**School of Pharmacy and Medicines Optimisation**

**Health Education England**

**Clinical Leadership Fellow**

**Job Description**

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| Job Title: | Clinical Leadership Fellow – Supporting transitions between stages of early years pharmacist training |
| Department: | Hosted by Interim Pharmacy Dean, School of Pharmacy and Medicines Optimisation, HEE, North.  Honorary contracts with other organisation may be required with host organisation |
| Responsible to: | David Gibson, Associate Dean Foundation Pharmacy, School of Pharmacy and Medicines Optimisation |
| Accountable to: | Dr Jane Brown, Interim Pharmacy Dean, School of Pharmacy and Medicines Optimisation |
| Duration: | 1 year secondment opportunity; There is no clinical component to this role however the successful applicant may arrange weekend work should they wish to. |
| Base: | HEE Office closest to where candidate lives - with local hospital bases, e.g. Piccadilly Place, Manchester with access to one of the Manchester Hospitals, Willow Terrace, Leeds, with access to Leeds Teaching Hospitals or Don Valley House, Sheffield, with access to Sheffield Teaching Hospitals NHS Foundation Trust. Waterfront, Newcastle with access to a North East Trust. |
| Length of post: | 1 year |
| Contracted hours: | 37.5 hours per week, but this post could be offered on a less-than-full-time basis. |

**Aims of the post**

There is a significant differential attainment dependent upon ethnicity within pre-registration pharmacists. It is also understood that pharmacists often struggle to adjust to the workplace post registration. The CLF will develop new and innovative approaches to support transition between career stages in early career pharmacists to enable them to deliver safe and effective patient care. This will focus on scoping and developing ‘passports for skills’ to support transition between care settings.

The project will need to consider how to support individuals to have experience across care settings to enable opportunities regardless of background.

The post holder will develop leadership skills through national and local work with other pharmacists. The project will be cognisant of modern methods of education delivery and assessment of competence; the post holder would be supported in the development of knowledge and skills to support this.

Foundation pharmacists deliver patient care in a variety of settings, eg. community pharmacy, hospitals, GP practices and CCGs. The level of support and opportunities for development differ across the sectors and between employers. To ensure that medicines optimisation can be delivered effectively the NHS long term states that effective foundation training for these pharmacists needs developing.

In this new piece of project work, the Fellow will be expected to collaborate with a wide range of employers across the North of England as well as representatives from professional bodies and education providers across the UK.

The post will address the following key questions:

What barriers are there to moving between pharmacy care settings as an early careers pharmacists?

What strategies are being used by other professions to support trainees transitioning into the workplace that could be utilised by pharmacy?

This will facilitate the CLF developing and testing innovative strategies to support trainees work across multiple care settings to ensure that the pharmacy workforce is able to deliver the NHS Long Term Plan.

One of the key stakeholders for the project is the Royal Pharmaceutical Society. They have developed the RPS Foundation Pharmacy Framework which provides a list of competencies needed to achieve the core skills, knowledge and behaviours that are essential for all pharmacy practitioners.

The post holder will work with the national pharmacy team within HEE, as well leaders of pharmacy professional development in Wales, Scotland and Northern Ireland. In addition, much can be learnt from leaders of professional development for foundation trainees in other healthcare professions. Developing a foundation pharmacy training programme is detailed in current HEE strategy and NHS long term plan. This project will be essential to inform the assessment component.

Success will be demonstrated by the number of foundation pharmacists enrolled on the training programme and subsequently on the number of these who achieve a satisfactory sign off against the RPS Foundation Framework.

Overall this programme seeks to achieve better outcomes of care with medicines for our population. This project is a vital part of the projects being developed in the area of Medicines Optimisation.

Fellow will link to the School of Medicines Optimisation within HEE. Supervised by the Deans for Foundation Pharmacist Training. Additional supervision opportunities will be available with Pharmacy Dean / Head of the School of Medicines Optimisation. They will have regular contact with the network of Training Programme Directors and other Fellows.

Meetings will be a combination of one to one meetings for individual support and group meetings within the School of Medicines Optimisation to share learning, good practice, peer support and to develop leadership awareness and skills. The candidate would be expected to develop generic leadership skills by following the healthcare leadership model and learning competency framework, through self-directed learning and completion of an academic leadership qualification, minimum PG Cert level. The fellow will be released for study days as provided by FLP. Formal training in education and assessment methods would be encouraged if appropriate.

**Post Duties and Description**

Working within Health Education England and linked to CLFs in other organisations in Yorkshire, and as part of multidisciplinary medicines optimisation teams, the post holder will be expected to:

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* Lead and develop work to explore the structure, content and extent of challenges in transition of early career pharmacist in all areas of pharmacy practice
* Work with others across the UK to develop novel approaches to support transition between workplaces for early career pharmacists.
* Develop methods to understand what fair and equitable access of employment opportunities in early careers would look like for pharmacists, learning from best practice in other professions
* Collaborate with leaders in practice to pilot innovations to support early career pharmacists to work across all sectors of practice
* 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 is central to the improvement work and can be demonstrated at the end of any project
* Ensure that the voice of the “learner” is heard to develop workable solutions to difficult problems
* Collaborate with other frontline and senior level staff who are delivering improvement projects in related topics.
* Demonstrate improved outcomes for patients as a result of the work undertaken
* Organise and participate fully in peer learning with local and Y+H regional CLFs and Associate Deans
* Formally relate activity to the NHS Leadership Academy Healthcare Leadership Model and the published standards of the Faculty of Medical Leadership and Management (FMLM)
* Meet 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

**About the post**

This post is a further opportunity for a Clinical Leadership Fellow to work with The School of Pharmacy and Medicines Optimisation. The post will enable the individual to develop their leadership potential and develop skills through undertaking a project and other work that connects with Medicines Optimisation leaders.

This post will allow the Fellow to deliver specific objectives that improve quality, leadership, engagement and medicine optimisation through supporting development of early years pharmacists. The post will be based in an HEE office with access to local hospitals and primary care settings to conduct the project work.

The post also benefits from access to a wide range of educational and developmental opportunities provided by the Future Leaders Programme including courses, meetings and educational days. In addition, the Fellow will be supported to undertake an academic component such as a Postgraduate certificate.

In addition, Fellows will have a number of other opportunities to develop their leadership skills, relevant to their own aims and objectives, including:

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| * shadowing senior leaders | * gaining insight into Trust governance, leadership, structure and function. |
| * investigating serious incidents | * being part of a facilitated action learning set |
| * organising leadership events and programmes | * becoming an active member of a medicines optimisation group |
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**CONDITIONS OF SERVICE**

This post is appointed to NHS Agenda for Change Terms and Conditions of Service.

Standards of Conduct and Behaviour

You are required to work to the standards set out by the General Pharmaceutical Council.

Your general conduct at work should comply with the standards set out in the relevant HEE/Trusts document on Appraisal, in particular Core Behaviours.

Leave Arrangements

All leave should be applied for in accordance with the Trust Leave Policy.

Training

During your employment, you agree to undergo whatever training the host organisation 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 host organisation’s Staff Development Policy.

Health & Safety

Each host organisation 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 host organisation’s 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 host organisation Equality and Diversity Policy will ensure 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

Under the terms of No Smoking Policies, staff, visitors and patients will not be permitted to smoke at any time or in any part of NHS Trust property, whether inside or outside the organisations 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 organisations receives a satisfactory Disclosure and Barring Service (DBS, formerly CRB) Disclosure which will check the existence and the content of any criminal record received.

Health Education England 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 organisation 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.

Infection Control

The post holder must comply at all times with the relevant host organisation’s 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

HEE/Trusts have 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.

**Person Specification**

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| **Post Title** | **Clinical Leadership Fellow – primary care pharmacy teams** |
| **Band** | **Pharmacist or Pharmacy Technician Band 8a** |
| **Department** | **School of Pharmacy and Medicines Optimisation** |
| **Directorate** |  |
| **Summary of Role** | **Clinical Leadership Fellow** |

| **Criteria:** | **Essential** | **Desirable** | **Evidence obtained from**: |
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| **Qualifications:** | Registered pharmacist or pharmacy technician (General Pharmaceutical Council)  Member of professional body: Royal Pharmaceutical Society or Association of Pharmacy Technicians UK |  | Application form |
| **Training:** | Some skills development to date in medicines management and in education and training | Recognised educator qualification | Application form, portfolio of practice |
| **Special Knowledge including experience:** | Evidence of post-registration foundation practice development experience, equivalent to relevant professional body framework, in a hospital or primary care setting  Knowledge of NHS / government policy and its applications in both secondary and primary care in relation to education and training  Applies sound professional judgement to legal and ethical issues |  | Application and interview |
| **Behaviours:** | Patient-centred  Collaborative  Fair  Accountable  Empowered  Persuasive, excellent communicator  Assertive and inspires confidence  Team player but also able to work autonomously  Able to influence a large group of independent practitioners  Calm disposition |  | Application and interview |
| **Practical Skills:** | Able to interpret highly complex data and present highly complex information in an informative manner to a wide range of individuals |  | Application and interview |
| **Other Requirements:** | Able to fulfil Occupational Health requirements for the post (with reasonable adjustments if necessary), *including clearance on blood borne viruses in compliance with Trust Policy* |  | Occupational Health Screening |