

<b>Name of Document</b>	<b>Recruitment of Clinical Faculty to PGME Roles</b>
<b>Category</b>	Standard Operating Procedure (SOP) - Trainee Management
<b>Purpose</b>	<p>This document is one of a suite of Standard Operations Procedures to support the management of doctors in training across England. This SOP is aligned to the principles of 'A Reference Guide for Postgraduate Specialty Training in the UK' (The Gold Guide). This SOP does not apply to Foundation and Dentistry trainees who are managed under separate Guides ('The Foundation Programme Reference Guide' and 'A Guide to Postgraduate Dental Specialty Training in the UK').</p> <p>Within the SOP, whenever reference is made to the Postgraduate Dean, it refers to the Dean or their nominated representative who will be responsible for managing the process on their behalf.</p> <p>This SOP is intended to be a guide to encourage consistency of practice across England. Due to the complex nature of Postgraduate Medical Training, there will be occasions where local PG Deans will apply their discretion in enacting this SOP to take account of individual circumstances and varying local structures (e.g. Lead Employer).</p> <p>This suite of SOPs will be screened against relevant Equality and Diversity documentation.</p>
<b>Authorised by</b>	Health Education England Deans (HEEDs)
<b>Date Authorised</b>	27/06/2017
<b>Next Review Date</b>	SOP to be reviewed in line with any future Gold Guide revisions, or every 12 months, whichever comes first
<b>Document Author</b>	HEEDs

<b>Version</b>	<b>Date</b>	<b>Author</b>	<b>Notes</b> Reason for Change, what has changed, etc
1	27/06/2017	HEEDs	Document signed off at HEED

### Related Documents

Gold Guide Version 6 <https://www.copmed.org.uk/publications/the-gold-guide>

## 1. National context

- i. In England, the day to day management and delivery of specialty training programmes rests with the relevant Postgraduate Deans who are accountable to Health Education England and the GMC.
- ii. Postgraduate Deans are responsible for the quality management of all specialty training programmes within their areas. Quality management of the delivery and outcomes of postgraduate specialty training is a key regulatory requirement of the General Medical Council' (GMC's) Quality Improvement Framework and the equivalent documentation issued by the General Dental Council (GDC).
- iii. Postgraduate Deans are required to implement a range of models to manage their training programmes. The models will vary but will rely on senior doctors and dentists in training and managing training in the specialty providing advice and programme management. Various models are in existence or in development which rely on joint working with Royal Colleges / Faculties (usually through their Specialty Advisory Committees – SACs) to support this.

## 2. Legal responsibilities

Health Education England has a legal obligation to protect its employees and those undertaking work on its behalf. Therefore, Health Education England and their direct employees are indemnified by the Department of Health. Colleagues who act for Health Education England but have no contract of employment with the organisation may also be indemnified in relation to actions taken on behalf of, and under the management of, Health Education England, including:

- Conduct of ARCP panels;
- Management of training placements;
- Ad hoc targeted training of individual trainees undertaken under the direction of the Postgraduate Dean or appropriate Deputy.

## 3. Structures

The responsibility of running PGMDE rests with the Postgraduate dean. Faculty is organised within each dean's team via Postgraduate schools and TPDs. Any appointment must occur with the permission of the dean who is responsible for sign off of CCT for that programme.

## 4. Business Case and advertising

- i. Whenever a vacancy occurs as a result of a clinical educator resignation or a new post is created, the senior clinician/business manager Head of School must complete a "Training Programme Director Appointment - Request for Approval Form" (**Appendix A**) and submit this to the Postgraduate dean.
- ii. The Postgraduate Dean/team will ensure that finance and HR approvals are obtained as per local process.
- iii. The job description and application form should be advertised through the usual mechanisms.
- iv. The interview date should be set, with at least 6 weeks' notice to allow change of clinical commitments if necessary.
- v. The post will be advertised for a minimum of 2 weeks with a closing date at least one week before interviews are due to take place. The interview date will be identified in the advert.

## 5. Application Process

Applicants should complete the relevant forms. They should also ensure they will have time in their job plans to deliver the role applied for.

## **6. Shortlisting**

- i. If there is only one applicant, the Postgraduate Dean must consider whether or not the eligibility criteria have been met or if the post should be re-advertised and the interview date deferred. The sole applicant should be informed of the delay at the earliest opportunity.
- ii. If multiple applications are received, shortlisting will take place. All candidates meeting the essential criteria of the person specification should be interviewed. Paperwork should be retained for up to one year from the date of interview.
- iii. The appointing lead will notify all shortlisted candidates that they are invited to interview. The invite letter should include:
  - date and time
  - venue
  - details of the selection process to be used.
- iv. Late applications will not normally be accepted.

## **7. Interview**

- i. It is mandatory that all interview panel members undergo Recruitment and Selection and Equality and Diversity training.
- ii. The interview panel will consist of a minimum of three personnel from the following list; Postgraduate dean/Director, Head of School, Associate Dean, Business Manager, School Manager, Specialty representatives which may be STC Chair or Specialty administrative staff, lay representatives.
- iii. Medical Royal College or specialist society representation will be considered if relevant, appropriate and required. Head of School recruitment should include a representative from the relevant Royal College.
- iv. All candidates will undergo the same process within their interviews. This includes the same title of a presentation if required and the same questions.
- v. All completed assessment materials will be returned to HR after local appointment processes are complete.
- vi. The information collated during this process can be used to form the basis of feedback to candidates to demonstrate that the recruitment and selection panel have acted fairly and reasonably.
- vii. The panel chair is responsible for providing feedback to candidates with guidance where necessary. Feedback should be provided to both successful and unsuccessful candidates.
- viii. Interviewers should remember that candidates may request sight of interview notes made by the panel, using the Data Protection Act and by submitting a subject access request, therefore care must be taken when recording interview notes.

## **8. Offers**

- i. Should there be no appointment made, the process should be repeated.
- ii. Posts are usually offered for three years in the first instance, with provision to extend for a further three years. This is subject to satisfactory performance in the role and documented via an annual appraisal.

- iii. Appointing managers should ensure that the recruitment process is managed wholly in accordance with the content of this policy, including appropriate constitution of the selection panel and effective management of the recruitment process.

## **9. Appointment and funding**

- i. Multiple employment arrangements exist for clinical faculty who may be directly employed, seconded or paid under a contract for services. The start date and term of office is confirmed and a letter sent from HEE to the successful applicant.
- ii. If a secondment arrangement a letter is sent to the relevant employing Trust, notifying them of the appointment and the need to make appropriate financial arrangements.
- iii. The appointee is issued with a letter of appointment which will include all required terms and conditions of the contract. The TPD during their term of office will be managerially responsible to the Postgraduate Dean via the appropriate structure e.g. GP director/deans/Heads of School.

**APPOINTMENT FOR CLINICAL FACULTY  
REQUEST FOR APPROVAL**

**PART A – TO BE COMPLETED BY XXX**

<b>Post is for:</b> <b>School</b> <b>Speciality</b>	
<b>Name of existing post holder whose post this is to replace</b>	
<b>When is the existing post holder due to leave?</b>	
<b>Is this a new post?</b>	
<b>Has this been locally approved?</b>	
<b>When do you wish to advertise the post?</b>	
<b>Interview Date and Time</b>	
<b>Has the interview panel been approached</b>	

<b>Any other Information</b>
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<b>Approved by XXXXX</b>	
<b>Date</b>	

**PLEASE RETURN COMPLETED FORM TO XXXXXX**

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**INTERNAL USE ONLY**

	<b>approved</b>	<b>date</b>
<b>Postgraduate dean/senior clinician</b>	Yes / No	
<b>Finance</b>	Yes / No	
<b>HR</b>	Yes / No	
<b>Local Director</b>	Yes / No	