Job Description

Clinical Leadership and Management Fellow – Paediatric Emergency Department and Children’s Assessment Unit

Barnsley NHS Foundation Trust

12 months Fixed Term Opportunity.

One Post

Job Title

Fellow in Clinical Leadership and Management Fellow in Paediatric Emergency Department and Children’s Assessment Unit

Post Details

Grade CT3/ ST3 or above. Suitable for any NTN holder in Health Education Yorkshire and Humber (HEYH). Requirement for current satisfactory ARCP outcome.

Local Education Provider: Barnsley Hospital NHS Foundation Trust

Accountable to: Dr Joanne Beahan Director of Medical Education, Dr Simon Enright Medical Director

Purpose of the post

This is a one year post in which the post holder will be seconded 100% WTE OOPE (out of programme experience) to Barnsley Hospital NHS Foundation Trust. The aim is to enable the trainee doctor to develop the organisational and management leadership skills necessary for their future roles as consultants and leaders. The post holder will work on projects aligned to the development of the new paediatric Emergency Department and Children’s Assessment Unit. The post holder will develop their skills by leading specific management projects across the trust. In addition to this the post holder will be expected to gain a post graduate certificate of their choice (must contain a leadership module).This is an ideal opportunity for a candidate who has completed core training and wish to develop a special interest in clinical leadership and management.

Projects/Post opportunities

It is envisaged that the trainee will be involved with a number projects while in the post. The scope/ nature of this work is to be negotiated locally with the trainee and supervisor after appointment to the post. This will depend on the fellow’s interests, skills and educational needs. This will include appropriate and clearly identified clinical supervisors.

The post holder will work to lead the development of educational and service changes to improve patient safety and quality of care in key areas identified by external visits to the trust.

Each of these identified projects will require the fellow to work across the organisation in a variety of settings identifying and building relationships with both internal and external partners and stakeholders, negotiating with and influencing them to adapt change.

The day to day supervision will be conducted by the consultant supervising the project. Overall accountability to Director of Medical Education and Medical Director.

The fellow will have the option of regular (weekly if needed) contact with their supervisor(s) for supervision along with monthly progress meetings. For each element of their fellowship a PDP will be agreed with the relevant supervisor and objectives set. They will be assessed on development of leadership competencies.

The fellowship includes a portfolio of project-based components.

* Developing shared pathways/guidelines on the new paediatric Emergency Department / Children’s Assessment Unit
* Workforce Planning
* Developing a sustainable workforce and ensuring excellent training / education
* Working with children and their carers to improve care
* Working with internal and external stakeholders to develop h the unit
* Quality improvement / PDSA cycles to develop the unit
* Ensuring integration of the new unit with the Emergency Care and Paediatric pathways in the trust

The trust will provide a number of other developmental opportunities;

* Shadowing senior management team
* Attendance at board /strategic meetings
* Working with multi professional teams
* Exposure to the organisations financial management

The post holder will have the opportunity to interact with their CCT specialty and the leadership of this specialty.

They will also have the opportunity to be involved with the educational activities of the trust – teaching and training, ARCP panels, medical education meetings.

The fellow will attend the HEYH leadership programme events including the quarterly meetings, HEYH annual leadership conference.

The fellow will attend regional and national events appropriate to the role.

The fellow will study for a postgraduate certificate of their choice – this must include a leadership module.

**Clinical commitment**

There is no clinical commitment but the post holder may arrange on call work as they wish. Opportunities would be available across a range of specialties.

**Duties and responsibilities**

1. Attend, support , collaborate and lead all relevant project meetings within the organisation
2. Liaise with and engage colleagues and stakeholders as appropriate
3. Provide timely and effective clinical advice and leadership working with managers and staff
4. Provide written reports as projects progress including evaluation of risks and issues
5. Participate in all aspects of the fellowship scheme and its evaluation
6. Act as an ambassador for the fellowship scheme and promote leadership and management
7. Build a network of expert contacts with medical and NHS management.
8. Complete post graduate certificate

Provisional timetable

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| Monday | Tuesday | Wednesday | Thursday | Friday |
| QI/ Patient safety project | Teaching / Education day | QI/ patient safety project | Management eg shadowing/strategic meetings | Study day / leadership fellow event |

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| Person Specification | | | |
|  | **ESSENTIAL** | **DESIRABLE** | **WHEN EVALUATED** |
| **Qualifications** | * MBBS or equivalent medical qualification * MRCEM | • Distinction, prizes or honours during Postgraduate training | Application form |
| **Experience** | * Previous co-ordination or management experience either at undergraduate or postgraduate level within or without health care | Evidence of project management effecting change  Experience with managing junior staff and dealing with clinical incidents | Application  form/Interview/ Selection centre |
| **Eligibility** | * Eligible for full registration with the GMC at time of appointment and hold a current licence to practice. * Hold an NTN at CT3 or above in a recognised Health Education Yorkshire and Humber training programme * Satisfactory progression through training as evidenced by satisfactory RITA/ARCP outcomes and relevant speciality examination. * Eligibility to work in the UK |  | Application form |
| **Teaching** | * Enthusiastic and experienced in teaching clinical skills in the workplace or training environment | • Completed Generic Instructor course  • Has successfully completed a ‘training the trainers’ or  ‘teaching skills’  course  • Presentations at local/regional/nation-al meetings | Application  form/Interview/ Selection centre |
| **Fitness To**  **Practise** | Is up to date and fit to practise safely |  | Application form  References |

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|  | **ESSENTIAL** | **DESIRABLE** | **WHEN EVALUATED** |
| **Health** | Meets professional health requirements (in line with  GMC standards/ Good Medical Practice) |  | Application Form  Pre-employment health screening |
| **Personal**  **Skills** | **Judgement Under Pressure:**   * Capacity to operate effectively under pressure & remain objective In highly emotive/pressurised situations * Awareness of own limitations & when to ask for help   **Communication Skills:**   * Capacity to communicate effectively & sensitively with others * Excellent written and verbal communication skills   **Problem Solving:**   * Capacity to think beyond the obvious, with analytical and flexible mind * Capacity to bring a range of approaches to problem solving   **Situation Awareness:**   * Capacity to monitor and anticipate situations that may change rapidly   **Decision Making:**   * Demonstrates effective judgement and decision- making skills   **Organisation & Planning:**   * Capacity to manage time and prioritise workload, balance urgent & important demands, follow instructions   **Excellent interpersonal skills**   * Evidence of ability to present oneself in an organised, professional manner * Evidence of understanding of the importance of team work * Experienced with Microsoft Word including PowerPoint, word-processing and spread sheet software * Able to travel within Yorkshire and the Humber and UK. | • Motivated and able to work unsupervised as well as within a small team under appropriate guidance | Application Form  Interview/Selection centre  References |

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|  | **ESSENTIAL** | **DESIRABLE** | **WHEN EVALUATED** |
| **Career**  **Progression** | * Ability to provide a complete employment history * Evidence that career progression is consistent with personal circumstances * Evidence that present achievement and performance is commensurate with totality of period of training |  | Application Form  Interview/Selection centre |
| **Safety & Quality**  **improvement** | * Experience of quality & safety improvement in training * Ability to understand safety and quality processes and improve these |  | Application form  Interview |
| **Probity** | **Professional Integrity:**   * Takes responsibility for own actions * Demonstrates respect for the rights of all * Demonstrates awareness of ethical principles, safety, confidentiality & consent |  | Application Form  Interview/Selection centre  References |
| **Academic/ Research Skills** | **Research Skills:**   * Demonstrates understanding of the basic principles of audit, clinical risk management & evidence-based practice * Understanding of basic research principles, methodology & ethics, with a potential to contribute to research * Audit: Evidence of active participation in audit * Teaching: Evidence of contributing to teaching & * learning of others | • Evidence of relevant academic & research achievements, e.g. degrees, prizes, awards, distinctions, publications, presentations, other achievements  • • Evidence of participation in risk management and/or clinical/laboratory research | Application Form  Interview/Selection centre |
| **Leadership** | * Evidence of leadership experience * Clear vision of role of leadership fellow | Evidence of previous leadership roles | Application form  Interview |

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