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| **Role Title:** | Senior Medical Educator (Healthcare Programme) | **Responsible to:** | Healthcare Programme Lead |
| **Division:** | Business Development & Engagement | **Department:** | Risk Prevention |
| **Direct reports:** | N/A | **Scope:** | Development and delivery of risk prevention services globally |
| **Scale:** | No People  No Budget  No income |
| **Regulated Function:** | No |
| **Evaluation Level:** | Implement 1 | **Additional Vetting Required:** | No |
| **Role Family:** | Doctors and Dentists | **Restrictions Required:** | No |

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| **Overall Role Purpose** |
| To deliver commercial education training and consultancy services to MPS and Cognitive Institute members and clients,  To provide expert content and international healthcare context expertise to the Risk Prevention Department to support the development of education courses and services, and training faculty in their delivery.  To support the Healthcare Programme Lead to ensure the Risk Prevention department provides services globally of a world class standard that support MPS strategy.  To contribute to determining the healthcare programme strategy, plans, evaluation and quality assurance, and creating of content to promote the department’s services. |

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| **Accountabilities (RACI)** | **Measures of Success/KPI’s** |
| **Operational Leadership**   * Contribute to the development and delivery of the individual member and healthcare organisational education and training programme strategy to plan, cost and quality * Provide leadership of teams that reinforces the desired culture and delivery of strategic priorities. * Take personal accountability for own training, competence, performance and engagement of self and colleagues ensuring clarity on own accountabilities and comply with all governance, policy standards and processes. * Analyse and reflect on own performance whilst developing an appropriate professional development plan relevant to the position * Demonstrate flexibility to learn and master new skills including virtual delivery and use of digital technologies | * Financial sustainability Vs plan * Financial performance Vs plan * Corporate Strategic priorities Vs plan * Programme delivery Vs plan * Presenter feedback score Vs average presenter score |
| **Financial**   * Support the Healthcare Program Lead to set and deliver the budget ensuring an efficient and effective team operating model which minimises cost and maximises financial sustainability without compromising the client experience. | * Income Vs plan * Operational budget Vs Plan * Return on education Vs plan |
| **Member/Client organisations**   * Deliver education and training to individual members and organisations to a pre-determined high standard * Support the establishment of a culture and capability of Lean / continuous improvement to drive excellent member and /or client organisation experiences and outcomes and operational efficiency. | * Net promoter score * Member / Participant Experience * Member / Client numbers Vs plan |
| **People**   * Deliver training and ongoing support to other staff and contractors who deliver educational content to ensure a predetermined high standard * Support the Healthcare Program Lead to maintain a sustainable faculty to meet delivery requirements for various programmes globally * Work collaboratively with other team members across the Risk Prevention department and MPS globally | * Engagement Index Vs MPS * People Metrics – attrition, absence |
| **Risk**   * Identify and report risks and issues identified within the delivery of training and across MPS to enable resolution and mitigation of potential impact on MPS, members and colleagues. | * Risk & Control Self- Assessments |

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| **Responsibilities (RACI)** |
| * Deliver education and training programmes and services, including workshops, webinars, presentations and consultancy services across all modalities * Train employees and contract faculty educators to deliver programmes and services globally, ensuring they perform to the department’s pre determined standards * Identify issues and topics to be the subject of development of courses and services to healthcare organisations and individual members * Support development of educational and training offerings, providing content expertise and healthcare context input to the department * Support MPS’s business development, communications and marketing activities, by providing content expertise to relevant departments, and creating content for external publications and promotions * Conduct research and literature reviews and produce or contribute to the authoring of reports on industry, market and profession trends and best practices * Manage research projects as required * Undertake other duties and tasks that from time to time may be allocated to the role holder that are appropriate to the level or role. |

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| **Key Governance Responsibilities** |
| * N/A |

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| **Leadership Framework Competencies** | **Level** |
| Fresh Thinking |  |
| Building Capability in Self and Others | Leading Others |
| Influencing Others | Leading Others |
| Collaborating for Results |  |
| Leading Self and Others | Leading Self |
| Commercial and Risk Thinking | Leading Self |

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|  | **Knowledge and Qualifications** | **Skills** | **Experience** |
| **Essential** | * Medicine or dentistry degree | * Development of education content * Presentation at a conference and commercial education delivery standard * Training professionals in content and presentation skills * Professional publication writing including papers, articles, case studies and other marketing and promotional materials for external publication and internal communications * Evaluation and research * Business case creation * Report writing * Ability to provide exceptional client service | * Clinical healthcare delivery in a hospital setting * Development and delivery of education * Presenting ,education and training * Senior hospital leadership |
| **Desirable** | * Qualification or experience in one or more of: * Risk management * Patient safety * Education / teaching | * Business development * Marketing * Project management | * Medico legal * Hospital risk management and quality improvement * Culture change programmes * Quality improvement programmes/ initiatives * Publication of peer reviewed journal articles * Master training of presenters |