**Leeds Teaching Hospitals NHS Trust**

**Clinical Leadership Fellow**

**Job Description**

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| Job Title: | Clinical Leadership Fellow Nursing and Midwifery - Antimicrobial Stewardship - How can Nursing make a difference? |
| Department: | Infection Prevention and Control Team, Corporate Nursing |
| Responsible to: | Gillian Hodgson – Head of Nursing and Deputy Director of Infection Prevention and Control |
| Accountable to: | Lisa Grant - Chief Nurse |
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| Base: | Leeds Teaching Hospitals |
| Length of post: | 1 year out of programme opportunity/1 year secondment |
| Contracted hours: | 37.5, but this post could be offered on a less-than-fulltime basis or job share. |

**Aims of the post**

LTHT has an AMR (Antimicrobial Resistance) and HCAI (Healthcare Associated Infection) annual programme to support the implementation of the UK 5 year National Action Plan to tackle Antimicrobial Resistance. Nurses in secondary care have the ability to influence promoting safe use of antimicrobials within the clinical area. Many of the areas are actively involved in the Leeds Improvement Methodology. The Trust has been working in partnership with Virginia Mason, alongside using Quality Improvement Methodology, to develop the Leeds Improvement Method to identify priorities and work together to ensure sustainable solutions and improvements. This project will use this methodology to review the role of the ward nurse in antimicrobial stewardship, which involves prescribing, decision making to ensure early effective antibiotic treatment where clinical evidence of bacterial infection exists, how to ensure the diagnostic test is undertaken before the first dose of antibiotics and identify mechanisms to support appropriate course length and prompt Intravenous to oral switch for the benefit of patients. The post holder will gain the experience of leading a Trust wide project, which is dependent upon multi-professional engagement, including medical, pharmacy and allied health colleagues, undertaking project analysis and formulating recommendations that will be considered by the Executive Team. This project will provide the post holder with the opportunity to use their clinical and leadership experience to develop a strategy and plan for nurse participation in reducing antimicrobial resistance within LTHT. They will be able to use a range of resources, both within and external to LTHT to develop a programme that will be beneficial for patients and staff. The post holder will gain the experience of leading a Trust wide project, which will be multi-dimensional in engagement terms, requiring collaboration with a wide range of personnel but unique within LTHT. The Clinical Leadership Fellow post, is an excellent opportunity to invest in a future leader whilst developing multidisciplinary ways of working.

In addition, the CLF will develop skills and knowledge in Quality Improvement (QI) methodologies by working on existing projects that form part of the LTHT Quality Improvement Strategy. This will ensure we connect our Quality Ambition effectively across the multi-disciplinary teams. The post-holder will learn and implement proven quality improvement tools and objectively measure outcomes. Through collaboration with the QI faculties and frontline staff and our patients, the post-holder will become aware of and develop their own leadership skills.

**Project**

This project will use Leeds Improvement methodology to provide the post holder with the opportunity to review nurse antimicrobial stewardship education and competencies and develop a strategy and plan for nurse participation in reducing antimicrobial resistance within LTHT.

The ward based nurse can influence the decision making in antimicrobial prescribing and influence the early effective antibiotic treatment where clinical evidence of bacterial infection exists, how to ensure the diagnostic test is undertaken before the first dose of antibiotics and identify mechanisms to support appropriate course length and prompt Intravenous to oral switch

**Objectives**

To provide an opportunity to undertake a review of the ward nurse role in antimicrobial stewardship and produce a strategy & plan for nurse participation in reducing antimicrobial resistance within Leeds Teaching Hospitals Trust (LTHT). The post holder will develop knowledge and skills to undertake a comprehensive analysis of the current role that nurses play in antimicrobial stewardship. The post holder will review existing LTHT antimicrobial data (such as day three review, IV/Oral switch and duration) and how these and other measures will be integrated within the programme. Education and competence requirements for ward teams relating to antimicrobials will also be reviewed. The post holder will formulate a structured implementation plan for LTHT that can and will be tested prior to introduction to clinical areas. To develop leadership skills evidenced through competencies defined in the Healthcare Leadership model. To learn from senior LTHT leaders and clinicians.

**Post Opportunities**

LTHT is committed to provide the post holder with every opportunity for both personal and professional development. This will include regular face to face educational supervision, that will be both constructive and supportive. The Chief Medical Officer and Director Of Infection Prevention and Control, Antimicrobial Pharmacists, Consultant Microbiologists and other senior nursing colleagues have already agreed that the post holder can shadow them, and attend any meetings that will inform both the project they undertake but also their own personal development. They will work closely with the Deputy Director Of Infection prevention and Contol, Antimicrobial Pharmacist and Clinical Lead for Antimicrobials to develop a nursing strategy for AMS. Working with other senior members of LTHT Corporate Teams, including the Quality Directorate will provide the post holder with a wide range of development opportunities. They will be expected to attend Quality Improvement and Leadership development opportunities with other Leadership Fellows that meet their individual needs. LTHT hosts a number of QI fellows these include Consultants, Nurses and AHPs. There are QI fellows within the Corporate Nursing team. The post holder will be offered their support, and the access to the resources held within the QI network. In addition they will be introduced to colleagues working within regional Improvement Arenas so they can develop the skills to deliver such an exciting project. The post holder will be released for these and other development opportunities provided as part of the Future Leaders Programme. The post holder will be encouraged to undertake assessment and feedback through use of 360 feedback tools

**Personal Development**

There will be a strong focus on developing leadership skills throughout the post and the fellow will be supported both on a professional and personal level by senior leaders within the trust including; the Chief Medical Officer, Chief Nurse, Associate Medical Director for QI and the Quality Directorate. There will be opportunities to work alongside senior leaders to understand their roles and leadership styles. Through collaboration with the QI faculties, staff and our patients, the fellow will be encouraged to develop their own leadership skills. The Fellow will also attend the Trust’s QI steering Group which oversees all QI projects within the trust and will have an opportunity to shape the future of the Trust’s Improvement projects and strategies, and use of data for improvement from board to ward.

**Evidence from previous Fellows;**

LTHT has a proven track record in recognising and nurturing the talent of CLFs and over the past 5 years has successfully hosted over 25 CLFs. Previous highly successful outputs include the development of a junior doctor body/forum which has fostered and maintained vital links between junior doctors and senior Trust leaders. CLFs have also worked on nationally recognised patient safety collaboratives and led QI teams to reduce cardiac arrest calls across the trust by half. LTHT actively encourages CLF alumni build on the skills they develop as CLFs and this enable their careers to progress in new directions- for example developing and leading new clinical services, establishing Trust-wide patient safety initiatives and developing Trust wide morbidity and mortality processes- none of these outcomes would have been achieved if it hadn’t been for the Trust CLF programme.

**Post Duties and Description**

The CLF will be expected to:

* Manage and lead the review of nurse antimicrobial stewardship education and develop a strategy for nurse participation in reducing antimicrobial resistance within LTHT.
* Apply recognised tools for improvement and measure the progress and outcomes of improvement work using objective methods.
* Develop a comprehensive understanding of how quality improvement data and tools, such as PDSA cycles, statistical process and run charts, lead to successful and sustained change.
* Collaborate with other frontline and senior level staff who are delivering improvement projects within the trust.
* Participate in, and chair, some of the HCAI/antimicrobial faculties that oversee the programmes.
* Become competent in the application of Leeds Improvement Method, the trust’s approach to quality improvement and service redesign. With opportunity to undertake Lean for Leaders programme.
* Ensure that patient safety and experience is central to any improvement work, and can be demonstrated by the end of any project.
* Provide regular updates on the progress of any projects undertaken.
* Work as part of LTHT’s Corporate Nursing Directorate, to help to deliver its aims.
* Develop professional relationships with key partners (e.g. Y&H Improvement Academy and Leeds Health and NHS Improvement).
* Complete the Future Leaders Programme curriculum.
* Formally relate activity to the NHS Leadership Academy’s Healthcare Leadership Model, and the published standards of the Faculty of Medical Leadership and Management (FMLM).
* Meet weekly with a named Educational Supervisor, and 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.

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

As a member of the Corporate Nursing Directorate, the CLF will have opportunities to work with, and learn from, a wide range of senior clinical and non-clinical leaders, who will support you to develop and implement your own projects that improve quality, leadership, medical/clinical engagement and management in the trust and wider community. The Fellow will have the opportunity to understand how the managerial structure in a large Teaching Hospital Trust is utilised to develop change culture. They will additionally benefit from the peer-support of past and present CLFs, the Chief Registrar and the Junior Doctor Body (which is a formal part of the trust’s medical engagement structure).

The Fellow will work alongside other CLFs on a number of collaborative projects including editing the ‘Doctors’ Digest’, a quarterly educational newsletter for junior doctors within the trust. They will plan and host the Junior Doctor Awards, a celebration of the excellence within our junior doctors.

The Fellow will be supported in setting and achieving their own goals, attending weekly Educational Supervisor and monthly Leadership Supervisor meetings. They will be expected to demonstrate how their role within a hospital specialty fits in the wider NHS structure, including commissioning, healthcare monitoring and regulation and patient advocacy. Within this, also develop self-awareness, and time management skills outside of your previous job plan experiences.

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. This is a unique opportunity to hone and develop their leadership skills, whilst influencing system-wide health care delivery in one of the most vibrant, forward thinking city-regions in the UK.

Other optional opportunities include:

* Participating in the ‘Walk in my Shoes’ programme, to spend meaningful periods of time learning from Chief Medical Officer, Executive team and CSU General Managers.
* Gaining insight into trust governance, leadership and structure and how their role is emerging within the trust.
* Empowering and collaborating with frontline clinical teams to achieve tangible improvements.
* Investigating serious clinical incidents, and supporting our colleagues through difficult times.
* Organising leadership events, as well as connecting with the University of Leeds to support leadership development in our most junior colleagues.
* Redesigning new Clinical Leadership Fellow posts.
* Gaining a deeper understanding of achieving behaviour change within a large healthcare organisation.
* Participate in the Lean for Leaders programme.

**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-centered
* 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) or agenda for change 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), or a UK Healthcare Professional Regulatory Body and hold a licence to practice.

Standards of Conduct and Behaviour

You are required to work to the standards set out by the General Medical Council in Good Medical Practice or your Healthcare Professional Regulatory Body. This includes protecting patients when you believe that a doctor’s or other colleague’s conduct, performance or health is a threat to them. If, after establishing the facts, it is necessary, you must follow the Trust’s procedures in this matter and inform your Clinical Director or Head of Nursing in the first instance.

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 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 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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| **POST: Clinical Leadership Fellow** | | | |
| **REQUIREMENTS** | **ESSENTIAL** | **DESIRABLE** | **METHOD OF ASSESSMENT** |
| **ELIGIBILITY/QUALIFICATIONS** | AfC Band 6 (or higher) NHS Healthcare Professional including: Nurses, Pharmacists, Biomedical Scientists / Healthcare Scientists, and Allied Health Professionals.  Candidate must be in substantive employment within LTHT.  Have agreement from their current line manager to undertake a secondment  Full registration and good standing with appropriate professional body | Higher degree or higher-based degree (including an intercalated degree)  Post graduate certificate  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 heath related degree 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:  • working in a Band 6 or above level post in an acute healthcare setting  • involvement in quality improvement or change projects  • required elements for re-validation  • Insight and understanding of the management of patient pathways in clinical specialities  **Or** equivalent, including work overseas. | Experience of multiple care settings | 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 |