**Leeds Teaching Hospitals NHS Trust**

**Clinical Leadership Fellow**

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| Job Title: | Leadership Fellow - Developing Competency & Capability Frameworks for Trainee Advanced Clinical Practitioners. |
| Department: | Trust Corporate Medical CSU |
| Responsible to: | Rebecca Sherratt, Corporate Lead Advanced Clinical Practitioner |
| Accountable to: | Dr Alison Cracknell: Associate Medical Director for Quality Improvement  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. |

**Job Description**

**Aims of the post:**

To develop the knowledge, skills & enthusiasm required to construct and review clinical competency & capability frameworks (‘frameworks’) for Trainee Advanced Clinical Practitioners (tACPs) across the Trust.

**Objectives (SMART):**

* To identify all ACP competency and capability frameworks in use throughout LTHT.
* Collaborate with a wide range of stakeholders to develop a structured process to review all competency and capability frameworks in use; ensuring these are mapped to the MPF (HEE 2017) and other National credential where available.
* Develop a process whereby any local frameworks are reviewed and re-validated at regular intervals to provide assurance that tACPs’ training is being kept up to date, safe and reflective of the role and service needs.
* Play an active part in the Advanced Practice and MAP Steering group engaging members and all relevant stakeholders in developments and processes.
* Support the implementation of key features of the Advanced Practice and MAP Strategy.
* Build a network of expert contacts with NHS management and clinical leaders and work alongside the Corproate Lead ACP and the AMD for Workforce.
* Be involved in increasing the quality of service-wide workplace training and standards to support with increasing morale and staff well-being.
* Undertake a one-year postgraduate qualification e.g. in leadership or clinical education.

**Background:**

The ACP roles and capability frameworks have evolved organically in many areas without underpinning constructs and standards. There is a need to ensure that all competency and capability frameworks reflect the Multi-Professional Framework (MPF) for Advanced Level Practice (HEE 2017) to ensure that our tACPs are supported to develop and train to the highest standard and deliver outstanding, safe care to our patients. This review is paramount to ensure high standards of competence and capability within the ACP workforce; promote professional and patient safety; and to support all our ACPs to practice at the top of their licence once qualified.

**Project information:**

 The CLF will review the existing competency and capability frameworks in place across LTHT to ensure that all tACPs have a clearly defined clinical training framework to evidence their achievement against. The CLF will ensure that any frameworks currently in use are mapped against the MPF and where available also reflect the speciality HEE Credential (Acute Medicine, Older Peoples Medicine, Ophthalmology). They will also ensure that any new capability and competency frameworks are developed within a standardised process and template; are mapped to the MPF; validated by suitable clinicians; and ratified through the Advanced Practice and MAP Steering Group.

The successful candidate will be pivotal to assuring the competency, capability and therefore the credibility of the ACP workforce across LTHT and ensuring the ongoing delivery of safe, effective, high-quality care by highly skilled and competent ACPs.

Project Objectives:

To outline an Organisational standard for the development and implementation of tACP Competency and capability frameworks which is transferrable across specialities.

· To assure and validate all tACP competency and capability frameworks currently in place across the organisation.

· To engage, coach, and empower ACPs in developing or reviewing competency and capability frameworks in their specialities to a high standard.

· To develop and implement an evidence-based assurance process which can be used to review all local competency frameworks at an appropriate frequency.

· To identify areas or specialities which need to be prioritised for support with tACP competency and capability framework development.

· To develop leadership skills in managing trustwide strategic projects to enhance skills and capability in the Leadership pillar of Advanced Practice.

The CLF must have an interest in education, supervision and assessment of ACPs as they will need to create a vision for the development and assurance of ACP competency and capability frameworks across the organisation. This is a Multi-professional role and the post would be suitable for a qualified ACP, Advanced Level Specialist AHP working in an Advanced Practice role, a Clinical Educator (with professional registration) or Doctor with an excellent understanding of Advanced Level Practice. The successful candidate will ideally have recent experience in delivering education and developing competency, capability and educational assurance frameworks.

**Leadership development:**

This post offers flexibility in accommodating the interests and skills of the CLF. They will support the delivery of the Goals and Objectives of the LTHT Advanced Practice and Medical Associate Professions (MAP) Strategy. The 3-year Advanced Practice and MAP strategy is being developed in 2022 to provide strategic direction, structure and increased opportunities to develop our Advanced Practice and MAP workforce. They will lead an area of improvement, oversee a steering group in this area, lead the engagement of clinical teams, work collaboratively with service users and ensure long term sustainability of improvements made.

There will be a strong focus on developing leadership skills throughout the post, in alignment with the nine domains identified by the Healthcare Leadership model. As a team of fellows, there will be the opportunity to plan and host the Junior Doctor Awards, a celebration of the excellence within our junior doctors and support corporate events such as AHP day and World Patient safety day. The team environment will facilitate peer learning opportunities and the development of individual and group leadership skills to a high level.

Further opportunities of the post include:

* As a member of the Corporate Directorate there is scope to work with senior clinical and non-clinical leaders gaining insight into individual leadership journeys, governance, management structure and function, just culture and equality, diversity and inclusion.
* Benefit from the peer-support of FLP alumni within LTHT, the Chief Registrar and the Junior Doctor Body.
* Produce a report of the year’s activities and development, including reflections and insights into personal growth gained from mentoring, supervision and coaching.
* Be supported in setting and achieving goals by regular supervisory meetings.
* Complete the Future Leaders Programme curriculum.
* Undertake a fully funded academic component, such as a Postgraduate Certificate or leadership qualification.
* Ensure the delivery of high-quality patient care by exemplifying and helping to embed the Leeds Way values throughout the Trust

**Background to LTHT Fellows:**

Leeds Teaching Hospitals Trust has a record of hosting Leadership fellows since 2015 (over 35 in total), and is an exemplar trust for promoting the role to medical, nursing and allied healthcare professionals. They are supported in forming a unique team as aspiring leaders and critical friends, where they can, in a safe space learn to lead together across their professional backgrounds. Many LTHT CLFs have gone on to senior leadership roles with notable successes in patient safety and quality of care including:

* securing funding for 12 new consultant posts in Emergency General Surgery
* cultivating pre-operative optimisation pathways and reducing health inequalities across Leeds
* developing the HSJ award winning patient quality programme at LTHT
* the last cohort of CLFs fronting a discussion with Dame Linda Pollard and Executives on building a collaborative and inclusive future in leadership for non-medical leaders

Quotes from our recent survey of CLF alumni at LTHT include:

*“It has been the best thing I could have done for my career and I will always be grateful for this opportunity and those that have helped along the way.”*

*“This is without a doubt the best thing I have ever done NHS career wise, an amazing opportunity. It has allowed me to develop personally and professionally.”*

*“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 in all clinical colleagues*.”

Leadership fellows work in a supportive environment and benefit from peer support alongside senior mentorship from the medical and nursing directorate. Fellows are encouraged to get involved in other projects across the trust to gain a wider leadership experience and develop skills such as use of improvement methodologies, developing trust-wide events, plan and chairing of effective meetings and observe the running of a hospital trust board.

**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.