

These notes will help you complete the application form to the best of your ability and gain an understanding of the recruitment process.

Please talk to your GP Sponsor before you begin the work on your application form. It is important to have the support of the practice to take part in the programme.

The evidence you provide in your application form will be used by the selection panel when scoring applications to decide whether you secure an interview for the role of Educational Facilitator. Your application will check your skills and abilities against the person specification. It is important that you describe how you meet all the essential criteria and where appropriate the desirable criteria. You may wish to consider including any relevant transferable skills from a non-work setting. If you do not include information regarding any of the essential criteria, the panel will assume that you do not have such experience, and you will not be shortlisted.

Unfortunately we are unable to short list inaccurate or incomplete applications. If you do not complete the form fully, NES may return it to you, and where time allows, you may be given the opportunity to resubmit the missing information however this cannot be guaranteed.

How to apply:

Applicants are invited to submit:

- A typed completed application form
- Confirmation of organisational support (section 10 of application form)

Background Information

The Practice Managers Vocational Training Scheme (VTS) commenced as a joint initiative between NHS Education for Scotland (NES) and the Institute of Healthcare Management (IHM) in 2005. Since that time, the programme has changed significantly and is currently accredited for 80 level 9 credits by The University of the West of Scotland (UWS). One hundred and ninety five GP Practice Managers have completed the programme since its inception.

The programme is funded by NES. Participants are new and aspiring Practice Managers from across Scotland and they must commit to at least seven hours of private study per week. The ethos of the programme is to develop and equip trainees to become strategic business managers capable of assessing the Practice's internal and external environments and leading effective change. Participants continue to work in their own Practice throughout the programme and are paired with an experienced Practice Manager Educational Facilitator (Trainer).

Facilitator's Practices are awarded a £4,000 per annum training grant by NES.

Trainees

Trainees must be in a supervisory or management role and must have the support and commitment of their practice in order to be accepted on to the programme.

The Programme

The Practice Managers VTS is a highly interactive, participative programme that uses a blended learning approach. The programme has substantially changed over the years and is reviewed annually to ensure it meets the current NHS Scotland agenda. The programme includes sessions to help Trainees understand the Big Picture; – how Scottish Government strategy impacts on Practices, leadership versus management, strategic analysis, change management, risk management and quality improvement methods together with the 20 / 20 Vision.

The programme uses work based learning supported by 10 Online Learning Events, 9 Action Learning sets and monthly tutorials. Trainees will also be asked to complete comprehensive pre-course work between July and September. Online Learning Events and Action Learning Sets will be held virtually via Teams.

Participants will be matched to a NES Practice Manager Educational Facilitator who will introduce the participant to the work based style of learning and meet with the key members of the practice team.

The programme monthly tutorials maybe face to face (Covid restrictions permitting) or by teams. These individually tailored sessions ensure that the programme meets the individual participant's needs.

There are 10 Online Learning Events and 9 Action Learning Sets. It is essential that trainees attend these dates however in exceptional and unforeseen circumstances NES will help provide any missed essential learning. New Educational facilitators are encouraged to attend as many of the Online Learning Events events as possible in their first year as an Educational Facilitator.

In addition participants will have a monthly tutorial with their education facilitator. These may be face to face (COVID restrictions permitting) or by Teams. These individually tailored sessions ensure that the programme meets the individual participant's needs.

Practices are asked that Trainees will be released from their substantive post for half a day per week to attend Online Learning Events, Action Learning Sets, tutorials with their educational facilitator and for self-directed learning. This protected time will be scheduled on a set day of the week for the duration of the programme (12 months), with a 3 week break over Christmas and 2 week break at Easter.

Educational Facilitators will be responsible for facilitating the 9 Action Learning Sets and tutorials, providing formative feedback to trainers and completing trainers reports.

Assessment Process

Trainees learning will be assessed by a variety of methods and includes:

- A 2,500 word management report, critically reflecting on the individual's role in the practice - in the context of Scottish Healthcare Policy
- A work based project and management report of 5,000 words exploring a Practice redesign / quality improvement initiative of benefit to patients
- A personal learning portfolio which includes a structured reflective component (3,000 words).

CPD

Educational Facilitators are supported in their personal development throughout the training year and tools are available to assist them with training. Two 2 day development events are planned during the year and the Educational Facilitators practice receives a sessional fee for the Facilitators attendance at these. A full

induction programme is provided and new Educational Facilitators are paired with a buddy (an experienced PMVTS Educational Facilitator).

Learning Contract

Those selected as PMVTS Facilitators are required to sign a Learning Contract which includes a paragraph stating that while engaged as a NES Facilitator they will not set up any standalone* Management Consultancy business that seeks to trade on and/or benefit them individually from their work as a NES Facilitator. They also undertake not to utilize their NES PMVTS involvement to promote any such business.”

*Definition from Farlex Free Dictionary

Interviews

Interviews in the form of a half day selection centre will take place virtually in the week commencing 17th May 2021.. The day includes participation in a range of activities to allow the interviewers to assess your practical skills and your ability to support a trainee with their academic course work.

Application Form

Your application should be accurate and provide enough information to enable the panel to decide whether an interview will be mutually beneficial.

The short-listing team viewing your application will check your skills and abilities against the ‘person specification’. It is therefore important that you describe how you meet all the essential criteria and where appropriate the desirable criteria. You may wish to consider including any relevant transferrable skills from a non-work setting. If you do not include information regarding any of the essential criteria, the panel must assume that you do not have such experience, and you will not be shortlisted.

Person Specification – PMVTS Educational Facilitator		
Factor	Essential	Desirable
Experience	<ul style="list-style-type: none"> • Current Practice Manager with 5 years experience 	<ul style="list-style-type: none"> • Previous Experience as Facilitator
Qualifications and Training	<ul style="list-style-type: none"> • Proven commitment to education and training • Educated to Degree level or previous PMVTS Graduate 	<ul style="list-style-type: none"> • MBA, MIHM or FIHM • Participation in a quality award (QPA, IIP or other)
Skills and Abilities	<ul style="list-style-type: none"> • Leads a complex team within a well-run practice • Effectively communicates with all team members and patients. • Reflective, self analytical and open minded. • Involved in the training, development and appraisal of staff. • Flexible in approach; can handle uncertainty and continuously manage change (interview). • Ability to provide supportive and constructive academic feedback. (interview). • Up to date on best management practice (interview). 	<ul style="list-style-type: none"> • Experience in leading small groups or tutorials • Experience of delivering presentations • Active in Practice Manager training/education or mentoring.
Disposition	<ul style="list-style-type: none"> • Willing to offer appropriate pastoral support to a PM Trainee (interview). • Demonstrates professional integrity and confidentiality (interview). • Open to educational opportunities. 	<ul style="list-style-type: none"> • Leadership qualities • Motivational skills.
Practice	<ul style="list-style-type: none"> • Practice committed to having a PMVTS Facilitator • Adequate time commitment to PMVTS Trainee (interview). 	<ul style="list-style-type: none"> • GP Training Practice • Suitable room/ space for tutorials (interview)
Other	<ul style="list-style-type: none"> • Demonstrates a desire to train and an enthusiasm for vocational training • Can provide two satisfactory references 	

Referees

NHS policy requires us to obtain two references, one of whom must be a Partner within the Practice. If you are called for interview and subsequently considered as a PMVTS Educational Facilitator, we will email reference requests to notified referees. It is important that you provide enough information to enable us to do so.

Contact Details

Please include both your home and Practice post codes. This information helps when pairing Educational Facilitators with Trainees.

Further information is available from

Tracey Crickett

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