Annex A

Foundation Training Programme Director (FTPD)

The FTPD is responsible for the management and quality control of an F1 programme, F2 programme or a two-year Foundation Programme. Only clinicians committed to and engaged in teaching and training foundation doctors, such as Educational Supervisors, should undertake the role.

FTPDs will be allocated the equivalent of one (1) session of programmed activity for every 20-30 posts. The FTPD is accountable to the Foundation School Directors.

Training:

FTPDs will be trained for the role.

They must understand and demonstrate ability in the use of the approved workplace-based assessment tools and be clear as to what is deemed acceptable progress. In addition, they should understand and be able to monitor progress, provide appraisals, provide career support and identify and contribute to the support of foundation doctors needing additional help.

Responsibilities:

1. To ensure that all foundation doctors in the programme have access to suitable training and are progressing well. This includes:

   a) monitoring the attendance and performance of each foundation doctor at regular intervals and initiating remedial support for any doctor in difficulty;

   b) collecting evidence about attendance and performance to corroborate the content of individual foundation doctor’s e-portfolios and enable decisions about recommendations for registration and certification;

   c) reviewing the e-portfolio of trainees at regular intervals to make sure that they are progressing well;

   d) maintaining regular contact with Educational Supervisors as well as trainees, especially those who need additional help.
2. To work with local educators, and clinical supervisors to make sure that specific placements in the training programme are delivering the appropriate quality of training;
   a) ensuring that each programme meets the educational aims specified for the programme and map to the Curriculum;
   b) ensuring that each placement in the programme meets the educational aims specified for the placement. This should include a clear description that outlines how the competences including the general professional competences are covered in each placement.

3. To work with the Foundation School Directors (FSDs) and faculty to ensure foundation training benefits from a coordinated approach:
   a) to liaise regularly with the FSDs, Foundation School Manager (FSM) and other FTPDs to ensure that best practices are shared and there is a coordinated approach to the development and management of foundation training programmes;
   b) to attend Foundation School Team regular meetings as necessary.

4. Remuneration for this post is that of one (1) session-equivalent, paid directly by the Malta Foundation School.

5. FTPD’s who carry additional responsibilities other than the above will receive additional remuneration according to agreed rates.

6. The post is initially for thirty six (36) months and will be reviewed by the Malta Foundation School according to performance and needs.