NDTP Regional Director of Postgraduate Medical Education & Training

Job Description

National **D**octors **T**raining and **P**lanning
"Investing in the career development of doctors"

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NDTP Regional Offices for Postgraduate Medical Education & Training

The Regional NDTP Offices are central to optimising Clinical Learning Environments (CLEs) for Non-Consultant Hospital Doctors (NCHDs) and supporting high-quality postgraduate medical education and training across Ireland. These offices ensure that governance, resources, and processes are in place to meet accreditation standards and align postgraduate education with national and regional healthcare priorities, including the reforms outlined in Sláintecare.

The offices operate under the PEPA framework: Planning, Enablement, Performance, and Assurance. Through planning, they address training needs, accreditation requirements, and the integration of diverse clinical training sites, including community and mental health settings. They enable the development of governance structures and foster interprofessional learning opportunities to enhance collaboration across healthcare professions.

The offices also monitor the performance of CLEs, ensuring they meet educational standards and provide NCHDs with the necessary support for their professional development. This includes facilitating collaboration with Postgraduate Training Bodies (PGTBs) and other stakeholders to maintain and enhance the training environment. Assurance is provided through annual reporting, support for accreditation processes, and the evaluation of key performance indicators (KPIs).

In addition, the Regional NDTP Offices collaborate closely with Medical Workforce Departments to ensure that educational and HR priorities are aligned. While the Medical Workforce Departments maintain responsibility for the HR aspects of NCHDs, the Regional Offices bring their expertise in postgraduate education to enhance the clinical training experience. This collaboration is particularly important during accreditation processes, where the Regional Offices provide specialised input on educational structures and training standards.

Regional NDTP Offices ensure the consistent delivery of postgraduate medical education and training across all regions, promoting high standards and effective interprofessional collaboration. They play a vital role in aligning education with healthcare service delivery, maintaining a strong focus on the quality of clinical training environments, and working in partnership with Medical Workforce Departments to optimise both educational and operational outcomes.

Organisational model & the role of the Director of Postgraduate Medical Education & Training

At the centre of this model is the **Regional Director of Postgraduate Medical Education & Training**, who provides leadership and oversight for the region's education strategy. The Director will have 50% backfill, meaning half of their professional time will be protected from clinical duties, allowing them to focus fully on their strategic leadership responsibilities.

Reporting directly to the region's Chief Academic Officer (CAO) and ultimately to the Regional Executive Officer (REO), the Director is responsible for ensuring the alignment of regional efforts with national standards and strategic priorities. They act as a conduit between local clinical training sites and the national NDTP (National Doctors Training and Planning) network, fostering collaboration and ensuring that each site within the region is equipped to provide high-quality learning opportunities. The Director is also instrumental in driving initiatives to enhance CLEs, addressing emerging challenges, and maintaining compliance with Irish Medical Council (IMC) and Postgraduate Training Body (PGTB) accreditation standards.

The **organisational model** underpinning these regional offices reflects a tiered structure designed to balance regional accountability with national consistency. At the national level, the NDTP oversees strategy and provides resources to support the equitable delivery of postgraduate medical education across all regions. The Regional Director works within this framework, serving as a member of a national network comprising peers from other regions, NDTP leadership, and key clinical leads. This network facilitates the exchange of best practices, the dissemination of innovative approaches, and the alignment of regional efforts with broader national objectives.

The Regional Director for Postgraduate Medical Education & Training will be responsible for proactively identifying and addressing any potential disruptions to longstanding clinical training relationships arising from the new regional structure. Directors of neighbouring regions must work collaboratively to preserve established partnerships between clinical training sites, medical schools, and Higher Education Institutions (HEIs). This includes taking a planned and strategic approach to safeguard successful educational pathways and ensure continuity of training across regional boundaries.

Within each region, the Director leads a dedicated faculty that includes representatives from clinical training sites, postgraduate training bodies, higher education institutions, and NCHD leads. This collaborative structure ensures that local needs and challenges are understood and addressed while maintaining coherence with national standards. Local training sites, guided by educational leads, form the foundation of the structure, ensuring that the CLE at every hospital and community-based site meets the rigorous standards required for effective medical training. Administrative support teams provide the operational capacity needed to implement these strategies.

Regional Director for Postgraduate Medical Education & Training - Details

Job Title:	**Regional Director of Postgraduate Medical Education & Training**
Term / WTE:	**This is a 3 Year appointment at 0.5 WTE. Eligible for reappointment subject to relevant approval.**
Reporting To:	**1. Deputy Regional Clinical Director 2. Medical Director NDTP**
Key Relationships:	**Non-Consultant Hospital Doctors (NCHDs), Chief Academic Officers (CAOs), Regional Executive Officers (REOs), NDTP National Team, clinical training sites, Postgraduate Training Bodies (PGTBs), Irish Medical Council (IMC), Higher Education Institutions (HEIs), Medical Manpower Departments, NCHD Leads, mentors, consultants & clinical educators.**
Salary:	**As per contract**

Appointment & Tenure

1.1.1 The Director for Postgrad Medical E&T shall be appointed via a competitive recruitment process.

1.1.2 The Director for Postgrad Medical E&T shall hold a permanent consultant position within the relevant Health Region (i.e. not holding a locum/temporary position).

1.1.3 The Director for Postgrad Medical E&T shall be registered on the Specialist Division of the Register of Medical Practitioners and be in good standing with the Medical Council.

1.1.4 The appointment of the Director for Postgraduate Medical E&T shall be for an initial term of three years and will be eligible for reappointment subject to approval by the Regional Executive Officer and the Director of NDTP.

1.1.5 The weekly commitment to this role is an average of 0.5 WTE.

Medical Council Requirements

2.1.1 In addition to the criteria which are currently applied by the Medical Council in its evaluation of clinical sites for undergraduate and intern training purposes the post holder will be the designated regional lead with regard to the *'Medical Council criteria for the evaluation of training sites which support the delivery of specialist training'*.

2.1.2 The Director for Postgrad Medical E&T will work closely with the nominated Medical Council Accountable Lead on each clinical site to ensure adherence to the Medical Council criteria for training. It is envisioned that the local P-MET lead will be the accountable lead.

2.1.3 The Director for Postgrad Medical E&T will be required to give due consideration to feedback derived from the Medical Council's 'Your Training Counts' annual trainee survey.

Main Duties & Responsibilities

3.1 Governance and Reporting

3.1.1 Provide leadership for regional governance structures to ensure alignment with NDTP priorities and national accreditation standards.
3.1.2 Report directly to the Chief Academic Officer (CAO) and ultimately to the Regional Executive Officer (REO).
3.1.3 Participate in the national network of Regional Directors of P-MET to share best practices, align strategies, and engage in peer review. Each Regional Director will chair the national network of directors on a rotational basis, ensuring balanced leadership and representation across all regions.
3.1.4 Act as the point of contact on postgraduate training issues across the Health Region, representing all NCHDs and consultants.
3.1.5 Establish a Health Region Postgraduate Training Faculty to address challenges, share good practice, and promote innovation in postgraduate training. The Faculty should meet at least quarterly.
3.1.6 Support and ensure that site leads establish local postgraduate committees and structures to oversee educational activities at individual sites.

3.2 Clinical Learning Environment (CLE) Improvement

3.2.1 Oversee the monitoring, evaluation, and enhancement of Clinical Learning Environments across all training sites in the region.
3.2.2 Address challenges identified in CLEs to ensure NCHDs receive equitable, high-quality training opportunities.
3.2.3 Develop a regional process of continual mapping & engagement with hospital and community sector.
3.2.4 Collaborate on a multi-specialty simulation strategy across the Health Region.

3.3 Strategic Planning and Development

3.3.1 Develop a strategic plan for the delivery of postgraduate education and training across the Health Region, ensuring alignment with the Forum Strategy on Postgraduate Training and the NDTP Strategic Plan.
3.3.2 Address national priorities in alignment with NDTP strategic goals.
3.3.3 Promote initiatives to enhance workforce retention by supporting career development for NCHDs.

3.4 Collaboration and Stakeholder Engagement

3.4.1 Foster collaboration between clinical sites, postgraduate training bodies, higher education institutions, and professional organisations.
3.4.2 Liaise with Higher Education Institutions on matters of shared interest, including the intern network, participation of NCHDs in educational and training activities for undergraduate medical students, input to the adjunct clinical lecturer recruitment process, and advice to NCHDs on research opportunities.
3.4.3 Support interprofessional education initiatives to reflect modern healthcare delivery models.

3.5 Performance Monitoring and Assurance

3.5.1 Ensure progress against agreed key performance indicators (KPIs), with a focus on continuous quality improvement.
3.5.2 Submit annual reports to the CAO and NDTP, highlighting achievements, challenges, and areas for development.
3.5.3 Establish and oversee mechanisms for evaluating and improving NCHD induction, mentorship, and training support.
3.5.4 Optimise the accuracy of DIME (Doctors Integrated Management E-System) data for the region to support workforce planning and training needs.
3.5.5 Ensure that a good-quality programme of postgraduate education is in place across the Health Region, meeting the requirements of various NCHD grades and specialties (both trainees and service grade doctors). This programme should be reviewed at least annually.
3.5.6 Implement a process to monitor and support attendance at postgraduate and educational training opportunities, which supports CPD requirements, whilst ensuring alignment with financial and reporting requirements.
3.5.7 Develop and evaluate regional postgraduate training initiatives, producing regular reports on expenditure and outcomes to NDTP.

3.6 Administrative and Operational Oversight

3.6.1 Lead a regional administrative team to manage day-to-day operations and ensure smooth implementation of strategies.
3.6.2 Optimise the use of resources, including funding, to support the educational goals of the region whilst managing the budgets effectively
3.6.3 Oversee the recruitment and appointment of administrative support for the Regional Office.
3.6.4 Ensure 50% backfill is effectively utilised to balance strategic and operational responsibilities.
3.6.5 Oversee the recruitment and establishment of a network of site leads within the Health Region, providing leadership and support to these local leads.
3.6.6 Support the implementation of the NCHD taskforce recommendations.

Note

This job description is a guide to the general range of duties assigned to the post holder. It is intended to be neither definitive nor restrictive. The job description relates to the NDTP Director for Postgraduate Medical E&T role and will be subject to review and subsequent amendment arising from regular reviews or changing structures.