



## Jane Cole Associates

### ***Who are Jane Cole Associates?***

Jane Cole Associates, part of the Dearden HR group, is a leading professional services company providing **training and consultancy** to NHS Trusts and other organisations who employ doctors and dentists. Since 2008, Jane Cole Associates has delivered over 100 courses and trained more than 1000 delegates. The popularity and success of our courses has resulted in both repeat and new business through recommendation of delegates.

### ***New for 2022 – Medical Staffing Masterclass Online!***

For 2022, our ever-popular **Medical Staffing Masterclass** is now being released as a series of 4 online sessions covering all the content of our traditional training sessions delivered in the comfort of your home or office. All sessions are held live, and classroom sizes are kept small so that delegates have the opportunity to ask questions during the session and of each other.

The on-line sessions are suitable for all HR Business Partners, anyone new to medical staffing/HR, managers, operational managers and those working in postgraduate medical education. They are priced at £150 plus VAT. Delegates will have the option of purchasing single sessions or the series at a reduced price of £500 + VAT per person, if booking all four sessions. All delegates will be provided with a copy of the slide deck.

Our first sessions will be our **“Medical Staffing for Beginners”** sessions, and will cover career structure, organisations, pay scales and an overview of Terms and Conditions.

#### ***Module 1 – Medical Staffing for Beginners***

*Covers career structure, organisations, pay scales and an overview of terms and conditions.*

This includes:

- An overview of Modernising Medical Careers
- The SAS Contract Reform
- Pay Elements
- The Working Week
- Annual Leave Entitlements

**The next session will take place on 26<sup>th</sup> September 2022.**

#### ***Module 2 - Consultant Recruitment and Terms & Conditions***

*Covers Assessment, Selection and Appointment of Consultants and SAS clinicians and a brief overview of job planning.*

This includes:

- NHS Appointment of Consultants Regulations - Good Practice Guidance (January 2005)
- Planning the post
- Job information
- Advertising
- Short-listing (including management of informal visits)
- Selection methods including Advisory Appointments Committee (AAC)
- Follow up and aftercare

**The next session will take place on 13th October 2022.**

### *Module 3 - Junior Doctors Terms and Conditions of Service*

*Covering rotations and the role of the Guardian of Safe Working and Exception reporting.*

This includes:

- Career structure/overview
- Difference between training and non-training doctors including understanding the various job roles and titles
- Junior doctor recruitment - for training and non-training doctors providing an overview of various systems including HEE
- Understanding Work schedules and working hours
- Understanding pay scales and pay points
- Overview of the Guardian of Safe Working role
- Exception reporting
- Annual and Study leave overview

**The next session will take place on 3<sup>rd</sup> November 2022.**

### *Module 4 - Appraisal and Revalidation Session*

*Covering the appraisal process for doctors and requirements for revalidation, including an overview of 360 feedback exercise.*

This includes:

- Background and purpose of appraisal
- Understanding and clarifying roles and responsibilities involved in appraisal and revalidation process
- Understanding the appraisal process, including appraisal policy
- Overview of strengthened appraisal and supporting information required for appraisal and revalidation
- Understanding revalidation requirements
  - including the revalidation process
  - overview of the 360 process

**The next session will take place on 01 December 2022.**

### *Bespoke Courses*

Alternatively, many Trusts choose to hold an in-house bespoke course or host a course and invite colleagues from nearby organisations to attend. The benefit of this option is that the course can be tailored to client requirements. In-house courses are more commonly being run over two days (usually 3 weeks or so apart) due to the increasing complexity of the medical staffing agenda. Jane Cole Associates would be happy to discuss requirements and outline costs.

For more information or to book, please contact: Louise McSherry, at [louise.mcsherry@deardenhr.co.uk](mailto:louise.mcsherry@deardenhr.co.uk).

Please also see our website for more information: [www.janecoleassociates.co.uk](http://www.janecoleassociates.co.uk)

**Ts & Cs link:** <https://janecoleassociates.co.uk/terms-booking>



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