**Airedale NHS Foundation Trust**

**Clinical Leadership Fellow**

**Job Description**

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| Job Title: | Leadership Fellow – Digitisation and Clinical Engagement |
| Department: | Medical Directors Unit and IT Clinical Systems |
| Responsible to: | Dr Justin Tuggey, Chief Clinical Information Officer |
| Accountable to: | Miss Claire Murphy, Director of Medical Education |
| Duration: | 1 year out of programme opportunity; There is no clinical component to this role however the successful applicant may arrange on-call work should they wish to |
| Base: | Airedale NHS Foundation Trust |
| Length of post: | 1 year |
| Contracted hours: | 40 hours per week, but this post could be offered on a less-than-fulltime basis or job share. |

**Aims of the post**

An opportunity has arisen for a Clinical Leadership Fellow (CLF) to work at Airedale NHS Foundation Trust alongside Medical Directors Unit and the IT Clinical Systems Team undertaking projects to improve medical engagement generally but specifically in the digitisation agenda in the Trust.

**Objectives of the Post**

The Trust is committed to extending the scope of SystmOne in secondary care to be a truly Integrated Health Record (IHR); this will require clinical involvement and leadership. The CLF will aim to improve the engagement of clinical teams, predominantly but not limited to medical staff, using the digitisation agenda as an enabler. We hope the CLF will develop a model for clinical engagement using the digitisation agenda that can be adopted for other projects in the future.

**Airedale Hospital**

Situated in the Aire valley between the popular market town of Skipton and the cosmopolitan Greater Bradford area, Airedale Hospital offers a unique working environment with stunning views from the upper floor windows. We are within easy access of the beautiful Yorkshire Dales and the City of Leeds.

Our latest CQC report said, *‘Without exception, the staff we spoke with were friendly, warm and welcoming.’*

A junior doctor who recently started work at Airedale tweeted, *‘Hold the front page! The hospital that had a badge and parking permit ready for me on my induction day, have also managed to pay me correctly.’*

**Post Description**

The Trust’s Integrated Health Record (IHR) project is unique as a result of:

* The integration and record sharing functionality of SystmOne with primary care and community services – system changes may have implications for users outside the Trust.
* The software supplier is committed to extensively developing and re-designing the product in light of clinical experiences at the Trust.

This IHR project will require:

* Significant collaboration with IT specialists, the software suppliers, clinical teams within the Trust and stakeholders in primary care and community settings. This will require collaboration across organisations within the local health system.
* The continuous improvement of this innovative system is a key objective; this will only be achievable through engagement and involvement with clinical teams; ensuring the system is optimised to meet their needs for the benefit of patients.

The key objectives of this project will involve but not limited to:

* Development of a communications strategy to support the implementation plans.
* Development of training materials for use during the implementation phase and to induct new staff in the future.
* Contributing to the development of robust governance arrangements for managing future system changes.
* Contributing to robust clinical systems safety compliance testing.
* Measurement and analysis of benefits realisation

The more general project to develop a model for clinical engagement will involve:

* Compassionate Leadership in recognising the barriers to clinical involvement and working to overcome these obstacles.
* Learning from others and reflecting on the success or otherwise of the clinical engagement strategies utilised.

The CLF will also be expected to:

* Learn how quality improvement tools, such as PDSA cycles and SPC charts, lead to successful and sustained change.
* Support, coach and empower frontline teams to lead for improvement, using small scale change methods.
* Learn how to implement successful change across a whole organisation, keeping the principles of frontline ownership and empowerment, without a top down approach.
* 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 and experience is central to any improvement work and can be demonstrated at the end of any project.
* Demonstrate improved outcomes for patients as a result of the work undertaken
* Work as part of the Trust corporate medical directorate and help to deliver its aims
* Organise and participate fully in peer learning within ANFT, with local and regional CLFs and with Improvement Academy Fellows
* Meet fortnightly with a named Educational Supervisor and monthly with a named Leadership Supervisor to set and review progress towards personal goals.
* Use the FMLM Trainee Leadership Development Passport to document progress through the year
* 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.

**Other opportunities at Airedale**

The fellow will also have the opportunity to work alongside the Communications team, Director of Medical Education and Guardian of Safe Working to launch a regular educational newsletter for junior doctors within the Trust. We hope they will also be involved in planning and hosting Junior Doctor Awards, an opportunity to celebrate the excellent work of our junior doctors throughout the year. Both projects align with the 8 high impact actions identified through the Enhancing Working Lives of Junior Doctors work; rewarding excellence and clearer communication between trainees and managers.

There will also be the opportunity to:

* Shadow and work with senior leaders (Chief Executive, Medical Director, Chief Operating Officer and Deputy Medical Directors across the major departments of the Trust).
* Participate in the collaborative work programme with Bradford NHS FT
* Participate in the ‘Walk in my Shoes’ programme to spend meaningful periods of time learning from general managers.
* Gain insight into Trust governance, leadership, structure and function and their emerging role within these.
* Empower and collaborate with frontline clinical teams to achieve tangible improvements.
* Investigate serious clinical incidents and support our colleagues through difficult times.
* Contribute to our relatively new Schwarz rounds
* Organise leadership events and programmes as well as connecting with the University of Leeds to support leadership development in our medical students.
* Design, develop and implement quality improvement programmes and teaching events across the region.

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

**Right Care**

Our Right Care Values and Behaviours are an important part of Airedale NHS Foundation Trust. We see them as everyone’s responsibility. They have been developed by our staff and set out what they see as important to how we work. Our six values are:

* Honesty and Integrity
* Listening and Communication
* Supportive and Approachable
* Even handed and Encouraging
* Patient Centred and Compassionate
* Lead by example and Self awareness

**General Duties and Description of a Clinical Leadership Fellowship Post**

In addition to the above description the CLF at Airedale will have a degree of flexibility in working on projects aligned with their personal interests and skills. As a member of the Corporate Medical Directorate, they will have opportunities to work with, and learn from, a wide range of senior medical and non-clinical leaders, who will support the CLF to develop and implement their own projects that improve quality, leadership, medical engagement and management in the Trust and the wider community.

The Fellow will be supported in setting and achieving their own goals by regular Educational-Supervisor and Leadership-Supervisor meetings and will learn from a range of clinical leaders within the Trust. In addition the Medical Director is committed to a bimonthly meetings to discuss progress. This will help demonstrate how their role within a hospital specialty fits in the wider NHS structure including commissioning, healthcare monitoring and regulation and patient advocacy.

There is a wide range of educational and developmental opportunities provided by the Future Leaders Programme, which is a mandatory component of the year. The Fellow will also be expected to undertake a fully-funded academic component, such as a Postgraduate Certificate, with a leadership component. The knowledge and skills they learn will help them become an effective leader in the context of a changing healthcare system, and have the unique opportunity to hone and develop their leadership skills whilst influencing system-wide health care delivery in a large mixed population.

**CONDITIONS OF SERVICE**

This post is covered by the Hospital Medical and Dental Staff (England and Wales) Terms and Conditions of Service. These documents are available on the Medical Staffing Intranet site.

The post holder is required to be fully registered with the General Medical Council (GMC) and hold a licence to practice.

This job description is an outline of the principle duties and responsibilities of the post and is not intended as an exhaustive list. The job may change over time to reflect the changing needs of the Trust and its services. Any variation will be agreed in advance between the post-holder and their Line Manager as part of the continuing process of review and development.

In pursuing these duties the post holder will ensure compliance with the NHS Constitution and be familiar with the NHS England Guidance ‘Understanding the new NHS’ (details of which can be found in the links section of NHS Jobs).

**Professional Registration/Codes of Conduct**

Be aware of and comply with the relevant codes of conduct and practice set up by your professional regulatory body and maintain up to date professional registration appropriate to the post. Any breach of these codes may lead to action by the Trust independent of any taken by the regulatory or professional body.

**Safeguarding Children & Adults**

Understand and work within policies and local procedures relating to Safeguarding Children and the Protection of Vulnerable Adults.

**Health & Safety**

You are required to: co-operate with supervisors, managers and other employees to achieve a healthy and safe environment, to take reasonable care of your own health and safety and that of other persons who may be affected by your actions, to carry out your responsibilities in ways that help to ensure a safe and healthy place of work.

In the course of your work you are to bring to the attention of your supervisor or manager:

* Any situation which reasonably could be considered to represent a serious or immediate danger to the health and safety of any person.
* Any matter which reasonably could be considered to represent a shortcoming in the Trust’s health and safety protection arrangements.

**Manual Handling**

Manoeuvre **heavy** goods and equipment in accordance with manual handling regulations and good practice.

**Equal Opportunities**

Carry out your duties in line with Trust Equality policies and procedures, including relevant legislation, to deliver and promote equity of access to healthcare and equality of opportunity at work at all times.

**Infection Prevention and Control**

Be familiar with and follow the Trust Infection Control Policies and designated hand hygiene procedures appropriate to your post. In addition you should take action to report to your manager or appropriate person any incidents or poor practice that may result in the spread of infection.

**Mandatory Training**

Be aware of and undertake mandatory and other training requirements necessary for the successful and safe performance of your job, including relevant updates.

**Information Governance**

Maintain and process all information concerning patients, staff, contractors or the business of the Trust to which the post holder has access, without divulging such information to any third party or make use of information gained in the course of employment, except where this is clearly within the remit of the post holder and the other party’s responsibility.

**Restriction on Smoking**

The Trust is “Smokefree”. You may not smoke in Trust owned buildings or grounds except in the designated smoking zones.

**The Trust is committed to supporting staff in balancing their work and home lives and encourages staff to discuss their individual needs with their department in order to arrive at mutually satisfactory working arrangements.**

**AIREDALE NHS FOUNDATION TRUST**

**PERSON SPECIFICATION**

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| **POST: Clinical Leadership Fellow** | | | |
| **REQUIREMENTS** | **ESSENTIAL** | **DESIRABLE** | **METHOD OF ASSESSMENT** |
| **ELIGIBILITY/QUALIFICATIONS** | Eligible for full registration with the GMC at time of appointment and hold a current licence to practise  Eligibility to work in the UK.  To be currently working in a Trust within Heath Education Yorkshire and Humber  In specialty training at ST3 level or above, or GPVTS year 3 | Higher degree or higher-based degree (including an intercalated degree)  Distinction, prizes or honours during postgraduate training | Application form  Pre-Employment check |
| **FITNESS TO PRACTISE** | Is up to date and fit to practise safely |  | Application form  References |
| **LANGUAGE SKILLS** | All applicants to have demonstrable skills in written and spoken English adequate to enable effective communication about medical topics with patients and colleagues demonstrated by one of the following:   * That applicants have undertaken undergraduate medical training in English;   or   * have achieved the following scores in the academic International English Language Testing System (IELTS) in a single sitting within 24 months at time of application – Overall 7, Speaking 7, Reading 7, Writing 7.   If applicants believe they have adequate communication skills but do not fit into one of these examples they must provide supporting evidence. |  | Application form  Interview/Selection centre |
| **CLINICAL EXPERIENCE** | Have evidence of achievement of foundation competences from a UKFPO affiliated Foundation Programme or equivalent by time of appointment in line with GMC standards/Good Medical Practice  **And**  Evidence of achievement of CT/ST1/GPST1 and CT/ST2/GPST2 competences in any specialty by the commencement of the post  The above routes must be supported by evidence from work-based assessments of satisfactory clinical performance (DOPS, Mini-CEX, CBD, ACAT) and multi-source feedback and ARCP or equivalent  **Or** equivalent, including work overseas. | Well-presented log book or professional portfolio  Experience of multiple care settings | ARCP and eportfolio evidence  Application form  Interview/Selection centre |
| **HEALTH** | Meets professional health requirements |  | Pre-employment health screening |
| **LEADERSHIP** | Demonstration of commitment to leadership as part of a future career.  Evidence of leadership self-awareness | Knowledge of leadership competencies  and demonstration of their attainment | Application form  Interview |
| **TEACHING** | Experienced in teaching in the workplace and or training environment. | Successful completion of educational programmes in quality, safety, simulation or leadership | Application form  Interview  References |
| **RESEARCH/AUDIT** | Evidence of active participation in QI project.  Knowledge of audit tools, databases and research methodologies | Involvement in a clinical or improvement project delivery with visible results  Peer reviewed presentations and publications | Application form  Interview  References |
| **PROBITY** | Professional Integrity  Demonstrates probity (displays honesty, integrity, aware of ethical dilemmas, respects confidentiality)  Capacity to take responsibility for own actions |  | Application form  Interview / Selection  centre  References |
| **SKILLS AND BEHAVIOURS** | A positive and proactive response to service users based on a commitment to patient safety, high standards of service and continuous improvement.  Cultural awareness with sound understanding of and positive approach to diversity.  Excellent communication skills, able to establish and maintain credibility with medical 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.  Accept responsibility and accountability for own actions and decisions.  Exhibits the positive values in their behaviour; of being patient centred, fair, collaborative, accountable and empowering people (which are aligned to the Leeds Way) |  | Application form  Interview  References |