

# Director of Training and Director of Advanced Training

## DOT and DOAT Role Description



### Position Objective

To ensure that all aspects of the training program run smoothly and the quality of training through all the stages of the program is maintained.

### Key Responsibilities

To inform and collaborate with the heads of the relevant clinical services regarding the aims and goals of RANZCP training.

The Director of Training/Director of Advanced Training shall:

1. 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
2. Oversee compliance of training centres taking 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
3. Plan and monitor trainees' progression towards Fellowship (or completion of advanced certificate) by completion of all training requirements
4. Liaise with services regarding the provision of a consultant responsible for each trainee (that is, that there are clear lines of clinical responsibility from the trainee to the consultant at all times) and the provision of the required level of supervision (4 hours per week)
5. Delegate oversight of trainees and the training program to local training program coordinators, as appropriate.
6. Participate in a process of evaluation of the training program
7. Collaborate with the Branch Training Committee (BTC) and New Zealand Training Committee (NZTC) to establish and maintain a comprehensive rotational training program providing all the necessary requirements to enable training for all trainees within the program
8. Organise an appropriate administrative structure overseeing the administration of the training program
9. Collaborate with the BTC / NZTC to establish and maintain a register of accredited institutions, services and posts used for training within the training program
10. Meet either personally or via a delegate with trainees at least every 6 months to review their training progress and training forms
11. Facilitate trainee access to an accredited formal education course
12. Develop and maintain appropriate procedures for the monitoring of standards of formal educational courses/learning modules in collaboration with the BTC / NZTC.
13. As a member of the BTC / NZTC participate in appropriate selection, training and appointment procedures for trainees in compliance with the RANZCP Training Regulations
14. As a member of the BTC / NZTC participate in training procedures for supervisors in compliance with the RANZCP regulations
15. Establish and maintain appropriate procedures for monitoring the training and performance of trainees and supervisors, and providing formal and informal feedback
16. In collaboration with the BTC / NZTC establish and maintain appropriate procedures for dealing with unsatisfactory supervisors and trainees

## Organisational Relationships

Reports to: Branch Training Committee / New Zealand Training Committee / Local Advanced Training Committee and / or employer

Supervises: Support staff as appropriate

## Criteria

- Formally appointed by the employer and endorsed by the BTC / NZTC or local Advanced Training Committee
- Formally ratified 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 all RANZCP Training Regulations and Curricula

## Attributes

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

## Qualifications and Experience

- Preferably a minimum of three years' experience post RANZCP Fellowship

## Revision Record Footer

<b>Contact: General Manager, Education</b>			
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<b>NEXT REVIEW</b>			