



JOB DESCRIPTION

1. JOB DETAILS

Job Title:	GP Specialist Applications (GPSA) Clinical Lead
Reports to:	Head of GPSA Accountable to the Medical Director of QMTS
Date:	April 2021

2. JOB PURPOSE

To support and inform the GPSA team and the College's role in routes to GP registration.

3. DIMENSIONS

Guide, support and provide expert clinical advice to the GPSA team on requirements for GP registration. This includes the monitoring of around 10,000 trainees of which around 3000 apply for CCT each year and overseeing all CEGPR and Return to Practice Portfolio Route applications (approximately 50 in total annually).

4. TERMS

The term of this role is 12 months FTC with the possibility of an extension by mutual agreement for up to a 3 year term. As a membership organisation we believe that it is important to open up leadership opportunities to a variety of people within our membership who can bring varied experience to the medical clinician roles and it is our policy to ensure that there is a rotation of individuals undertaking the roles of Medical clinicians.

5. KEY RESULT AREAS

- Provide clinical leadership and support to the GPSA team, with advice on eligibility for GP registration.
- Work to relevant legislation and guidance, and assist the team with:
 - GP training related queries and the evaluation of CCT applications
 - CEGPR applications and appeals
 - Portfolio Route returner queries and applications
- Review each CEGPR and Portfolio Route application and provide final sign-off

- Support the team in review and development of process and guidance relating to all application types and pathways to the GP register
- Liaise with stakeholders, representing the GPSA team, including the General Medical Council and its committees, COGPED and local GP Deans and Directors
- Be available to discuss challenging and urgent cases with the team and deanery staff
- Attend relevant committee and working group meetings, contributing to reports and papers required for these meetings
- Prepare for and chair two CEGPR panel meetings a year
- Recruit and induct members to the CEGPR panel and provide direction, support, and advice to all panel members as well as annual feedback and an eligibility review
- Support training events run by the GPSA team, by attending and delivering sessions or presentations when required
- Support development and delivery of relevant areas of work, for example:
 - Flexible training and CEGPR pathways
 - Quality Assurance
 - GMC registration
 - IMG and applicant support

6. KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED

Qualifications

- Member or Fellow of the RCGP in good standing and registered with a licence to practise (Essential)
- Possession of an appropriate postgraduate qualification in medical education e.g. cert Med Ed (Desirable)

Experience

- Working in clinical general practice in the UK, or worked in clinical general practice in the UK within the past three years
- Working or retired within the past two years from a relevant and related non-clinical role. Examples would include Training Programme Director, Director or Dean of Postgraduate GP Education, RCGP Examiner, Medical Director of Clinical Commissioning Group (or equivalent). Other examples who may also have a clinical commitment would include GP Trainer, Lead Associate Postgraduate Dean/Director for ARCP in a locality, Senior GP Appraisal Lead.
- Organising GP education and training within a Deanery/Local Area Team.
- Flexible training and CEGPR pathways (desirable)

Knowledge / Skills / Attributes

- A wide-ranging and detailed knowledge of the principles of and guidance for general practice specialty training
- A sound knowledge of the regulatory framework governing GP registration
- A good understanding of the GP curriculum in the UK and the Gold Guide
- A broad knowledge of the assessment methodologies used in medical education and training in the UK.
- Understanding of equality legislation, the College's PSED, and GDPR
- Familiarity with the Trainee Portfolio platform
- Demonstrable skills in communication, and leadership
- An analytical and methodical approach with excellent attention to detail

- Tact and diplomacy
- Good Microsoft Office / IT / online meeting skills.

7. COMMUNICATIONS AND WORKING RELATIONSHIPS

Internal:

Head of GPSA and the GPSA staff team
Medical Director of QMTS
Assistant Director of PTS
Other Clinical Leads and Medical Directors in PTS

External:

The GMC
Local Area Teams and Deaneries
GP Deans and Directors

All post holders are expected to adhere to GDPR and ensure that they handle data in a manner that is compliant with the regulations.