

ROYAL COLLEGE OF PSYCHIATRISTS JOB DESCRIPTION

JOB TITLE:	Specialist Advisor for Foundation Training
TERM OF OFFICE:	Five years
RESPONSIBLE TO:	Dean
WORKING WITH:	Associate Dean for Choose Psychiatry; members of the Training & Workforce Unit, Professional Standards.
MANAGEMENT	Head of Training and Workforce, Careers Manager
APPOINTMENT:	Appointed
TIME COMMITMENT:	1 PA per month (average)
SALARY	Voluntary

JOB PURPOSE

To take an active role and provide high-level input to the College's work in supporting the delivery of Foundation training within the Deaneries. This will involve representing the College at relevant meetings and identifying and disseminating areas of good practice.

KEY RESPONSIBILITIES

1. Develop links with Foundation Programmes and an understanding of the Programmes.
2. Lead in providing advice and representing the College on matters related to Foundation training at the Academy of Medical Royal Colleges (AoMRC) and other external organisations.
3. Developing links with Foundation Schools
4. Lead the development and delivery of activities supporting Foundation trainees and trainers relevant to Psychiatry and Mental Health
5. Producing and updating written guidance on Foundation training
6. Attendance at the Education and Training Committee (ETC) and update on developments when relevant.

7. Attendance at the AoMRC /other external meetings relevant to the job purpose.
 8. Liaise with other Associate Deans and Specialist Advisors on areas of common interest. Particularly relating to the work of the ADs for Choose Psychiatry and Undergraduate Education.
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PERSON SPECIFICATION

Essential criteria

- Demonstrate detailed knowledge of Foundation training.
- Have a thorough working knowledge of the curriculum and assessment systems in Foundation training.
- Have a demonstrated ability to work in complex systems with colleagues at a high level in the Royal College of Psychiatrists, other medical royal colleges and Deaneries.
- Have proven skills in project management.
- Have good written and verbal communication skills.
- Be able to develop materials to support the programme of work e.g. narrative papers, teaching materials.

February 2024

THE COLLEGE VALUES

Courage

- Champion the specialty of psychiatry and its benefits to patients
- Take every opportunity to promote and influence the mental health agenda
- Take pride in our organisation and demonstrate self-belief
- Promote parity of esteem
- Uphold the dignity of those affected by mental illness, intellectual disabilities and developmental disorders.

Innovation

- Embrace innovation and improve ways to deliver services
- Challenge ourselves and be open to new ideas
- Seek out and lead on new, evidence-based, ways of working

- Have the confidence to take considered risks
- Embrace the methodology of Quality Improvement to improve mental health services and the work of the College.

Respect

- Promote diversity and challenge inequalities
- Behave respectfully – and with courtesy – towards everyone
- Challenge bullying and inappropriate behaviour
- Value everyone's input and ideas equally
- Consider how own behaviour might affect others
- Respect the environment and promote sustainability.

Collaboration

- Work together as One College – incorporating all members, employees, patients and carers
- Work professionally and constructively with partner organisations
- Consult all relevant audiences to achieve effective outcomes for the College
- Work together with patients and carers as equal partners
- Be transparent, wherever possible and appropriate.

Learning

- Learn from all experiences
- Share our learning and empower others to do the same
- Value and encourage personal feedback
- Use feedback to make continuous improvements
- Create an enabling environment where everyone is listened to, regardless of seniority
- Positively embrace new ways of working.

Excellence

- Deliver outstanding service to members, patients, carers and other stakeholders
- Promote excellent membership and employee experience
- Always seek to improve on own performance
- Promote professionalism by acting with integrity and behaving responsibly
- Demonstrate accountability in all that we do
- Uphold the College's 'Core Values for Psychiatrists'.

INTERNAL COLLEGE CONTACTS:

- Department: Professional Standards
- Section/Project: Training and Workforce and Corresponding Division
- Name of Contact: Clare Wynn-Mackenzie, Careers Manager