

CONTRACT FOR SERVICES

NORTHERN FOUNDATION SCHOOL

FP DIRECTOR

ACADEMIC FOUNDATION PROGRAMME

between

HEALTH EDUCATION ENGLAND

and

THE UNIVERSITY OF NEWCASTLE UPON TYNE

THIS AGREEMENT IS INTENDED TO TAKE EFFECT FROM 1ST MAY 2020

PARTIES

- (1) NHS Health Education England (North East Office) of Waterfront 4, Newburn Riverside, Newcastle Upon Tyne, NE15 8NY (**Client**).
- (2) The University of Newcastle upon Tyne, a charitable organisation established under the Universities of Durham and Newcastle upon Tyne Act 1963, a statute of England, with its principal office at King's Gate, Newcastle upon Tyne, NE1 7RU (**Contractor**).

AGREED TERMS

1. INTERPRETATION

- 1.1. The definitions and rules of interpretation in this clause apply in this agreement (unless the context requires otherwise).

Capacity: as agent, consultant, director, employee, owner, partner, shareholder or in any other capacity.

Commencement Date: 1st May 2020

Client Property: all documents, books, manuals, materials, records, correspondence, papers and information (on whatever media and wherever located) relating to the affairs of the Client or its patients and contacts, and any equipment, keys, hardware or software provided for the Contractor's use by the Client during the Engagement, and any data or documents (including copies) produced, maintained or stored by the Contractor on the Client or the Contractor's computer systems or other electronic equipment during the Engagement.

Confidential Information: information in whatever form relating to the Client's business affairs finances, employees, or any information relating to a trainee, trainer or other faculty person, supplier, patient or other member of the public for the time being confidential to the Client.

Engagement: the engagement of the Contractor by the Client on the terms of this agreement.

Intellectual Property Rights: patents, rights to inventions, copyright and related rights, trademarks, trade names and domain names, rights in get-up, rights in goodwill or to sue for passing off, rights in designs, rights in computer software, database rights, rights in confidential information (including know-how and trade secrets) and any other intellectual property rights, in each case whether registered or unregistered and including all applications (or rights to apply) for, and renewals or extensions of, such rights and all similar or equivalent rights or forms of protection which may now or in the future subsist in any part of the world.

Invention: any invention, idea, discovery, development, improvement or innovation made by the Contractor in the provision of the Services, whether or not patentable or capable of registration, and whether or not recorded in any medium.

Pre-Contractual Statement: any undertaking, promise, assurance, statement, representation, warranty or understanding (whether in writing or not) of any person (whether party to this agreement or not) relating to the Engagement other than as expressly set out in this agreement.

Services: the services provided by the Contractor acting as Lead for the Academic Foundation Programme in a consultancy capacity for the Client as more particularly described in the Role Description.

Termination Date: the date of termination of this agreement, howsoever arising.

Works: all records, reports, documents, papers, drawings, designs, transparencies, photos, graphics, logos, typographical arrangements, software, and all other materials in whatever form, including but not limited to hard copy and electronic form, prepared by the Contractor in the provision of the Services.

- 1.2. The headings in this agreement are inserted for convenience only and shall not affect its construction.
- 1.3. A reference to a particular law is a reference to it as it is in force for the time being taking account of any amendment, extension, or re-enactment and includes any subordinate legislation for the time being in force made under it.
- 1.4. Unless the context otherwise requires, a reference to one gender shall include a reference to the other genders.
- 1.5. Unless the context otherwise requires, words in the singular include the plural and in the plural include the singular.
- 1.6. The Schedules to this agreement form part of (and are incorporated into) this agreement.

2. TERM OF ENGAGEMENT

- 2.1. The Client shall engage the Contractor and the Contractor shall provide the Services on the terms of this agreement. The Contractor shall be represented in the performance of the Services by its employee Dr Gillian Vance.
- 2.2. The Engagement shall be deemed to have commenced on the Commencement Date and shall continue until **30th April 2023** unless terminated:
 - (a) as provided by the terms of this agreement;
 - (b) by either party giving to the other not less than three months prior written notice;
- 2.3. The Engagement may be extended until **30th April 2025** by mutual agreement of the Client and the Contractor.

3. DUTIES

- 3.1. During the Engagement the Contractor shall:
 - (a) provide the Services with all due care, skill and ability and use all reasonable endeavours to promote the interests of the Client
- 3.2. If the Contractor is unable to provide the Services due to illness or injury, he shall advise the Client of that fact as soon as reasonably practicable.
- 3.3. The Contractor shall use reasonable endeavours to ensure that he is available at all times during normal working hours on reasonable notice to provide such assistance or information as the Client may reasonably require.
- 3.4. The Contractor shall comply with all lawful relevant policies and procedures operated by the Client which are made known the Contractor in writing in advance.

4. FEES

- 4.1. The Client shall pay the Contractor fees in accordance with Role Description.
- 4.2. In consideration of the provision of the Services during the Engagement, the Client shall pay each invoice submitted by the Contractor within 30 days of receipt.
- 4.3. Payment in full or in part of the fees claimed under clause 4 or any expenses claimed under clause 5 shall be without prejudice to any claims or rights of the Client against the Contractor in respect of the provision of the Services.

5. EXPENSES

- 5.1. The Client shall reimburse expenses incurred by the Contractor in the course of the Engagement in accordance with Role Description.
- 5.2. The Client shall refund to the Contractor all reasonable expenses incurred necessarily during the provision of the Services provided expenditure is evidenced in accordance with the Client's policy.
- 5.3. Travel costs will be refunded where travel is in addition to that which would be necessary if attending the identified base.

6. OTHER ACTIVITIES

- 6.1. The Contractor confirms that providing the Services under this contract does not conflict with any other appointment he holds.

7. HOLIDAYS

- 7.1. The Contractor will not be eligible to receive holiday pay.

8. SICK PAY

- 8.1. The Contractor will not be eligible to receive sick pay.

9. CONFIDENTIAL INFORMATION

- 9.1. The Contractor acknowledges that in the course of the Engagement he will have access to Confidential Information. The Contractor has therefore agreed to accept the restrictions in this clause 9.

- 9.2. The Contractor shall not (except in the proper course of his duties), either during the Engagement or at any time after the Termination Date, use or disclose to any third party (and shall use all reasonable endeavours to prevent the publication or disclosure of) any Confidential Information. This restriction does not apply to:

- (a) any use or disclosure authorised by the Client or required by law; or
- (b) any information which is already in, or comes into, the public domain otherwise than through the Contractor's unauthorised disclosure.

- 9.3. The Contractor agrees to comply with the Information Governance Policy for the Client when handling data and/or information belonging to the Client or its partner organisations.

- 9.4. At any stage during the Engagement, the Contractor will promptly on request return all and any Client Property in his possession to the Client.

10. DATA PROTECTION

- 10.1 Each party agrees to follow the Data Protection Principles and comply with all applicable data protection legislation, including but not limited to the information in Appendix 1 when handling and processing data in the performance of this agreement.

11. INTELLECTUAL PROPERTY

- 11.1. The Contractor hereby assigns to the Client all existing and future Intellectual Property Rights in the Works and the Inventions and all materials embodying these rights to the fullest extent permitted by law. Insofar as they do not vest automatically by operation of law or under this agreement, the Contractor holds legal title in these rights and inventions on trust for the Client.

11.2. The Contractor undertakes:

- (a) to notify to the Client in writing full details of any Inventions promptly on their creation;
- (b) to keep confidential details of all Inventions;
- (c) whenever requested to do so by the Client and in any event on the termination of the Engagement, promptly to deliver to the Client all correspondence, documents, papers and records on all media (and all copies or abstracts of them), recording or relating to any part of the Works and the process of their creation which are in his possession, custody or power;
- (d) not to register nor attempt to register any of the Intellectual Property Rights in the Works, nor any of the Inventions, unless requested to do so by the Client; and
- (e) to do all acts necessary to confirm that absolute title in all Intellectual Property Rights in the Works and the Inventions has passed, or will pass, to the Client.

11.3. The Contractor warrants to the Client that:

- (a) he has not given and will not give permission to any third party to use any of the Works or the Inventions, nor any of the Intellectual Property Rights in the Works;
- (b) he is unaware of any use by any third party of any of the Works or Intellectual Property Rights in the Works; and
- (c) to the best of its knowledge the use of the Works or the Intellectual Property Rights in the Works by the Client will not infringe the rights of any third party.

11.4. The Contractor acknowledges that, except as provided by law, no further fees or compensation other than those provided for in this agreement are due or may become due to the Contractor in respect of the performance of his obligations under this clause 11.

11.5. The Contractor undertakes, at the expense of the Client, at any time either during or after the Engagement, to execute all documents, make all applications, give all assistance and do all acts and things as may, in the opinion of the Client, be necessary or desirable to vest the Intellectual Property Rights in, and to register them in, the name of the Client and to defend the Client against claims that works embodying Intellectual Property Rights or Inventions infringe third party rights, and otherwise to protect and maintain the Intellectual Property Rights in the Works and the Inventions.

12. TERMINATION

12.1. Notwithstanding the provisions of clause 2.2, the Client may terminate the Engagement with immediate effect with no liability to make any further payment to the Contractor

(other than in respect of amounts accrued before the Termination Date) if at any time the Contractor:

- (a) commits any gross or serious misconduct affecting the Client;
- (b) commits any serious or repeated breach or non-observance of any of the provisions of this agreement or refuses or neglects to comply with any reasonable and lawful directions of the Client;
- (c) is convicted of any criminal offence (other than an offence under any road traffic legislation in the United Kingdom or elsewhere for which a fine or non-custodial penalty is imposed);
- (d) is in the reasonable opinion of the Client negligent or incompetent in the performance of the Services;
- (e) is declared bankrupt or makes any arrangement with or for the benefit of his creditors or has a county court administration order made against him under the County Court Act 1984; or
- (f) commits any fraud or dishonesty or acts in any manner which in the opinion of the Client brings or is likely to bring the Contractor or the Client into disrepute or is materially adverse to the interests of the Client.

- 12.2. The rights of the Client under clause 12.1 are without prejudice to any other rights that it might have at law to terminate the Engagement or to accept any breach of this agreement on the part of the Contractor as having brought the agreement to an end. Any delay by the Client in exercising its rights to terminate shall not constitute a waiver of these rights.

13. OBLIGATIONS ON TERMINATION

On the Termination Date the Contractor shall:

- (a) promptly deliver to the Client all Client Property in his possession or under his control;
- (b) to the extent technically and legally practicable delete any information relating to the Client stored on any magnetic or optical disk or memory and all matter derived from such sources which is in his possession or under his control outside the premises of the Client; and
- (c) if requested provide a signed statement that he has complied fully with his obligations under this clause 13.

14. STATUS

- 14.1. The relationship of the Contractor to the Client will be that of independent contractor and nothing in this agreement shall render him an employee, agent or partner of the Client and the Contractor shall not hold himself out as such.

- 14.2. This agreement constitutes a contract for the provision of services and not a contract of employment and accordingly the Contractor shall be fully liable for any income tax, National Insurance and social security contributions and any other liability, deduction, contribution, assessment or claim arising from or made in connection with the performance of the Services, where the recovery is not prohibited by law. The Contractor shall further be liable for all reasonable costs, expenses and any penalty, fine or interest incurred or payable by the Client in connection with or in consequence of any such liability, deduction, contribution, assessment or claim;

15. INDEMNITY AND LIABILITY

- 15.1. Provided the Contractor provides the Services in accordance with the requirements of the NHS Executive, the Department of Health and Health Education North East protocols, policies, processes and guidelines and further that the Services are provided without prejudice and in line with good practice and, where appropriate, legal requirements then the Contractor will benefit from the indemnity and liability arrangements established by the Department of Health. These arrangements extend only to the provision of the Services as detailed in Role Description. Liability will not be accepted for actions which are unlawful or which do not accord with the protocols, policies, processes and guidelines of both the Department of Health and Health Education North East.
- 15.2. Nothing in this agreement limits any liability of either party which cannot legally be limited, including but not limited to liability for death or personal injury caused by negligence, or fraud or fraudulent misrepresentation.
- 15.3. Subject to clause 15.2, neither party shall be liable to the other for any lost profits or for any special, incidental, indirect, exemplary, punitive, or consequential damages arising out of or in connection with this agreement (whether from breach of contract, negligence, strict liability or other cause of action), even if such party has been advised of the possibility of such damages.
- 15.4. Subject to clause 15.2, the Contractor's total liability, whether in contract, tort (including negligence), for breach of statutory duty, or otherwise, arising under or in connection with the provision of the Services or this agreement shall be limited to the total Fees paid or payable by the Client to the Contractor under this agreement.

16. NOTICES

- 16.1. Any notice given under this agreement shall be in writing and signed by or on behalf of the party giving it and shall be served by delivering it personally, or sending it by pre-paid recorded delivery or registered post to the relevant party at (in the case of the Client) its registered office for the time being and (in the case of the Contractor) his last known address. Any such notice shall be deemed to have been received:

- (a) if delivered personally, at the time of delivery; or
- (b) in the case of pre-paid recorded delivery or registered post, 48 hours from the date of posting.

16.2. In proving such service it shall be sufficient to prove that the envelope containing the notice was addressed to the address of the relevant party and delivered either to that address or into the custody of the postal authorities as a pre-paid recorded delivery or registered post.

17. ENTIRE AGREEMENT

Each party on behalf of itself acknowledges and agrees with the other party that:

- (a) this agreement constitutes the entire agreement and understanding between the Contractor and the Client and supersedes any previous arrangement, understanding or agreement between them relating to the Engagement (which shall be deemed to have been terminated by mutual consent);
- (b) in entering into this agreement neither party has relied on any Pre-Contractual Statement; and
- (c) each party agrees that the only rights and remedies available to it or arising out of or in connection with any Pre-Contractual Statement shall be for breach of contract. Nothing in this agreement shall, however, limit or exclude any liability for fraud.

18. VARIATION

No variation of this agreement shall be valid unless it is in writing and signed by or on behalf of each of the parties.

19. COUNTERPARTS

This agreement may be executed in any number of counterparts, each of which, when executed, shall be an original, and all the counterparts together shall constitute one and the same instrument.

20. THIRD PARTY RIGHTS

- 20.1. A person who is not a party to this agreement shall not have any rights under the Contracts (Rights of Third Parties) Act 1999 to enforce any term of this agreement.
- 20.2. The rights of the parties to terminate, rescind or agree any variation, waiver or settlement under this agreement are not subject to the consent of any person that is not a party to this agreement.

21. GOVERNING LAW AND JURISDICTION

- 21.1. This agreement and any dispute or claim arising out of or in connection with it or its subject matter or formation (including non-contractual disputes or claims) shall be governed by and construed in accordance with the law of England and Wales.
- 21.2. The parties irrevocably agree that the courts of England and Wales shall have exclusive jurisdiction to settle any dispute or claim that arises out of or in connection with this agreement or its subject matter or formation (including non-contractual disputes or claims).

This document has been executed and is delivered and takes effect on the date stated at the beginning of it.

Appendix 1

General Data Protection Regulations

The definitions and interpretative provisions of the Contract shall also apply to this agreement. Additionally, in this agreement the following words shall have the following meanings unless the context requires otherwise:

“Data Loss Event”	means any event that results, or may result, in unauthorised access to Personal Data held by the Supplier under this Contract, and/or actual or potential loss and/or destruction of Personal Data in breach of this Contract, including any Personal Data Breach;
“Data Protection Impact Assessment”	means an assessment by the Controller of the impact of the envisaged processing on the protection of Personal Data;
“Data Protection Officer” and “Data Subject”	shall have the same meanings as set out in the GDPR;
“Data Subject Access Request”	means a request made by, or on behalf of, a Data Subject in accordance with rights granted pursuant to the Data Protection Legislation to access their Personal Data.
“Personal Data Breach”	shall have the same meaning as set out in the GDPR;
“Protective Measures”	means appropriate technical and organisational measures which may include: pseudonymising and encrypting Personal Data, ensuring confidentiality, integrity, availability and resilience of systems and services, ensuring that availability of and access to Personal Data can be restored in a timely manner after an incident, and regularly assessing and evaluating the effectiveness of such measures adopted by it;
“Sub-processor”	means any third party appointed to Process Personal Data on behalf of the Supplier related to this Contract.

1. DATA PROTECTION

1. The Parties acknowledge that for the purposes of the Data Protection Legislation, the Authority is the Controller and the Supplier is the Processor. The only Processing that the Supplier is authorised to do is listed in the FPD Role Description by the Authority and may not be determined by the Supplier.
2. The Supplier shall notify the Authority promptly if it considers that any of the Authority's instructions infringe the Data Protection Legislation.
3. The Supplier shall provide all reasonable assistance to the Authority in the preparation of any Data Protection Impact Assessment prior to commencing any processing. Such assistance may, at the discretion of the Authority, include:

- a) a systematic description of the envisaged processing operations and the purpose of the processing;
 - b) an assessment of the necessity and proportionality of the Processing operations in relation to the Services;
 - c) an assessment of the risks to the rights and freedoms of Data Subjects; and
 - d) the measures envisaged to address the risks, including safeguards, security measures and mechanisms to ensure the protection of Personal Data.
4. The Supplier shall, in relation to any Personal Data processed in connection with its obligations under this Contract:
- a) process that Personal Data only in accordance with Schedule A, unless the Supplier is required to do otherwise by **Law**. **If it is so required the Supplier** shall promptly notify the Authority before processing the Personal Data unless prohibited by Law;
 - b) ensure that it has in place Protective Measures, which have been reviewed and approved by the Authority as appropriate to protect against a Data Loss Event having taken account of the:
 - (i) nature of the data to be protected;
 - (ii) harm that might result from a Data Loss Event;
 - (iii) state of technological development; and
 - (iv) cost of implementing any measures;
 - c) ensure that :
 - (i) the Supplier Personnel do not Process Personal Data except in accordance with this Contract (and in particular Schedule A);
 - (ii) it takes all reasonable steps to ensure the reliability and integrity of any Supplier Personnel who have access to the Personal Data and ensure that they:
 - (A) are aware of and comply with the Supplier's duties under this clause;
 - (B) are subject to appropriate confidentiality undertakings with the Supplier or any Sub-processor;
 - (C) are informed of the confidential nature of the Personal Data and do not publish, disclose or divulge any of the Personal Data to any third party unless directed in writing to do so by the Authority or as otherwise permitted by this Contract; and
 - (D) have undergone adequate training in the use, care, protection and handling of Personal Data;
 - d) not transfer Personal Data outside of the EU unless the prior written consent of the Authority has been obtained and the following conditions are fulfilled:
 - (i) the Authority or the Supplier has provided appropriate safeguards in relation to the transfer (whether in accordance with Article 46 of the GDPR or Article 37 of the Law Enforcement Directive (Directive (EU) 2016/680)) as determined by the Authority;
 - (ii) the Data Subject has enforceable rights and effective legal remedies;
 - (iii) the Supplier complies with its obligations under the Data Protection Legislation by providing an adequate level of protection to any Personal Data that is transferred (or, if it is not so bound, uses its best endeavours to assist the Authority in meeting its obligations); and
 - (iv) the Supplier complies with any reasonable instructions notified to it in advance by the Authority with respect to the Processing of the Personal Data;
 - e) at the written direction of the Authority, delete or return Personal Data [and any copies of it] to the Authority on termination or expiry of the Contract unless the Supplier is required by Law to retain the Personal Data.

5. Subject to Clause 1.6, the Supplier shall notify the Authority promptly if it:
 - a) receives a Data Subject Access Request (or purported Data Subject Access Request);
 - b) receives a request to rectify, block or erase any Personal Data;
 - c) receives any other request, complaint or communication relating to either Party's obligations under the Data Protection Legislation;
 - d) receives any communication from the Information Commissioner or any other regulatory authority in connection with Personal Data Processed under this Contract;
 - e) receives a request from any third party for disclosure of Personal Data where compliance with such request is required or purported to be required by Law; or
 - f) becomes aware of a Data Loss Event.
6. The Supplier's obligation to notify under Clause 1.5 shall include the provision of further information to the Authority in phases, as details become available.
7. Taking into account the nature of the Processing, the Supplier shall provide the Authority with full assistance in relation to either Party's obligations under Data Protection Legislation and any complaint, communication or request made under Clause 1.5 (and insofar as possible within the timescales reasonably required by the Authority) including by promptly providing:
 - a) the Authority with full details and copies of the complaint, communication or request;
 - b) such assistance as is reasonably requested by the Authority to enable the Authority to comply with a Data Subject Access Request within the relevant timescales set out in the Data Protection Legislation;
 - c) the Authority, at its request, with any Personal Data it holds in relation to a Data Subject;
 - d) assistance as requested by the Authority following any Data Loss Event;
 - e) assistance as requested by the Authority with respect to any request from the Information Commissioner's Office, or any consultation by the Authority with the Information Commissioner's Office.
8. The Supplier shall maintain complete and accurate records and information to demonstrate its compliance with this clause. This requirement does not apply where the Supplier employs fewer than 250 staff, unless:
 - a) the Authority determines that the processing is not occasional;
 - b) the Authority determines the processing includes special categories of data as referred to in Article 9(1) of the GDPR or Personal Data relating to criminal convictions and offences referred to in Article 10 of the GDPR; and
 - c) the Authority determines that the processing is likely to result in a risk to the rights and freedoms of Data Subjects.
9. The Supplier shall allow for audits of its processing activity by the Authority or the Authority's designated auditor.
10. The Supplier shall designate a data protection officer if required by the Data Protection Legislation.
11. Before allowing any Sub-processor to process any Personal Data related to this Contract, the Supplier must:
 - a) notify the Authority in writing of the intended Sub-processor and Processing;
 - b) obtain the written consent of the Authority;
 - c) enter into a written agreement with the Sub-processor which give effect to the terms set out in this clause such that they apply to the Sub-processor; and

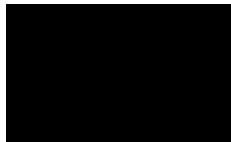
- d) provide the Authority with such information regarding the Sub-processor as the Authority may reasonably require.
12. The Supplier shall remain fully liable for all acts or omissions of any Sub-processor.
13. The Supplier may, at any time on not less than 30 Working Days' notice, revise this clause by replacing it with any applicable controller to processor standard clauses or similar terms forming part of an applicable certification scheme (which shall apply when incorporated by attachment to this Contract).
14. The Parties agree to take account of any guidance issued by the Information Commissioner's Office. The Authority may on not less than 30 Working Days' notice to the Supplier amend this agreement to ensure that it complies with any guidance issued by the Information Commissioner's Office.

Signed: First representative



Postgraduate Dean

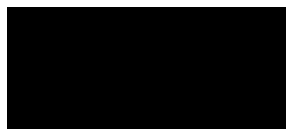
Signed: Second Representative



Foundation School Director

Signed for and on behalf of the Contractor
University of Newcastle upon Tyne

Signature:



Name:



Contract Manager

Legal Services, Newcastle University

Date: 30th June 2021

NORTHERN FOUNDATION SCHOOL
FOUNDATION PROGRAMME DIRECTOR
ACADEMIC FOUNDATION PROGRAMME (AFP)
ROLE DESCRIPTION 2020

The AFP provides a tremendous opportunity for medical graduates to gain valuable experience in Academic Medicine including research and medical education while also completing their Foundation School training. The NFS AFP offering is unique in the UK in providing placements of 4 months for academic medicine in each year of the programme. In addition, the posts are not pre-designated to specific disciplines but are entirely flexible to meet the interests and ambitions of the trainees appointed to the AFP. The programme is run as a partnership between the NFS and the Clinical Academic Office at Newcastle University who oversee the academic elements of the AFP.

The NFS AFP has a strong track record of attracting talented trainees from across the UK to the programme and most of our AFP graduates go on to further clinical academic training in the NIHR integrated academic training scheme. There are approximately 42 AFP trainees in post across FY1 and 2 in a number of Trusts in the North East.

Arrangements, Roles and Responsibilities

- The post is hosted Health Education North East, Waterfront 4, Goldcrest Way, Newburn, Newcastle upon Tyne, NE15 8NY
- The post attracts a responsibility payment of £10k per annum
- Upon receipt of the purchase order raised by Health Education North East, the contractor is to raise an invoice to Health Education North East at 6 monthly intervals (covering payment for two quarters each time)
- This is a rolling 1-year contract with an annual appraisal with the Foundation School Director and is subject to satisfactory performance.
- Any travel expenses incurred on NFS business will be funded by the School – the post holder should contact NFS directly for this.

Roles and Responsibilities

General:

- To work as part of the wider team at NFS and contribute to its strategy and vision
- To be part of the senior team and attend and contribute to 'Senior Team Update' meetings where appropriate (average quarterly – 2 hours each)
- To attend the Clinical Academic Training Committee Meetings every 3 months (2.5 hours each) these alternate between HEE and Newcastle University.
- To attend the annual Foundation School Conference (1/2 day or whole day) where relevant to the role
- To attend the annual Foundation School Careers Fair (1/2 day)
- To represent AFP in the Clinical Academic Office (CAO) team at Newcastle University which provides oversight of the entire clinical academic training pathway.

Management of Northern Foundation School Academic Programme placements:

- To advise the NFS Senior Team in relation to national and regional AFP issues and developments.
- To be aware of national and HEENE policy as it relates to AFP posts
- To oversee annual shortlisting and interviews for Academic Foundation Programme placement in liaison with the NFS Administrative Team.
- To act as the Regional AFP 'champion', through attendance at relevant national meetings and through liaison with the UK Foundation Programme Office (UKFPO) as required.
- To answer queries received by the Foundation School relating to local AFP posts – referring or dealing with them as appropriate
- To respond to questions and provide advice to potential applicants to the AFP in relation to the academic elements of the programme.
- To ensure appropriate academic supervisors are in place for each AFP post
- To ensure the quality of AFP training posts through development of systematic evaluation measures for AFP placements and the overall programme. To maintain the content of the relevant AFP section of the NFS website in liaison with the NFS administrative team
- To liaise closely with local Trusts, Universities and NFS to expand AFP opportunities, placements and supervision capacity within NFS
- To liaise with leads for other levels of Academic training in the HEENE area
- To contribute to the Annual Review of Competence Progression (ARCP) panels for AFP trainees in the Northern Foundation School