**Job Description for Leadership Fellows for the School of Medicine 2019**

**School of Medicine Internal Medicine Leadership Fellows**

**1 post 100% WTE OOPE**

**12 months’ Fixed Term Opportunity**

**School:** The School of Medicine’s Internal Medicine Training programme is delivered in 20 hospitals across Yorkshire and the Humber, organized into 3 regions, with a TPD responsible for each region. The new Internal Medicine (IM) stage 1 curriculum training programme, replacing core medical training, started from August 2019. This post will work on aligning the new training programme with curriculum objectives and assessment framework across the 3 regions and ensuring a smooth introduction of the new IM year 3 programme which maintains the high quality of the current programme. The successful applicants will be able decide at which of the 3 Locality offices they will be based, but will be expected to travel across the regions

**Responsible to:** Dr Peter Hammond, Head of School for Medicine and Training Programme Directors for Core Medical/IM Training.

**The post:** This is an exciting opportunity for the successful candidates to influence and develop the training programme for the new Internal Medical Trainees in Yorkshire and the Humber. Core Medical (IM) Training in the School of Medicine is organised into 3 sub schools for (East Yorkshire, West Yorkshire and South Yorkshire) with responsibility for over 300 trainees across 20 hospitals. The core focus of the year is to develop leadership skills whilst undertaking a variety of exciting and challenging projects within the School of Medicine.

This post was first established in 2016 and has proved to give an unrivalled insight into medical leadership on a regional level. The new post holders will follow on from previous fellows who have instigated and developed a number of projects within the school of medicine.

There are two posts available and it is expected that the successful candidate will work individually and collaboratively on projects tailored to their individual leadership development needs. The fellows will work directly with trainees, trainers and local administrators whilst also contributing to senior management teams within the School of Medicine. They will be encouraged to develop and build networks.

The leadership experiences from the posts will help prepare the fellows to become medical leaders; these experiences include self-awareness, team working, learning how to set strategy, managing change and resource management. It will allow the post holders to develop skills aligning with the nine domains in the healthcare leadership model.

The fellows will participate in a wide range of additional activities throughout the year including recruitment, ARCP panels, TPD and educational supervisor development days and representing the organization at local, regional and national events. They will also be encouraged to take an active role in the Future Leaders Programme.

The successful candidates will be supported to complete a 1 year qualification tailored to their needs (e.g. Postgraduate Certificate in Medical Leadership or Medical Education or similar).

The fellows will have the freedom to self-motivate and work independently, whilst also having a close network of support from the Head of School, Deputy Heads of Schools and Training Programme Directors.

They will report regularly to the monthly School of Medicine Heads of School meetings.

There will be regular protected supervision meetings to discuss project work, review progress, set objectives and review their personal development plans. Assessment will take the form of an exit multi source feedback process in addition to successful attainment of an accredited relevant qualification

**School Projects**

* **Teaching programme for IM year 3:**

The IM curriculum encourages implementation of a teaching programme which uses innovative teaching methods, rather than a traditional lecture based programme, to develop the clinical and generic capabilities in practice (CiPs). Specific elements to be developed are simulation courses to support registrar level working on the acute take and in-patient wards, including faculty recruitment and scenario writing; use of case based learning networks to support acquisition of skills in palliative and critical care; web-based resources to support

learning in acute care; learning through collaborative reflection; training in quality improvement particularly supervising more junior colleagues carrying out QiP work.

The fellow will be expected to have developed a comprehensive programme covering all these elements by August 2021 and identified how the success of each element will be evaluated, including trainee feedback, ARCP outcomes, completed QiP projects

and a compendium of shared anonymised reflections hosted on the school's IM webpages.

* **IM quality criteria implementation:**

Following on from the success of the CMT quality criteria in improving the quality of core medical training across the country JRCPTB have developed a set of criteria for assessing the quality of IM training. Initial feedback indicates that the mainproblems relate to rota design and implementation.

The fellows will evaluate adherence to the criteria across IM training sites in Yorkshire and the Humber and share pest practice.

* Other current projects which the fellows will be able to continue include developing the HEE YH school of medicine web site, evaluating and refining the new IM induction programme, organising the IM trainee conference and developing strategies to improve trainee recruitment and retention to HEE YH.
* The post holder would build on the work of previous post holders in initiatives such as: the development of a framework for Hull and East Yorkshire trust CMT recruitment project; initiation of a rota QI project with senior stakeholders at Sheffield Teaching Hospitals; creation of the CMT trainee forum; CMT specific Curriculum Delivery Guidance; CMT specific LTFT section on website; creation of both new starter and exit surveys.

The fellows will participate in a wide range of additional activities throughout the year including recruitment, ARCP panels, TPD and educational supervisor development days and representing the organization at local, regional and national events.

They will help in developing a process for allocating IM2 trainees to IM3 posts; and mapping the activities in each IM3 post, including the teaching programme, to ensure that all IM3 curriculum requirements are delivered.

The projects have a strong focus on innovation, reflection, quality improvement and delivery of strategic objectives in the specific project work. Supporting delivery of the IM programme aligns this project work with the programme's aim of developing physicians for the future with a broad medical training capable of meeting the needs of an increasingly complex, elderly population..