DIRECTOR OF TRAINING

SAMPLE POSITION DESCRIPTION

Position Objective
To ensure that all aspects of the training program run smoothly and the quality of training is maintained. The Director of Training normally chairs the local training committee.

Key Responsibilities
To be party to an agreement with the heads of the relevant clinical services regarding the aims and goals of training.

The Director of Training shall:

- Be aware of the functioning of the clinical facilities involved in the program and maintain a relationship with them such that modifications can be made if these are deemed necessary for a trainee's training experience
- Ensure that training centres take responsibility for the trainees’ development, including the provision of appropriate clinical experience and supervision of the quality of the trainees’ work, and opportunities to make formal presentations of their work in clinical meetings
- Approve each of the trainee's rotations/training experiences
- Ensure that consultant responsibility is taken for each trainee (that is, there are clear lines of clinical responsibility from the trainee to the consultant at all times) and that the required level of supervision is provided
- Be responsible for a process of evaluation of the training program
- Establish and maintain a comprehensive rotational training program providing all the necessary experiences to enable training for all trainees within the program
- Organise an appropriate administrative structure with appropriate committees overseeing the administration of the training program
- Establish and maintain a register of approved institutions, services and posts used for training within the training program
- Meet with trainees at least every 6 months to review their training experiences and Log Book forms
- Ensure trainees have access to a recognised formal education course
- Develop and maintain appropriate procedures for the monitoring of standards of formal educational courses/learning modules
- Establish and maintain appropriate selection, training and appointment procedures for supervisors and trainees
- Establish and maintain appropriate procedures for monitoring the training and performance of trainees and supervisors, and providing formal and informal feedback
- Establish and maintain appropriate procedures for dealing with unsatisfactory supervisors and trainees

Organisational Relationships
Reports to: Branch Training Committee/local Advanced Training Committee and/or employer
Supervises: Support staff as appropriate

Criteria
- Formally appointed/selected by the Branch Training Committee (BTC) or local Advanced Training Committee, and/or employer
- Formally designated by the Committee for Training (CFT) or Sub-Committee for Advanced Training (SAT)
- Committed to developing and maintaining the quality of the RANZCP training program
- Agrees to abide by the *RANZCP Training and Assessment Regulations* and Curricula

Attributes
- Good communication skills
- Good understanding of the *RANZCP Training and Assessment Regulations* and Curricula
- Ability to provide feedback to trainees, supervisors, and others
- Commitment to the goals of RANZCP training and assessment

Qualifications and Experience
- Fellowship of the RANZCP

Approved:
Fellowships Board 03/2