**Leeds Teaching Hospitals NHS Trust**

**Clinical Leadership Fellow**

**Job Description**

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| Job Title: | Leadership Fellow - Develop Virtual Learning Material & Platform |
| Department: | Trust Corporate Medical CSU |
| Responsible to: | Dr Andy Davies: Associate Director Medical Education (Skills and Simulation)Dr Dipesh Odedra: Director of Postgraduate Education |
| Accountable to: | Dr Alison Cracknell: Associate Medical DirectorDr Phil Wood: Chief Medical Officer |
| Duration: | 1 year out of programme opportunity/1 year secondment; There is no clinical component to this role. |
| Base: | St James’s Hospital, although some duties may be undertaken at Leeds General Infirmary. |
| Length of post: | 1 year |
| Contracted hours: | 37.5 - 40 hours per week, but this post could be offered on a less-than-full time basis or job share. |

**Aims of the post**

The Clinical Leadership Fellow (CLF) will develop knowledge, skills and enthusiasm whilst developing education materials, platforms and use of digital technologies whilst supporting a multi-professional advancement of education delivery at Leeds Teaching Hospitals Trust.

The CLF will be given the opportunity to develop themselves personally and professionally, whilst enhancing existing skills and experiencing novel technology enhanced (TEL) learning methods.

**Objectives:**

* Leadership skills development including Quality Improvement Methodology to support improvement in Medical Education.
* Working with end users (post graduate trainees) to identify training needs, whilst working with speciality training leads to capture curriculum requirements and gaps brought about by the pandemic.
* Opportunity to develop working relationships with colleagues across Trust IT and TEL and Innovation teams. This will allow development of teamworking and team leading skills within these relationships.
* Developing skills working across institutions including contact at Health Education England TEL team, and with the University of Leeds Centre for Immersive Technology.

**The potential project(s) the fellow will be working on:**

• Helping LTHT remain at the forefront of Speciality Training Recovery as part of the nationwide HEE plan using Simulation and Immersive Learning Technologies, in the post COVID recovery period.

• Working with LTHT IT team, and linking in with NHS Digital to provide an IT ready system to support delivery of educational materials from a learning hub and virtual educational platform.

• Working to establish LTHT as a mixed reality technology (XR) education hub as part of the HEE wider virtual education strategy, linking within the HEE NE and Yorkshire Network.

• Help deliver and develop faculty training for simulation and technology based education across LTHT.

**Specific QI Post Duties and Description**

This is an exciting opportunity to be part of a vibrant multi-professional team, and to engage in leading edge and innovative work. The post holder will have an opportunity to develop and hone a range of leadership skills to engage with people at all levels across the Trust and act as a role model for medical education and service improvement.

**The Leadership Fellow will also have opportunities to:**

* Support educational delivery methods which will also impact on efficiency and positive impact on patient care. This may include the use of augmented/virtual reality in distant patient assessment/team training.
* Coordinate the development of a central bank of educational materials for skills training to develop the multi-professional workforce at LTHT.
* Link with University of Leeds Centre for Immersive Technology to establish Educational Research in Technology Enhanced Learning/Augmented and Virtual Reality (Novel development).
* Attend Medical Education departmental meetings to discuss progress and contribute to the department’s strategic development. These may include the Medical Education management group and Managing the Learning Environment meetings with the deanery.
* Successfully lead and manage projects, apply recognised tools for improvement and measure the progress and outcomes of work using objective methods.
* Attend, present and support delivery of Innovation Club meetings co-ordinated by the Innovation team which will promote use of Augment/Virtuality projects for Education.

**Background to LTHT Fellows:**

Leeds Teaching Hospitals Trust has a record of hosting Leadership fellows since 2015, and is an exemplar trust for promoting the role to both medical and allied healthcare professionals, supporting them to form a unique group as aspiring leaders and critical friends, where they can in a safe space learn to lead together across their professional backgrounds. LTHT provides a strong supportive structure around the hosting of fellows and many going on to more senior leadership roles and making huge impacts on service delivery. Previous successes include progression into the position of Chief Registrar for the trust, securing funding for 12 new consultant posts in one department, making huge cost savings by improving pre-operative optimization pathways and reducing health inequalities across Leeds.

Leadership fellows work in a supportive environment and benefit from peer support alongside senior mentorship from the medical and nursing directorate. Fellows are encouraged to get involved in other projects across the trust to gain a wider leadership experience and develop skills such as use of improvement methodologies, developing trust-wide events, plan and chairing of effective meetings and observe the running of a hospital trust board.

**General Duties and Description:**

In addition to the above description, Leadership Fellows in LTHT have a degree of flexibility in working on projects aligned with their personal interests and skills.

* Work in a well-supported team of Leadership Fellows and benefit from peer learning opportunities to develop individual and group leadership skills to a high level
* As a team you will plan and host the Junior Doctor Awards, a celebration of the excellence within our junior doctors and support corporate events such as World Patient safety day.
* As a member of the Corporate Medical Directorate opportunities include working with senior clinical and non-clinical leaders, to understand how the managerial structure in a large Teaching Hospital Trust and benefit from the peer-support of past and present Leadership Fellows, the Chief Registrar and the Junior Doctor Body.
* 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.
* Optional participation in the Lean for Leaders programme.
* Organise and participate fully in peer learning within LTHT, with local and regional Leadership Fellows and with Improvement Academy Fellows
* Formally relate activity to the NHS Leadership Academy Healthcare Leadership Model and the published standards of the Faculty of Medical Leadership and Management (FMLM)
* Complete the Future Leaders Programme curriculum.
* The Fellow will also be expected to undertake a fully funded academic component, such as a Postgraduate Certificate with a leadership or medical education component.

**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: StRPublic Health Registrars: ST3+Specialty and Associate Specialist (SAS) DoctorsFull GMC, GDC or UKPHR registration as applicable and current licenceHave a satisfactory ARCP outcome Have Head of School approval for a year Out of ProgrammeMust 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 bodyHave agreement from their current employer to undertake a secondmentMust 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 resultsPeer 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 |