**Leeds Teaching Hospitals NHS Trust**

**Clinical Leadership Fellow**

**Job Description**

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| Job Title: | Leadership Fellow- Optimising cohesive unplanned patient care |
| Department: | Trust Corporate Medical CSU |
| Responsible to: | Dr Anna Winfield: Associate Specialist Elderly Care and QI Lead  Mr Steve Bush: Medical Director Unplanned Care  Rob Newton: Associate director of Policy and partnerships |
| Accountable to: | Dr Alison Cracknell: Associate Medical Director  Dr Phil Wood: Chief Medical Officer |
| Duration: | 1 year out of programme opportunity/1 year secondment; There is no clinical component to this role. |
| 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-full time basis or job share. |

**Aims of the post**

An opportunity exists for a Clinical Leadership Fellow (CLF) to develop their knowledge and skills in using a variety of approaches including Quality Improvement (QI) to lead successful change across a large healthcare organisation.

The CLF will develop themselves, personally and professionally, to become passionate future healthcare leaders and experts in QI methodology.

Objectives:

* Engage with innovators and senior leaders to understand barriers and to support development and implementation of solutions to improve system flow and safe patient care
* To become a Leader for Change and QI in order to enhance support for patients with unplanned care needs, using communication and collaboration to lead improvement in multiple domains, such as alternatives to admission, patient flow and timely and safe discharge
* Learn the art and science of QI methodology
* Support frontline staff to engage with QI work related to flow and their appreciation of the impact on the patient of poor patient flow.

**The potential project(s) the fellow will be working on:**

During the covid recovery phase, large healthcare organisations have faced increased demand, reduced community capacity for discharge and increased waiting lists, all of which has impacted on patient safety and experience. This project focussing on system working and patient flow is a key priority for the Leeds Healthcare system and the leadership fellow will play a strategic role in supporting this. This project is a key priority for the organisation and the leadership fellow will play a strategic role in supporting this crucial workstream.

The CLF will join the Unplanned Care Board (UCB) which leads an unplanned care programme. The programme is made up of a number of workstreams including those focusing on alternatives to attendance, alternatives to admission, patient placement, daily management and timely and patient centred discharge. The CLF will be a member of a number of these workstreams to best fit their skills and learning needs. This will enable the CLF to be immersed in multiple factors driving patient flow at a system and organisation level. They will work to understand barriers and work with a senior multidisciplinary team to develop solutions to deliver effective and safe patient care.

The CLF will be working on the Trust’s strategic plan for unplanned care focusing specifically on the collaborative relationship between community partners, third sector organisations and the council to improve patient flow in Leeds.

The CLF will be using their leadership skills to engage teams across all areas of the trust to develop and test interventions, and measure the impact of these on patient flow and patient experience using objective methods. There will be a strong focus on developing leadership skills throughout the post. As part of the project the CLF will be supported on a professional and personal level by senior leaders within the trust including the Chief Medical Officer, Chief Operating Officer, Medical Director of Operations, Non-Executive for Transformation and Associate Director for Operations. They will also work with directors from LTHT and partner organisations which will provide a unique opportunity to develop their own skills in a safe space.

As part of this role the CLF will be able to develop their knowledge and skill in QI methodology to be able to provide QI training and coaching to other members of staff. They will also have the opportunity to support and continue to develop the organisation’s QI network.

There is also an opportunity for the CLF to work directly with patient partners and see first-hand the benefits this brings to improving patient flow.

**Development Opportunities:**

The Leadership Fellow will also have opportunities to:

* Develop a comprehensive understanding of how quality improvement data and tools, such as PDSA cycles, statistical process and run charts, lead to successful and sustained change, alongside understanding value and waste reduction
* Support, coach and empower frontline teams to lead improvement, using small scale change methods via QI coaching.
* Successfully lead and manage projects, apply recognised tools for improvement and measure the progress and outcomes of improvement work using objective methods.
* Develop and support strategies for scaling-up these smaller improvements throughout the trust, for large scale impact.
* Collaborate with other frontline and senior level staff delivering improvements within patient flow across the trust.
* Become competent in the application of Leeds Improvement Method, the Trust’s approach to Quality Improvement and service redesign.
* Ensure that patient safety and experience is central to any improvement work, and can be demonstrated by the end of any project.
* Provide regular updates on the progress of any projects undertaken.
* Formally relate activity to the NHS Leadership Academy’s Healthcare Leadership Model, and the published standards of the Faculty of Medical Leadership and Management (FMLM).
* Gain mentorship from a range of senior professionals

**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.

**Background to LTHT Fellows:**

LTHT has a record of hosting over 35 Leadership fellows since 2015, and is an exemplar trust for promoting the role to both medical and allied healthcare professionals, supporting them to form a unique group as aspiring leaders where they can, in a safe space, learn to lead together across their professional backgrounds. LTHT provides a strong supportive structure around the hosting of fellows and many go on to senior leadership roles and bring wide benefits to patients and improvements in care. Previous successes include leading the service and securing funding for 12 new consultant posts in Emergency General Surgery (Surgical Trainee), leading the pre-operative optimisation pathways and reducing health inequalities across Leeds (Pharmacist), developing the HSJ award-winning patient quality programme at LTHT (SAS doctor and Physiotherapists). Our last cohort of allied health professionals and pharmacists also lead a discussion with Dame Linda Pollard and Executives on developing leadership for a collaborative and inclusive future for non-medical leaders.

Quotes from our recent survey of CLF alumni include:

“It has been the best thing I could have done for my career and I will always be grateful for this opportunity.”

“This is without a doubt the best thing I have ever done NHS career wise, an amazing opportunity.”

“I knew I enjoyed leadership before it, but the fellowship really showed me how much influence we can all have as leaders, and how important it is to enable leadership.“

**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.