**School of Pharmacy and Medicines Optimisation**

**Health Education England**

**Clinical Leadership Fellow**

**Job Description**

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| Job Title: | Clinical Leadership Fellow – Safer use of opioid medicines |
| Department: | Pharmacy Dean, School of Pharmacy and Medicines Optimisation, HEE, North.  Honorary contracts with other organisation may be required with host organisation |
| Responsible to: | Stephen Doherty, Associate Dean Wider Workforce Medicines Optimisation, School of Pharmacy and Medicines Optimisation |
| Accountable to: | Dr Jane Brown, Pharmacy Dean, School of Pharmacy and Medicines Optimisation |
| Duration: | 1 year secondment opportunity; There is no clinical component to this role however the successful applicant may arrange weekend work should they wish to. |
| Base: | HEE Office closest to where candidate lives - with local hospital bases, e.g. Piccadilly Place, Manchester with access to one of the Manchester Hospitals, Willow Terrace, Leeds, with access to Leeds Teaching Hospitals or Don Valley House, Sheffield, with access to Sheffield Teaching Hospitals NHS Foundation Trust. Waterfront, Newcastle with access to a North East Trust. |
| Length of post: | 1 year |
| Contracted hours: | 37.5 hours per week, but this post could be offered on a less-than-full-time basis. |

**Aims of the post**

* Identify and evaluate the available educational interventions to support the safer use of opioid medicines
* Scope the educational requirements with regard to the safer use of opioid medicines for staff groups involved in their prescribing, administration and supply
* Engage with stakeholders in the system, to identify potential solutions to support the safer use of opioid medicines
* Identify and plan educational interventions to support the safer use of opioid medicines

The NHS Long-Term Plan sets out an ambition to deliver value from the annual investment in medicines and as part of this to reduce errors related to medicines and the number of hospital admissions associated with them. This is further supported by the DHSC’s commitment to the WHO Medication without Harm initiative which aims to reduce preventable harm from medicines by 50%.

Opioid medicines are used widely in the effective management of acute pain and pain at the end of life. Owing to their narrow therapeutic window they are associated with a high risk of harm. Although there is no evidence of benefit from the use of opioids in the management of chronic pain, this practice is commonplace and leads to harm for many people.

Healthcare professionals who prescribe, administer and supply opioid medicines must have access to appropriate educational support to enable them to deliver safe and effective services.

The post holder will need to understand how opioids are used in clinical practice and be able to work with stakeholders to scope and identify how the use of opioids could be made safer. They will be supported to engage with stakeholders within HEE and beyond, linking in with the NHSE Controlled Drugs Accountable Officers (CDAOs), medication safety teams and working across primary and secondary care. They will work with patient and public involvement teams to co-produce person-centred outputs.

Overall this proposal seeks to achieve better outcomes of care with opioid medicines for our population by delivering supportive educational interventions to professionals involved with the prescribing, administration and supply of opioids. Given the potentially large scope of the project the post holder will have the opportunity, through their scoping work, to identify and target the interventions that are likely to have the greatest impact.

The post holder will complete a post-graduate certificate in leadership. They will be expected to develop, utilise and reflect on their use of the FLP values within their project and their working practices. It is expected that the post holder will embed the principles of compassionate and collective leadership within the remit of the project and their daily practice, with continuous learning, utilisation of service improvement techniques, reflection and dissemination of results. The outcomes of the project will be presented regionally and nationally, and submission for publication will be encouraged and supported. This will promote learning and reflection in the post holder. Working with senior stakeholders will allow the Fellow to develop skills of collaboration and innovation.

**Post Duties and Description**

Working within Health Education England and linked to CLFs in other organisations in Yorkshire, and as part of multidisciplinary medicines optimisation teams, the post holder will be expected to:

* Lead scoping work to explore the structure, content and extent of current educational offers to support the safer use of medicines
* Identify the strengths of current approaches to training and recognise the barriers and limitations of this training.
* Investigate current issues and areas of concern with regard to the use of opioid medicines
* Develop methods to understand what effective educational interventions to support the safer use of opioids would entail
* Work with others across the UK to develop and enhance the educational content to support the safer use of opioid medicines
* Collaborate with leaders in practice to develop, pilot and deliver innovative educational approaches to support the safer use of opioid medicines
* Successfully lead and manage projects, apply recognised tools for improvement and measure the progress and outcomes of improvement work using objective methods
* Provide regular updates on the progress of projects undertaken
* Ensure that patient safety is central to the improvement work and can be demonstrated at the end of any project
* Ensure that the voice of the “learner” is heard to develop workable solutions to difficult problems
* Collaborate with other frontline and senior level staff who are delivering improvement projects in related topics.
* Demonstrate improved outcomes for patients as a result of the work undertaken
* Organise and participate fully in peer learning with local and Y+H regional CLFs and Associate Deans
* Formally relate activity to the NHS Leadership Academy Healthcare Leadership Model and the published standards of the Faculty of Medical Leadership and Management (FMLM)
* Meet 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

**About the post**

This post is a further opportunity for a Clinical Leadership Fellow to work with The School of Pharmacy and Medicines Optimisation. The post will enable the individual to develop their leadership potential and develop skills through undertaking a project and other work that connects with Medicines Optimisation leaders.

This post will allow the Fellow to deliver specific objectives that improve quality, leadership, engagement and medicine optimisation through supporting development of preregistration trainee pharmacy technicians. The post will be based in an HEE office with access to local hospitals and primary care settings to conduct the project work.

The post also benefits from access to a wide range of educational and developmental opportunities provided by the Future Leaders Programme including courses, meetings and educational days. In addition, the Fellow will be supported to undertake an academic component such as a Postgraduate certificate.

In addition, Fellows will have a number of other opportunities to develop their leadership skills, relevant to their own aims and objectives, including:

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| * shadowing senior leaders | * gaining insight into Trust governance, leadership, structure and function. |
| * investigating serious incidents | * being part of a facilitated action learning set |
| * organising leadership events and programmes | * becoming an active member of a medicines optimisation group |
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**CONDITIONS OF SERVICE**

This post is appointed to NHS Agenda for Change Terms and Conditions of Service.

Standards of Conduct and Behaviour

You are required to work to the standards set out by the General Pharmaceutical Council.

Your general conduct at work should comply with the standards set out in the relevant HEE/Trusts document on Appraisal, in particular Core Behaviours.

Leave Arrangements

All leave should be applied for in accordance with the Trust Leave Policy.

Training

During your employment, you agree to undergo whatever training the host organisation 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 host organisation’s Staff Development Policy.

Health & Safety

Each host organisation 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 host organisation’s arrangements for Health & Safety and Risk Management. As a supervisor/manager, you will be responsible for ensuring your team work 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 host organisation Equality and Diversity Policy will ensure 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

Under the terms of No Smoking Policies, staff, visitors and patients will not be permitted to smoke at any time or in any part of NHS Trust property, whether inside or outside the organisations 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 organisations receives a satisfactory Disclosure and Barring Service (DBS, formerly CRB) Disclosure which will check the existence and the content of any criminal record received.

Health Education England 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 organisation 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.

Infection Control

The post holder must comply at all times with the relevant host organisation’s 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

HEE/Trusts have 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.

**Person Specification**

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| **Post Title** | **Clinical Leadership Fellow –** supporting the safer use of opioid medicines |
| **Band** | **Band 8a** |
| **Department** | **School of Pharmacy and Medicines Optimisation** |
| **Directorate** |  |
| **Summary of Role** | **Clinical Leadership Fellow** |

| **Criteria:** | **Essential** | **Desirable** | **Evidence obtained from**: |
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| **Qualifications:** | Registered with appropriate healthcare regulator |  | Application form |
| **Training:** | Post graduate clinical qualification (or equivalent experience) | Recognised educator qualification | Application form, portfolio of practice |
| **Special Knowledge including experience:** | Expertise related to the use opioids |  | Application and interview |
| **Behaviours:** | Patient-centred  Collaborative  Fair  Accountable  Empowered  Persuasive, excellent communicator  Assertive and inspires confidence  Team player but also able to work autonomously  Able to influence a large group of independent practitioners  Calm disposition |  | Application and interview |
| **Practical Skills:** | Able to interpret highly complex data and present highly complex information in an informative manner to a wide range of individuals |  | Application and interview |
| **Other Requirements:** | Able to fulfil Occupational Health requirements for the post (with reasonable adjustments if necessary), *including clearance on blood borne viruses in compliance with Trust Policy* |  | Occupational Health Screening |