



POLICY DOCUMENT

Authorisation Framework

2018 (Version – 3.1)
BM>SMC>G&R>Board

Policy Review Schedule

Last Approved by SMT: January 2018

Last Approved by NIMDTA Board: January 2018

Date of Next Review: January 2020

Policy Owner: Business Manager

Amendment Overview

Version	Date	Pages	Comments	Actioned
2011 - 1.0	June 2011		Presented to SMT for approval	
2011 – 1.1	January 2012		Presented to SMT. Approved.	
2011 – 1.2	19/06/2013		Role of NIMDTA to be included at beginning of each policy and corporate document Footer updated to include new NIMDTA mission statement	Linda Craig
2011 – 1.3	5/12/14		Revised to take account of new authorisation framework as approved by SMT	Margot Roberts
2015 – 2.0	26/02/15		Presented to NIMDTA Board for approval. Approved	Margot Roberts
2016 – 2.1	18/10/16	10	Reviewed following the retirement of the Administrative Director for consideration by the Governance & Risk Committee	Mark McCarey
2016 – 2.2	23/11/16	10	Reviewed following G&R for Board approval.	Mark McCarey
2017 – 2.3	13/01/2017		Revised following review of Financial systems and Operational procedures.	Paula Black
2017 – 2.4	25/01/2017		Updated following G&R for presentation to Board. Approved.	Gillian Kerr
2018 – 3.0	10/01/2018		Updated to reflect revised authorisation Limits	Paula Black
			Presented to G&R 24/01/18. Approved subject to wording changes in table at Pg 12.	
			Presented to Board 25/01/18	
2018 – 3.1	21/02/2018		Amended as per discussions at	Paula Black

			G&R.	
--	--	--	------	--

Contents

Policy Review Schedule.....	2
Role of the Northern Ireland Medical and Dental Training Agency.....	5
Policies Impacted	6
Policy Influences	6
1. Introduction	7
2. Staff authorised to approve expenditure	7
2.1 Office of the Postgraduate Dean	7
2.2 Business Management.....	8
2.3 Cross Departmental Education Management	8
2.4 Dentistry	8
2.5 Foundation Training.....	9
2.6 Governance, IT & Facilities	9
2.7 General Practice.....	10
2.8 Hospital Speciality Training.....	10
2.9 Professional Development.....	11
2.10 Professional Support.....	11
2.11 Study Leave.....	12
3.0 Authorisation Framework Matrix	13

Role of the Northern Ireland Medical and Dental Training Agency

The Northern Ireland Medical and Dental Training Agency (NIMDTA) is an Arm's Length Body sponsored by the Department of Health (DoH), to train postgraduate medical and dental professionals for Northern Ireland. NIMDTA seeks to serve the government, public and patients of Northern Ireland by providing specialist advice, listening to local needs and having the agility to respond to regional requirements.

NIMDTA commissions, promotes and oversees postgraduate medical and dental education and training throughout Northern Ireland. Its role is to attract and appoint individuals of the highest calibre to recognised training posts and programmes to ensure the provision of a highly competent medical and dental workforce with the essential skills to meet the changing needs of the population and health and social care in Northern Ireland.

NIMDTA organises and delivers the recruitment, selection and allocation of doctors and dentists to foundation, core and specialty training programmes and rigorously assesses their performance through annual review and appraisal. NIMDTA manages the quality of postgraduate medical and dental education in HSC Trusts and in general medical and dental practices through learning and development agreements, the receipt of reports, regular meetings, trainee surveys and inspection visits. It works in close partnership with local education providers to ensure that the training and supervision of trainees support the delivery of high quality safe patient care.

NIMDTA recognises and trains clinical and educational supervisors and selects, appoints, trains and develops educational leaders for foundation, core and specialty medical and dental training programmes throughout NI.

NIMDTA is accountable to the General Medical Council (GMC) for ensuring that the standards set by the GMC for medical training, educational structures and processes are achieved. The Postgraduate Medical Dean, as the 'Responsible Officer' for doctors in training, has a statutory role in making recommendations to the GMC to support the revalidation of trainees. Revalidation is the process by which the GMC confirms that doctors are up to date and fit to practice. NIMDTA also works to the standards in the COPDEND framework for the quality development of postgraduate Dental training in the UK.

NIMDTA enhances the standard and safety of patient care through the organisation and delivery of relevant and valued career development for general medical and dental practitioners and dental care professionals. It also supports the career development of general medical practitioners and the requirements for revalidation through the management and delivery of GP appraisal.

NIMDTA aims to use the resources provided to it efficiently, effectively and innovatively. NIMDTA's approach to training is that trainees, trainers and educators should put patients first, should strive for excellence and should be strongly supported in their roles.

Policies Impacted

Changes to this policy may have an impact on the following:

- Reimbursement of Expenses Policy
- Gifts and Hospitality Policy (Provision and acceptance)
- Purchasing of Good and Services Policy

Policy Influences

This policy has been influenced by:

- DoH Mini-Code
- NIMDTA's Scheme of Delegation

1. Introduction

All expenditure must be authorised in line with the NIMDTA's policies relating to the Purchasing of Goods and Services, Reimbursement of Expenses and Gifts and Hospitality (Provision and acceptance).

2. Staff authorised to approve expenditure

The following staff are authorised to approve expenditure and must comply with NIMDTA's Purchasing of Good and Services Policy and the Department of Health Mini-Code.

2.1 Office of the Postgraduate Dean

The Chief Executive/Postgraduate Dean

The Chief Executive is responsible for the authorisation of all expenditure within NIMDTA. Capital expenditure, single tender actions and expenditure for any new initiatives must have the prior approval of the Chief Executive. In the absence of the Chief Executive authority is delegated to the Business Manager and Governance, IT and Facilities Manager.

Business Manager

The Business Manager may authorise expenditure in the absence of the Chief Executive/Postgraduate Dean and the named budget holder.

Governance, IT & Facilities Manager

The Governance, IT and Facilities Manager may authorise expenditure in the absence of the Chief Executive/Postgraduate Dean, the Business Manager, and the named budget holder.

2.2 Business Management

Business Manager

The Business Manager may authorise expenditure associated with Business Management up to the value of £10,000.

2.3 Cross Departmental Education Management

Education Manager

The Education Manager may authorise expenditure relating to the Education, Quality and Revalidation Budgets up to the value of £10,000.

Quality & Revalidation Manager

The Quality & Revalidation Manager may authorise expenditure relating to the Education, Quality and Revalidation Budgets up to the value of £1,000.

Trainee/Trainer Engagement Co-Ordinator

The Trainee/Trainer Engagement Co-Ordinator may authorise expenditure relating to Trainee/Trainer Engagement Budgets up to the value of £500.

2.4 Dentistry

Postgraduate Dental Dean

The Postgraduate Dental Dean may authorise expenditure relating to the Dental Budget up to the value of £10,000.

Associate Postgraduate Dental Dean

The Associate Postgraduate Dental Dean may authorise expenditure associated with the Dental Budget up to the value of £1,000.

Adviser in General Dental Practice [Continuing Education]

The Adviser may authorise expenditure associated with the Dental Continuing Education Budget up to the value of £1,000.

Dental Training Manager

The Dental Training Manager may authorise expenditure relating to the Dental Budget up to the value of £1,000.

2.5 Foundation Training

Associate Postgraduate Dean for Foundation Training

The Associate Postgraduate Dean may authorise expenditure relating to the Foundation Training Budget up to the value of £10,000.

Deputy Director of Foundation School

The Deputy Director of Foundation may authorise expenditure relating to the Foundation Training Budget up to the value of £1,000.

Foundation School Manager

The Foundation School Manager may authorise expenditure relating to the Foundation Training Budget up to the value of £1,000.

Foundation School Co-Ordinator

The Foundation School Co-Ordinator may authorise expenditure relating to the Foundation Training Budget up to the value of £500.

2.6 Governance, IT & Facilities

Governance, IT and Facilities Manager

The Governance, IT and Facilities Manager may authorise expenditure associated with Governance, IT and Facilities Budget up to the value of £10,000. Such expenditure will include the procurement of stock, furniture and equipment, building maintenance, travel and subsistence claims relating to staff.

IT and Records Management Officer

The IT and Records Management Officer may authorise expenditure relating to Governance, IT and Facilities Budgets up to the value of £500.

2.7 General Practice

Director of General Practice Education

The Director of General Practice Education, may authorise expenditure relating to the General Practice Education Budget up to the value of £10,000.

Associate Director for General Practice [GP Specialty]

The Associate Director may authorise expenditure associated with the GP Specialty Training up to the value of £1,000.

Associate Director for General Practice [Appraisal]

The Associate Director may authorise expenditure associated with GP Appraisal up to the value of £1,000.

GP Training Manager

The GP Training Manager may authorise expenditure relating to the GP Budget up to the value of £1,000.

GP Training Co-Ordinator

The GP Training Co-ordinator may authorise expenditure relating to the GP Budget up to the value of £500.

2.8 Hospital Speciality Training

Associate Dean for Hospital Speciality Training

The Associate Dean for Hospital Speciality Training may authorise expenditure associated with the Hospital Speciality Training up to the value of £10,000.

Deputy Director for Hospital Specialty Training

The Deputy Director for Hospital Specialty Training may authorise expenditure associated with the Hospital Specialty Training up to the value of £1,000.

Hospital Specialty Training Manager

The Hospital Specialty Training Manager may authorise expenditure relating to the Hospital Specialty Training Budget up to the value of £1,000.

Hospital Specialty Training Co-Ordinator

The Hospital Specialty Training Co-ordinator may authorise expenditure relating to the Hospital Specialty Training Budget up to the value of £500.

2.9 Professional Development

Director of Professional Development

The Director of Professional Development may authorise expenditure associated with the Professional Development Budget up to the value of £10,000.

2.10 Professional Support

Professional Support Manager

The Professional Support Manager may authorise expenditure associated with the Professional Support Department up to the value of £10,000. Such expenditure will include travel and subsistence claims relating to Professional Support staff, NIMDTA recruitment and advertising costs, time sheets for temporary staff, panel member fees, and pre-employment checks.

Professional Support Coordinator

The Professional Support Coordinator may authorise expenditure associated with the Professional Support Department up to the value of £500. Such expenditure will include travel and subsistence claims relating to Professional Support staff, NIMDTA recruitment and advertising costs, time sheets for temporary staff, panel member fees, and pre-employment checks.

2.11 Study Leave

Study Leave Budget Holders

Study leave budgets are delegated to the Heads/Deputy Heads of Specialty Schools and Associate Dean (Foundation), Dental Dean and GP Director. The budget holder may authorise expenditure associated with each study leave application for attendance at courses, conferences etc. and in compliance with NIMDTA's policy on the approval and funding of study leave.

The Training Programme Directors may authorise study leave expenditure for trainees in their specialty.

3.0 Authorisation Framework Matrix

NIMDTA - Financial Approval Limits

		Job Title	Approval Limit		
Keith Gardiner - Paula Black - Mark McCarey	Business Management	Business Management	£10,000		
	Cross Departmental Management	Education Manager	£10,000	£1,000	£500
		Quality & Revalidation Manager Trainee/Trainer Engagement Co-Ordinator			
	Dental	Postgraduate Dental Dean	£10,000	£1,000 £1,000 £1,000 Dental CE Only	
		Associate Postgraduate Dental Dean			
		Dental Training Manager			
		Adviser in General Dental Practice (Continuing Education)			
	Foundation	Associate Postgraduate Dean for Foundation Training	£10,000	£1,000 £1,000	£500
		Deputy Director of Foundation School			
		Foundation School Manager			
Foundation School Co-Ordinator					
Governance IT & Facilities	Governance, IT & Facilities	£10,000		£500	
	IT and Records Management Officer				
General Practice	Director of General Practice Education	£10,000	£1,000 £1,000 Specialty Trng Only Appraisal Only	£500	
	GP Training Manager				
	GP Training Co-Ordinator				
	Associate Director for GP (GP Specialty)				
Hospital Specialty	Associate Director for GP (Appraisal)	£10,000	£1,000 £1,000	£500	
	Associate Dean for Hospital Specialty Training				
	Deputy Director of Hospital Specialty Training				
	Hospital Specialty Training Manager				
Professional Development	Hospital Specialty Training Co-Ordinator	£10,000			
	Director of Professional Development				
Professional Support	Professional Support Manager	£10,000		£500	
	Professional Support Co-Ordinator				