

**Leeds Teaching Hospitals NHS Trust**

**Clinical Leadership Fellow**

**Job Description**

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| Job Title: | Leadership Fellow in Postgraduate Medical Education, and Technology enhanced work-based learning. |
| Department: | Trust Corporate Medical CSU |
| Responsible to: | Dr Dipesh Odedra Director of Postgraduate Dental & Medical Education at Leeds Teaching Hospitals Trust and Dr Ali Cracknell, Associate Medical Director for Quality Improvement  |
| Accountable to: | Dr Phil Wood, Chief Medical Officer |
| Duration: | 1 year out of programme opportunity. |
| Base: | St James’s Hospital, although some duties may be undertaken at Leeds General Infirmary. |
| Length of post: | 1 year |
| Contracted hours: | 37.5 - 40 hours per week, but this post could be offered on a less-than-fulltime basis or job share. |

**Aims of the Post**

The successful fellow will work within the department of medical education to improve the experience of doctors in training within Leeds Teaching Hospitals Trust. By analysing the results of the most recent General Medical Council (GMC) national training survey, you will recognise areas of excellence and identify areas which require improvement, with the aim to improve and shape the educational development of doctors in training at all levels and throughout all training programmes.

**Objectives:**

* To work with the Director of Postgraduate Dental and Medical Education to keep Leeds at the forefront of medical training nationally and improve the experience of doctors in training over the academic year.
* Collaborate with the Quality Manager in medical education to analyse the results of the survey in detail and to then identify the background behind the survey results through focus group discussion in “problem” areas.
* Compare the results from Leeds with other centres on a regional and national basis and interact with those institutions performing well in areas in which Leeds requires improvement.
* Highlight areas of excellence and promote these successes in other clinical service units to celebrate good lessons learnt and facilitate sharing of ideas.
* The fellow will be able to interrogate and analyse the results of the GMC survey to develop specific areas for development which are of particular interest to them.
* Focus on the national Improving Working Lives framework to look at doctors’ wellbeing, help doctors in difficulty and facilitate improvement of changes at a departmental level.
* Measure and identify any improvements and lessons learnt by local feedback and reviewing subsequent GMC national training survey results, to guide future development projects and share success.
* Consider the impact of the COVID-19 pandemic on training outcomes and develop learning resources to aid distance learning in the future to continue to deliver high quality training and resilience.
* To develop early links with the Trust Corporate Medical Directorate team. This will provide opportunities to develop a network of leadership support and enable personal development through reflective observation.
* To complete a postgraduate certificate fulfilling the Future Leaders Programme for academic study, incorporating a leadership and educational module.

**Medical Education Leeds**

The medical education department at Leeds Teaching Hospitals aims to deliver high-quality education for healthcare professionals worldwide using a combination of traditional teaching methods and technology-enhanced approaches to learning.

The department is made up of clinicians, educationalists, learning technologists, technicians and dedicated administrators who work collaboratively to deliver quality training programmes and bespoke courses to enable healthcare professionals to develop new skills in a safe, simulated environment within state-of-the-art facilities.

Addressing the learning and professional development needs of all clinical staff plays a vital role in improving patient safety. As a consequence, one of the major roles of the department is to review feedback from training surveys, identify key areas for improvement and implement strategies to address these areas.

**Specific Medical Education Fellow Duties**

In addition to, and to help in the success of their main project, Leadership Fellows in medical education will contribute to the faculty by:

1. Work with the Technology Enhanced Learning team in the Post graduate Medical Education Department at Leeds Teaching Hospital NHS Trust to develop learning and training modules for junior doctors, including simulation experience.
2. Create and sustain a digital network of training and teaching resources within the hospital using electronic notice boards such as the Padlet network and cloud-based sharing technology.
3. Explore opportunities to embed technology into the delivery of post graduate medical education and training in a socially distanced landscape, including the Virtual Grand Round.
4. Embed and drive forward our work to better engage and communicate with doctors in training about the quality of their training and the feedback they receive in the work place.
5. Design and implement quality improvement projects, using robust quality improvement methods to achieve better outcomes for medical education
6. Contribute to the improvement of multi-professional education by suggesting programmes that link Medical/ Nursing/Midwifery/Allied Health Professionals and Pharmacy students, trainees and senior staff
7. Work with the Chief Registrar and the Junior Doctor Body to disseminate information on teaching and training opportunities
8. Drive forward and organise new educational projects in the workplace based on the HEE Quality Framework
9. Attend departmental meetings to discuss progress and contribute to the department’s strategic development including the Medical Education management group and Managing the Learning Environment meetings with the deanery

This is an exciting opportunity to be part of a vibrant multi-professional team, and to engage in leading edge and innovative work. The post holder will have an opportunity to develop and hone a range of leadership skills to engage with people at all levels across the Trust and act as a role model for medical education and service improvement.

**Background to LTHT Fellows:**

LTHT has a strong reputation for delivering outstanding leadership having hosted over 30 Fellows. Previous achievements as a team have included the development of a junior doctor body/forum, and Fellows taking key roles in the West Yorkshire Association of Acute Trusts COVID-19 response. Leadership Fellows recently worked on nationally recognised patient safety projects and, through the Patient Partners initiative, have enabled patient involvement in all aspects of their care. LTHT Leadership Fellow alumni have developed their careers and progressed into senior roles, such as Chief Registrar, Clinical Service Management and project leads. LTHT fellows continue to contribute to patient safety work which has won National awards for reducing morbidity and mortality. As a group in a large organisation, the fellows are supported to lead together, grow as leaders, and become critical friends to each other from across professional boundaries.

Quote from previous LTHT Leadership Fellow: “Being a leadership fellow at Leeds Teaching Hospitals was an absolute privilege. They really invest in you, teaching you the skills needed to become a future leader. The executive team's open-door policy meant I was able to observe different leadership styles and see how change is created in England's largest sole provider of NHS England commissioned care. I learned to lead with a variety of health professionals, created critical friends and was given the opportunity to develop skills in leadership, quality improvement and develop interests of my own. I couldn't recommend a better organisation to learn leadership and teamwork in action.”

**General Duties and Description:**

In addition to the above description, Leadership Fellows in LTHT have a degree of flexibility in working on projects aligned with their personal interests and skills.

* Work in a well-supported team of Leadership Fellows and benefit from peer learning opportunities to develop individual and group leadership skills to a high level
* As a team you will plan and host the Junior Doctor Awards, a celebration of the excellence within our junior doctors and support corporate events such as World Patient safety day.
* As a member of the Corporate Medical Directorate opportunities include working with senior clinical and non-clinical leaders, to understand how the managerial structure in a large Teaching Hospital Trust and benefit from the peer-support of past and present Leadership Fellows, the Chief Registrar and the Junior Doctor Body.
* Meet weekly with a named Educational Supervisor, and monthly with a named Leadership Supervisor to set and review progress towards personal goals.
* Produce a report of the year’s activities, outcomes and development. This may include reflections on responses in assessment tools, such as 360 feedback, and insights into personal development, gained from mentoring, supervision and coaching.
* Optional participation in the Lean for Leaders programme.
* Organise and participate fully in peer learning within LTHT, with local and regional Leadership Fellows and with Improvement Academy Fellows
* Formally relate activity to the NHS Leadership Academy Healthcare Leadership Model and the published standards of the Faculty of Medical Leadership and Management (FMLM)
* Complete the Future Leaders Programme curriculum.
* The Fellow will also be expected to undertake a fully funded academic component, such as a Postgraduate Certificate with a leadership or medical education component.

**The Leeds Way values**

The post holder will work with colleagues to ensure the delivery of high-quality patient care by exemplifying and helping to embed the Leeds Way values throughout the Trust.

Our values are part of what make us different from other trusts, so we see this as a strength, as well as a responsibility. They have been developed by our staff and set out what they see as important to how we work. Our five values are:

* Patient-centred
* Collaborative
* Fair
* Accountable
* Empowered

All our actions and endeavours will be guided and evaluated through these values.

**CONDITIONS OF SERVICE**

This post is covered by the Hospital Medical and Dental Staff (England and Wales) Terms and Conditions of Service or Agenda for Change.

The post holder is required to be fully registered with the appropriate professional body.

Standards of Conduct and Behaviour

You are required to work to the standards set out by the appropriate professional body.

Your general conduct at work should comply with the standards set out in the Trust’s document on Appraisal, in particular the section on Core Behaviours.

Leave Arrangements

All leave should be applied for in accordance with the Trust’s Leave Policy, normally giving six weeks’ notice of any leave, other than in exceptional circumstances.

Training

During the course of your employment, you agree to undergo whatever training the Trust deems necessary. This may include, but is not limited to, induction training, professional development and safe working practices. Funding of such training will be in accordance with the Trust’s Staff Development Policy.

Health & Safety

The Trust has a responsibility to provide a safe working environment for all staff. As an employee/supervisor/manager you are responsible for your own safety and that of others. This will require you to comply with the Trust arrangements for Health & Safety and Risk Management. As a supervisor/manager, you will be responsible for ensuring your teamwork in a safe manner and are competent to do so.

Equality & Diversity

The post holder must comply with all policies and procedures designed to ensure equality of employment and that services are delivered in ways that meet the individual needs of patients and their families. No person whether they are staff, patient or visitor should receive less favourable treatment because of their gender, ethnic origin, age, disability, sexual orientation, religion etc.

The Trust's Equality and Diversity Policy ensures that barriers to employment for disadvantaged groups are identified and removed, and that no person is treated less favourably on the grounds of their race, ethnic group, religion, impairment, age, gender, sexual orientation or mental health status. Reasonable adjustments will be made for disabled applicants and post holders where required.

Smoking Policy

The Leeds Teaching Hospitals NHS Trust recognises the serious hazards to health caused by smoking and has adopted a strict no smoking policy. Under the terms of our No Smoking Policy, staff, visitors and patients will not be permitted to smoke at any time or in any part of Trust property, whether inside or outside the hospital buildings.

Rehabilitation of Offenders Act & DBS Disclosure

This position involves access to patients during the normal course of duties and is therefore subject to the Rehabilitation of Offenders Act (Exceptions Order) 1975. As such you must reveal any information which you may have concerning convictions which would otherwise be considered as ‘spent’.

An offer of appointment to this post would be subject to the express condition that the Leeds Teaching Hospitals Trust receives a satisfactory Disclosure and Barring Service (DBS, formerly CRB) Disclosure which will check the existence and the content of any criminal record received.

The Trust has the right to withdraw an offer or employment if not satisfied of a candidate's suitability for this position by reason of criminal record or antecedents, especially in cases where no declaration of criminal proceedings has been made on a candidate’s application form or DBS Form. The Trust reserves the right to determine this issue at its sole discretion. If you are successful in being short listed for this position you will be asked to complete a criminal disclosure form to be handed to a representative at interview. Furthermore, if appointed to this post you will be asked to complete a 'DBS Disclosure Application Form' which will be submitted to the DBS.

Leeds Teaching Hospitals NHS Trust has a Policy Statement on the Recruitment of Ex-offenders which is available on request.

Infection Control

The post holder must comply at all times with the Leeds Teaching Hospitals NHS Trust Infection Control policies, in particular by practicing Universal Infection Control Precautions. Hand hygiene must be performed before and after contact with patients and their environment.

Patient and Public Involvement

The Trust has a statutory duty to involve patients and public in evaluating and planning services. All staff have a responsibility to listen to the views of patients and to contribute to service improvements based on patient feedback.

Respect for Patient Confidentiality

The post holder should respect patient confidentiality at all times and not divulge patient information unless sanctioned by the requirements of the role.

**LEEDS TEACHING HOSPITALS NHS TRUST**

**PERSON SPECIFICATION**

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| **Entry Criteria – Specialty Trainees, and Specialty and Associate Specialist (SAS) Doctors** |
| **Essential Criteria (at post start date)** | **When evaluated** |
| Medical Specialty Trainee: ST3+ or GPST2+Dental Specialty Trainee: StRPublic Health Registrars: ST3+Specialty and Associate Specialist (SAS) DoctorsFull GMC, GDC or UKPHR registration as applicable and current licenceHave a satisfactory ARCP outcome Have Head of School approval for a year Out of ProgrammeMust not have existing experience in a senior / significant leadership role | Application Form / By the post start date |

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| **Entry Criteria – Other healthcare professionals\*** |
| **Essential Criteria** | **When evaluated** |
| AfC Band 6 (or higher) NHS Healthcare Professional including: Nurses, Pharmacists, Biomedical Scientists / Healthcare Scientists, and Allied Health Professionals.Full registration and good standing with appropriate professional bodyHave agreement from their current employer to undertake a secondmentMust not have experience in a senior / significant leadership role | Application Form / By the post start date |

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| **Selection Criteria** |
| **Essential Criteria** | **Desirable Criteria** | **When evaluated** |
| **Knowledge and achievements** |
| Knowledge of audit tools and research methodologies.Demonstration of leadership development within your area.Evidence of leadership self-awareness. | Knowledge of leadership competencies.Understanding leadership and local NHS structure. | Application form / Interview |
| **Skills and abilities** |
| All applicants to have demonstrable skills in written and spoken English adequate to enable effective communication with patients and colleagues.  Excellent communication skills, able to establish and maintain credibility with colleagues and persuade and influence where necessary.Good organisational skills, able to demonstrate flexibility, maintain a strategic perspective, analyse complex issues and identify potential solutions. |  | Application form / Interview |
| **Research** |
| Evidence of active participation in audit, research or QI project.  | Involvement in an audit, research or improvement project delivery with visible resultsPeer reviewed presentations and publications | Application form / Interview |
| **Teaching** |
| Experience of teaching in the workplace and or training environment. | Successful completion of educational programmes in quality, safety, simulation or leadership | Application form / Interview |
| **Personal Attributes** |
| Exhibits the positive values in their behaviour; of being patient centred, fair, collaborative, accountable and empowering people (which are aligned to the Leeds Way).Cultural awareness with sound understanding of and positive approach to diversity.Professional Integrity.Demonstrates probity (displays honesty, integrity, aware of ethical dilemmas, respects confidentiality).Capacity to take responsibility for own actions.Demonstration of commitment to leadership as part of a future career. |  | Application form / Interview / References |