



TERMS OF REFERENCE

Faculty Development Group

2017 (Version 1.7)

FDG>SMT

Policy Review Schedule

Date first Approved by SMT:	04 April 2014
Last Approved by SMT:	02 October 2017
Date of Next Review:	October 2019

Policy Owner: Education Manager

Amendment Overview

Version	Date	Pages	Comments	Actioned
2014 – 1.0			Document created	Margot Roberts
2014 – 1.0			Presented to Faculty Development Group and Quality Management Group for approval. Approved subject to minor changes.	
2014 – 1.1	02 April 2014	9	Re-formatted to corporate style	Linda Craig
2014 – 1.1	04 April 2014	9	Presented to SMT for approval. Approved.	
2014 – 1.2	23/01/2015	7	Updated to reflect consistency with Terms of Reference for QMG.	Mark McCarey
2014 – 1.2	30/01/2015	8	Presented to Faculty Development Group for information.	
2014 – 1.3	30/01/2014	8	Updated to reflect minor changes agreed at Faculty Development Group	
2014 – 1.4	12/02/2016	8	Updated to reflect changes agreed in composition and membership.	Denise Hughes
2014 – 1.5	16/06/2016	6	Updated to reflect changes agreed in the remit of the group.	Bronagh Higgins
2014 – 1.6	08/09/2017	8	Updated to reflect changes in membership. Changed policy owner.	Denise Hughes
2014 – 1.7	12/09/2017	8	Updated	Denise Hughes

Contents

Policy Review Schedule	2
Contents	3
Role of the Northern Ireland Medical and Dental Training Agency	4
1. Introduction	5
2. Terms of Reference.....	5
3. Powers and Responsibilities	5
4. Composition and Membership	6
5. Frequency of meetings and reporting mechanism	6
6. Administrative Support.....	6
7. Agenda and Minutes	7
8. Attendance by persons not being members of Faculty Development Group.....	7

Role of the Northern Ireland Medical and Dental Training Agency

The Northern Ireland Medical and Dental Training Agency (NIMDTA) is an Arm's Length Body sponsored by the Department of Health (DoH) to train postgraduate medical and dental professionals for Northern Ireland. NIMDTA seeks to serve the government, public and patients of Northern Ireland by providing specialist advice, listening to local needs and having the agility to respond to regional requirements.

NIMDTA commissions, promotes and oversees postgraduate medical and dental education and training throughout Northern Ireland. Its role is to attract and appoint individuals of the highest calibre to recognised training posts and programmes to ensure the provision of a highly competent medical and dental workforce with the essential skills to meet the changing needs of the population and health and social care in Northern Ireland.

NIMDTA organises and delivers the recruitment, selection and allocation of doctors and dentists to foundation, core and specialty training programmes and rigorously assesses their performance through annual review and appraisal. NIMDTA manages the quality of postgraduate medical and dental education in HSC Trusts and in general medical and dental practices through learning and development agreements, the receipt of reports, regular meetings, trainee surveys and inspection visits. It works in close partnership with local education providers to ensure that the training and supervision of trainees support the delivery of high quality safe patient care.

NIMDTA recognises and trains clinical and educational supervisors and selects, appoints, trains and develops educational leaders for foundation, core and specialty medical and dental training programmes throughout NI.

NIMDTA is accountable to the General Medical Council (GMC) for ensuring that the standards set by the GMC for medical training, educational structures and processes are achieved. The Postgraduate Medical Dean, as the 'Responsible Officer' for doctors in training, has a statutory role in making recommendations to the GMC to support the revalidation of trainees. Revalidation is the process by which the GMC confirms that doctors are up to date and fit to practice. NIMDTA also works to the standards in the COPDEND framework for the quality development of postgraduate Dental training in the UK.

NIMDTA enhances the standard and safety of patient care through the organisation and delivery of relevant and valued career development for general medical and dental practitioners and dental care professionals. It also supports the career development of general medical practitioners and the requirements for revalidation through the management and delivery of GP appraisal.

NIMDTA aims to use the resources provided to it efficiently, effectively and innovatively. NIMDTA's approach to training is that trainees, trainers and educators should put patients first, should strive for excellence and should be strongly supported in their roles.

1. Introduction

The Northern Ireland Medical and Dental Training Agency (NIMDTA) has appointed a Faculty Development Group to oversee trainer recognition and faculty development and ensure, in this regard, that NIMDTA delivers its statutory functions.

2. Terms of Reference

The Quality Management Group (QMG) is a cross-departmental group and a sub-committee of the Senior Management Committee (SMC). The QMG has been set up to monitor and assess the delivery of postgraduate medical and dental training against national standards.

The QMG has further appointed this sub-committee, the Faculty Development Group:

- To oversee strategy for development of Faculty and recognised trainers;
- To advise on training and development for Faculty, educators, lay representatives, clinical facilitators and education management staff;
- To implement an annual calendar of faculty training events, review evaluations and make recommendations for improvements
- To review information and recording systems for monitoring and transferring data in relation to the selection, approval and support of recognised trainers in conjunction with Trust Directors of Medical Education and Medical Education Departments.
- To collaborate with QUB in the development of undergraduate and postgraduate faculty
- To liaise with GMC in maintaining a list of recognised trainers on GMC Connect;
- To organise and submit Faculty Development components of NIMDTA's Annual Report and Annual Quality Report and other reports as required;
- To contribute to strategic planning and business planning
- To contribute to the development of policies related to faculty development and recognition of trainers

3. Powers and Responsibilities

The NIMDTA Board (the Board) is ultimately responsible for all the decisions and actions taken in its name, whether directly or through its arrangements for delegation. The Board retains the right, therefore, to amend or overturn any decisions or actions of any Committee, Sub-Committee or working group which it deems to be contrary to Board policy or otherwise against the Board's interests.

4. Composition and Membership

FACULTY DEVELOPMENT GROUP will consist of the following:

- Associate Dean for Faculty Development (Chair)
- Associate Dean for Recognised Trainers (Deputy Chair)
- Chief Executive / Postgraduate Medical Dean
- Associate Dean for Hospital Specialty Training (or deputy)
- Associate Dean for Foundation Training (or deputy)
- Director of Postgraduate General Practice Education (or deputy)
- Professional Support Manager
- Education Manager
- Trainee/Trainer Engagement and Excellence Co-ordinator
- Educationalist
- Dental Representative
- Trainer Recognition and Faculty Development Executive Officer

The following are also invited to attend as an external member:

- Deputy Director, Centre for Medical Education, QUB
- HSCT Director of Medical Education

The Associate Dean for Faculty Development shall be the Chairman of the Group, and the Associate Dean for Recognised Trainers shall act as Deputy. The quorum for meetings of the Group shall be five members, to include the Chair.

5. Frequency of meetings and reporting mechanism

Faculty Development Group will meet every a minimum of 3 times per year and will report to the QMG.

QMG, as a sub-committee of the Senior Management Committee, will report through the Postgraduate Medical Dean or Education Manager to the Board of NIMDTA.

6. Administrative Support

Meetings will be arranged and serviced by the Trainer Recognition and Faculty Development Executive Officer.

7. Agenda and Minutes

Each meeting will follow an agenda and a formal minute of the meeting will be drawn up and submitted for agreement at the following meeting. The Group shall forward a minute of each meeting to the Chair of the Quality Management Group for consideration.

8. Attendance by persons not being members of Faculty Development Group

At the discretion of the Chair, the Faculty Development Group may invite any individual to attend meetings to discuss identified agenda points and inform discussion.