCE INDICATORS

The postholder's performance will be judged against the Yorkshire Deanery Performance Indicator template.

PERSON SPECIFICATION

1. **Attributes -**

Qualifications

An appropriate health professional qualification

Essential - degree-level or equivalent management/ education qualification

Desirable - education/management postgraduate qualification

How identified - Application Form

Experience

Essential - Experience in primary care education
Experience of working in primary care as a health professional
Experience in the education of health care professionals
Experience in health care research

Desirable - Implementation of change and NHS background.

How identified - Application Form, questions at interview and references.

Skills

Essential - Presentation, computer literacy, report writing, communication, organisational and management, negotiation, decision making, diplomacy and flexibility.

How identified - Application form, questions at interview, presentation and references

Attitude

Essential - Flexible and able to cope with change, pays attention to detail, highly self-motivated, a team worker.

Desirable - Commitment to undertaking further training and development, positive demeanour, smart appearance.

How identified - At interview and references

REVIEW OF AREAS OF WORK

Review of Areas of Work:

This is a new post in a rapidly changing world. The nature and extent of areas of responsibility may be expected to change. Therefore, there will be continuing discussion of the scope, volume and priorities of work with the GPEC Lead. Recommendations for the change of job description will be considered by the GPEC and submitted to the Director of Postgraduate General Practice Education for approval.

February 2000