**JOB DESCRIPTION**

**Leadership Fellow - Integrated Clinical Genomics**

**Summary of post**

This is a new opportunity for a doctor or other health professional with an interest in Genomics to lead a project in Cardiac Genomics. The post holder will undertake a transformational project to improve referral processes between the coronial/pathology services and NHS clinical services, including access to genomic testing, in cases of sudden cardiac death (SCD). The leadership fellow will develop a clinical pathway and supporting resources, whilst obtaining significant leadership experience at local and national levels. The project will culminate in a framework applicable to national clinical pathway development and will act as an exemplar of delivery of genomic medicine in mainstream clinical specialities.

**Objectives of the post**

* To map current practice in coronial services and pathology departments performing post-mortems for SCD, identifying geographical variations in practice.
* To define best practice in cases of sudden cardiac death by reviewing literature, guidelines and expert opinion to develop consistent pathology processes, referral of family members for clinical screening and genetic analyses.
* To engage and work in partnership with relevant healthcare professionals, patient representatives and other stakeholders to develop an end to end clinical pathway.
* To review testing requested via the National Genomic Test Directory for Rare and Inherited diseases under criteria R138 (Molecular autopsy).
* To develop relevant supporting materials, such as referral criteria, point-of-care information and education for families and healthcare professionals.
* To developing a consistent pathway for implementation of best practice guidance across the region served by the Leeds ICC team, with recommendations for wider implementation across the region served by the NHS Genomic Medicine North East Alliance (GMSA).
* To support implementation by organising educational events, sharing of literature and national presentation.
* To produce a generic framework for use in subsequent clinical pathway development and new models of care.
* To summarise enablers and barriers in meeting the above objectives.

**Services**

The nationally recognised Leeds Inherited Cardiac Conditions (ICC) team is made up of cardiologists, clinical geneticists and allied health professionals who manage children and adults affected with ICCs, clinically screen at-risk family members and counsel patients regarding the genetic basis of ICCs and facilitate genetic testing.

The Yorkshire Regional Genetics Service (YRGS) is based at Chapel Allerton Hospital, in Leeds Teaching Hospitals NHS Trust, and provides Clinical Genetics Services to the population of North, West and East Yorkshire. The team of consultant clinical geneticists and genetic counselors provides clinical diagnostic and genetic counselling services via outpatient clinics and virtual consultations across the region.

The NHS Genomic Medicine Service was launched in 2019, building on the strengths of the 100,000 Genomes Project, and representing a major transformational change within the NHS. Genomic Medicine Service Alliances (GMSAs) are currently being formed in England, aligning to the geography of existing seven Genomic Laboratory Hubs (GLHs). The Yorkshire Regional Genetics Service is within the North East and Yorkshire GMSA, along with the Regional Genetics Services based in Newcastle and Sheffield.

**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.

**LEEDS TEACHING HOSPITALS NHS TRUST**

**PERSON SPECIFICATION**

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| **Entry Criteria – Specialty Trainees, and Specialty and Associate Specialist (SAS) Doctors** | |
| **Essential Criteria (at post start date)** | **When evaluated** |
| Medical Specialty Trainee: ST3+ or GPST2+  Dental Specialty Trainee: StR  Public Health Registrars: ST3+  Specialty and Associate Specialist (SAS) Doctors  Full GMC, GDC or UKPHR registration as applicable and current licence  Have a satisfactory ARCP outcome  Have Head of School approval for a year Out of Programme  Must not have existing experience in a senior / significant leadership role | Application Form /  By the post start date |

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| **Entry Criteria – Other healthcare professionals\*** | |
| **Essential Criteria** | **When evaluated** |
| AfC Band 6 (or higher) NHS Healthcare Professional including: Nurses, Pharmacists, Biomedical Scientists / Healthcare Scientists, and Allied Health Professionals.  Full registration and good standing with appropriate professional body  Have agreement from their current employer to undertake a secondment  Must not have experience in a senior / significant leadership role | Application Form /  By the post start date |

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| **Selection Criteria** | | |
| **Essential Criteria** | **Desirable Criteria** | **When evaluated** |
| **Knowledge and achievements** | | |
| Knowledge of audit tools and research methodologies.  Demonstration of leadership development within your area.  Evidence of leadership self-awareness. | Knowledge of leadership competencies.  Understanding leadership and local NHS structure. | Application form / Interview |
| **Skills and abilities** | | |
| All applicants to have demonstrable skills in written and spoken English adequate to enable effective communication with patients and colleagues.    Excellent communication skills, able to establish and maintain credibility with 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. |  | Application form / Interview |
| **Research** | | |
| Evidence of active participation in audit, research or QI project. | Involvement in an audit, research or improvement project delivery with visible results  Peer reviewed presentations and publications | Application form / Interview |
| **Teaching** | | |
| Experience of teaching in the workplace and or training environment. | Successful completion of educational programmes in quality, safety, simulation or leadership | Application form / Interview |
| **Personal Attributes** | | |
| Exhibits the positive values in their behaviour; of being patient centred, fair, collaborative, accountable and empowering people (which are aligned to the Leeds Way).  Cultural awareness with sound understanding of and positive approach to diversity.  Professional Integrity.  Demonstrates probity (displays honesty, integrity, aware of ethical dilemmas, respects confidentiality).  Capacity to take responsibility for own actions.  Demonstration of commitment to leadership as part of a future career. |  | Application form / Interview / References |