Provision of Support Services for STI Foundation Programme
March 2019 to February 2021
Advert

Summary:
To provide executive support services for the STI Foundation Programme in order to provide a high-quality educational training and assessment programme on behalf of BASHH.
This contract would include oversight of the entire STI Foundation (STIF) portfolio.

Responsible for:
The provision of support services to enable the strategic development of the STIF programme

Responsible to:
BASHH Board, however would report day-to-day to the co-chairs of the STI Foundation Committee

Working with:
STIF Administrator, Co-Chairs of the STIF group, Course Directors, Course Organisers and Competency Trainers

Contract period:
24 months
Tasks/Projects to be undertaken for each component of the programme:

**STIF Foundation Theory Course**

1. **Analyse STIF course feedback**
   - Review and respond to individual STIF course feedback and evaluation within 14 days of receipt
   - Analyse STIF course feedback (from delegates, course directors & organisers) for common themes and prepare report to steering group for each meeting

2. **Support for STIF Course directors**
   - Support (especially new course directors), facilitate & troubleshoot
   - Offer ongoing support for Course directors for issues that cannot be resolved or responded to by STIF administration.
   - Liaise appropriately with the STIF working Group for issues that need to be addressed and resolved by the Chair or group

3. **Review and Revision of course materials**
   - To coordinate the review of all current course materials with input from the STIF Group
   - Coordinate annual review; rewrite, update, redesign
   - Revise course material at other times during the year as required
   - Facilitate piloting of new materials including revised STIF Core timetable

4. **To attend a minimum of one STIF Theory sub-group meeting per year**
   - Usually held in London, travel expenses provided separately
   - Each meeting 2 hours
5. Promotion of STIF training programmes

- Engage with local Course Directors and Course Organisers to raise profile of STIF and BASHH as the major provider of STI/GUM training
- Identify ways for course organisers to promote STIF course to commissioners
- Explore barriers to delegate recruitment

In the delivery of above tasks, administrative support will be provided by the central STIF secretariat. A list of administrative tasks undertaken by the secretariat is enclosed (Appendix A)

STIF Competency Programme

1. Support for STIF Competency Named clinical trainers and Assessment Leads

- Facilitate and troubleshoot: offer ongoing support for Assessment Leads and Named Clinical trainers for issues that cannot be resolved or responded to by STIF administration.
- External assessor for STIFFundamental (only on recommendation by STIF Competency sub-group if significant conflicts of interest or challenges made by failing candidates that cannot be resolved by repeat assessment at same or different site) – Max 2 per annum
- External assessor or facilitate finding alternative external assessor for STIF Intermediate (only on recommendation by STIF Competency working group when potential conflicts of interest or challenges made by failing candidates) – Max 2 per annum
- Liaise appropriately with the STIF Competency working Group for issues that need to be addressed and resolved by the Chair or group
- Act as first port of call for issues regarding failing trainees and liaise appropriately with the Chair and or Group.

2. Review & analysis of evaluation

- Review methods of evaluation of course materials and assessment by trainers and trainees
- Analyse evaluation/feedback to input into annual review

3. Annual review and revision of materials

- To coordinate the review of all current materials with input from the STIF competency Group
- To review assessment methods to ensure they are in line with current practice and consistent with training and assessment methods used in medical education
• Work with the STIF competency group to oversee the revision of STIF Advanced competency to ensure that it (where appropriate) meets the requirements of the Advanced Clinical Practitioner curriculum
• Develop new case scenarios for STIF fundamental competency assessment, with input from the STIF Competency Group – 2 sets of 3 scenarios in 12 months.

4. To attend a minimum of 2 STIF Competency sub-group meetings per year
   • Usually held in London, travel expenses provided separately
   • Each meeting 3 hours (1/2 day)

5. Promotion of STIF Competency training programmes
   • Raising awareness of STIF Competency as a national standard - e.g. entering for national awards/articles in journals/other advertising
   • Promotion of STIF Intermediate Competency in London GUM clinics

6. Facilitate ‘Train the trainer’ courses & revalidation of trainers
   • Train the Trainer courses are run twice per annum

7. Facilitate the ongoing evaluation of all STIF products
   • The STIF group (theory and competency) is planning to introduce an ongoing quality improvement project to evaluate the effectiveness of its educational products. It is expected that the executive post will have responsibility over the implementation and the ongoing running of the data collection for the evaluation.

In the delivery of above tasks, administrative support will be provided by the central STIF secretariat. A list of administrative tasks undertaken by the secretariat is enclosed (Appendix A)

NB: All additional travel costs will be funded by STIF Competency working group but travel must comply with BASHH requirements. Any additional/unforeseen costs that are not covered by the STIF Administration MUST be agreed with Chair of STIF Competency Group in advance.

Contract with BASHH
We estimate this work to take approximately 6 hours per week. The contract will however be awarded on a fixed cost basis.

**For further information or to discuss the position**
To discuss the position further please email either of the co-chairs of the Sexually Transmitted Infection Foundation Committee to arrange to speak over the telephone:
Dr Matthew Grundy-Bowers, Consultant Nurse (HIV/Sexual Health)
Matthew.grundybowers@nhs.net
Dr Luciana Rubinstein, Consultant Physician (HIV/Sexual Health)
l.rubinstein@nhs.net

**To application**
We will require applicants (individual or organisation) to submit an estimation of the costs of undertaking the work over a 24 month period.
Please submit your estimation with an overview of your experience demonstrating that you are able to deliver the requirements of the post to:
Matthew.grundybowers@nhs.net

**CLOSING DATE: 5pm Monday 28th January 2019**