**Leadership Fellows – WY LEAP (Learning Environments and Placements)**

**JOB DESCRIPTION**

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| Employer: | **West Yorkshire and Harrogate HCP** |
| Department: | **Learning Environment and Placements Programme – People Function** |
| Location: | **West Yorkshire** |
| Accountable to: | **Programme Manager – Effective Learning and Placements** |
| Reporting to: | **Programme Manager – Effective Learning and Placements** |
| Job Type: | **Secondment** (12 months) Full-Time /Fixed Term |
| Job Title: | **Leadership Fellow WY LEAP** |
| Grade: | **Band 7** |
| Salary: | **AfC Band scale** |
| Specialty/discipline: | **All clinical areas** |
| Staff Groups: | **Healthcare professionals (typically AfC band 6-7) working for an NHS employer within Yorkshire and the Humber, including:**   * **Nurses** * **Allied Health Professionals** * **Pharmacists** * **Healthcare Scientists (e.g. Biomedical or Clinical Scientists)**   **Medical Specialty Trainees (ST3+ by programme start date) NB. GP trainees may be ST2 at the time of application** |

**Opportunity overview**

Since our Partnership began in 2016, we have worked hard to build the relationships needed to deliver better health and care locally and across West Yorkshire and Harrogate (WYH) so we can support people to improve their lives with them.

As part of our continued work, WYH has a Health Education England (HEE) supported Learning Environment and Placement programme which focusses on growing the capacity, capability and quality of practice based learning in order to enable and underpin the growth and development of our workforce.

We are looking for 2 FLP fellows to support the key workstreams of our Placement programme. They will be given an opportunity to lead change, test and develop leadership skills, and work across an established system with key stakeholders (including education and health and care providers) as well as regional HEE colleagues.

The Leadership Fellows will be supported but challenged in the projects they undertake. This is a great opportunity to test knowledge and leadership skills, offering the candidates a unique opportunity to lead a system wide change.

The candidates will be expected to produce board level reports detailing progress and support the evaluation of the programme as work progresses and changes are implemented.

These roles seek to ensure the candidates have:

* Flexibility to set their own goals within the boundaries of the individual workstreams.
* Autonomy to organise attendance of appropriate educational activities during the term of the appointment.
* The opportunity to be involved with the decision-making processes of the programme (attendance at Programme board meetings, involvement in looking at case for change and writing bids etc.)
* The opportunity to build networks and engage with a variety of senior stakeholders at meetings
* Candidates will be supported to maintain clinical competence and requirements of their professional registration during their term of employment.

**Rationale for the post**

The continued increase in demand upon health and care services requires the appropriate workforce to ensure that the workforce of today and tomorrow has the right numbers, skills, values, and behaviours, at the right time and in the right place. HEE deliver this by providing leadership for education, training, and workforce development in the health and care sector across the UK.

There are gaps in the current and required future workforce that HEE is striving to address; to increase the numbers of Health care professionals in WYH an increased number of students and learners will require the support to complete their education programmes, a key component of these programmes is the practice-based education, or ‘placement’ element.

Each fellow will lead on a project within one of the following key LEAP workstreams:

1. New models of supervision
2. Digital learning and simulation-based education

Leadership is key in ensuring the future of health and care and change management. The support of FLP fellows by the LEAP programme that advocates supporting all learners to reach their potential is a key message from our system.

These Fellowships will focus on how the WYH HCP can effectively maximise learning and placement opportunities across our system. As initiatives are identified, costed, modelled, implemented, and evaluated as sustainable the Fellows will work alongside service and system leaders developing their own skills in leadership. The post holders will support the systematic review and evaluation of new ways of working and will undertake a range of research and development opportunities whilst maintaining their professional competence.

**Purpose of the post**

This is a one-year leadership post, the Fellowship is designed to support future leaders to contribute towards the delivery of quality care, that’s safe, cost effective and sustainable. The post will provide an opportunity to learn new skills, including training and development of senior clinical leaders by supporting them in a 12-month project-based attachment at the West Yorkshire and Harrogate HCP

The programme offers Fellows a unique opportunity to develop the capability necessary for their future roles as clinical leaders, through working with senior stakeholders to lead the development of change and improvement. You will develop your leadership skills by networking across a large integrated care system, undertaking discreet, self-identified projects.

**Duties of the Posts**

The Fellowship includes a portfolio of project-based components the fellows will choose **one** of the following potential project options: A or B

**Option A:** ***New Models of Supervision in Primary and Social care to work in collaboration with FLF in Primary Care School***

* + 1. Working in collaboration with the Primary Care School, Social Care providers and HEIs the fellow will introduce new and innovative models of supervision that maximise potential placement capacity and enable settings that do not currently offer placement opportunities to do so.
    2. Evaluate the effectiveness of models introduced making recommendations for future expansion and sustainability
    3. Grow and develop personal leadership skills that will be essential for future career development
    4. The fellow will work with other leadership fellows within the LEAP programme to identify innovations, skills and practices that may be adopted to further enhance practice education and supervision

**Option B: *Digital learning and simulation based education***

1. Working in collaboration with HEIs, educators and subject matter experts to develop and implement blended placement approaches, maximising opportunities with TEL and simulation.
2. Development of online practice-based education content that supports traditional face to face placements and allows the maximisation placement capacity
3. Evaluation of projects making recommendations for future developments and enhancements
4. Grow and develop personal leadership skills that will be essential for future career development
5. The fellow will work with other leadership fellows within the LEAP programme to identify innovations, skills and practices that may be adopted to further enhance practice education and supervision

The Fellowship also includes:

1. System opportunities

WYH HCP will provide a number of other developmental opportunities e.g. attendance at board meetings, working with senior stakeholders across the system, multi-professional teams, project management experience, and exposure to financial management.

1. Support Programme

The post will be supported by a formal programme of learning with other Fellows commissioned by Health Education England, the Local Delivery Partnership of the NHS Leadership Academy, which will include taught elements, support through action learning sets and opportunities for coaching and mentoring. Collaborative working and knowledge sharing is encouraged, a dedicated learning environment will be provided.

1. Development opportunities

As a successful applicant you will also have access to a variety of development opportunities (eg. Myers Briggs Type Indicator feedback, 360 appraisal, coaching, participation in an Action Learning Set) and will be supported to undertake 1 year of a postgraduate leadership qualification.

1. National and regional opportunities

In addition to participation in the support programme provided, the post holder is expected to attend national and regional events appropriate to the role.

1. Management

Manage budget established for project work (where applicable)

No line management responsibility

**Main duties and responsibilities**

The post holder will be expected to undertake the following duties:

* To attend and lead all relevant project meetings within WYH HCP
* To provide leadership for agreed projects
* To liaise with and engage system and sector colleagues as appropriate to define clear aims and objectives for the projects and develop a short and long term strategy for implementation and development that aims for excellence and successfully engages all stakeholders
* Provide written reports on project progress, including risks and issues
* Provide written evaluation of projects making recommendations for future developments and enhancements
* Attend educational modules and development opportunities associated with the Fellowship
* Attend the relevant coaching and learning sets
* Participate in all aspects of the Fellowship scheme and its evaluation
* Act as an ambassador for the Fellowship scheme and promote clinical leadership

The duties and responsibilities outlined above are not intended to be exhaustive, may vary over time and are subject to management review and amendment.

**Core Objectives**

* Ensuring stakeholder engagement and buy in by understanding the system needs, risks and barriers
* Promoting excellence and best practice supported by robust quality assurance mechanisms
* To integrate simulation and placement development activities to include multidisciplinary colleagues across primary and secondary healthcare, social care and the Private Voluntary and Independent sector
* To engage with research and audit relating to activities.
* To look for opportunities to engage with service user communities to enhance learning experiences.
* To ensure that equity, diversity and inclusion are central to all activities and that representation reflects the population we serve

**Appraisal**

The Workforce Transformation Lead will provide educational supervision of the Fellows, in conjunction with the Learning and Placements Programme Manager this will include setting objectives and agreeing a personal development plan. These will be regularly reviewed. Where possible, Fellows’ development needs will be met in conjunction with system partners and the opportunities provided by the bespoke support programme.

**General**

Confidentiality

The post holder is subject to the UK General Data Protection Regulation 2018 (UK GDPR) and is personally liable to respect and protect the confidentiality of the information, particularly that relating to patients and staff, that they enter, process or encounter and should not discuss this information or disclose it to any unauthorised person or company. The post holder must not at any time use personal data held by the organisation for any unauthorised purpose or disclosure such as data to a third party. Fellows must not make any disclosure to any unauthorised person or use any confidential information relating to the business affairs of the organisations, unless expressly authorised to do so by the organisation. Seconded staff must complete HEE Information Governance training.

Health and safety

The post holder must co-operate with management in discharging responsibilities under the Health and Safety at Work etc. Act 1974 and take reasonable care for his or her own health and safety, and that of others. The post holder must also ensure the agreed safety procedures are carried out to maintain a safe environment for patients, employees and visitors.

Equal opportunities

The WYH HCP is committed to eliminating discrimination and advancing equality. The post holder has a responsibility to ensure that no individual receives less favourable treatment on the grounds of their gender, sexual orientation, disability, religion or belief, colour, race, ethnicity, national origin, age, pregnancy and maternity, marital or civil partnership status, transgender identity, HIV status, social background, trade union membership or non-membership and is not placed at a disadvantage by requirements or conditions which cannot be shown to be justifiable.

Risk management

All staff has a responsibility to report all clinical and non-clinical accidents or incidents promptly and when requested to, co-operate with any investigation undertaken.

Conflict of interests

The post holder may not, without the consent of the HEE engage in any outside employment and in accordance with the organisation’s Conflict of Interest Policy must declare to their manager all private interests, which could potentially result in personal gain as a consequence of the employment position in the organisation. Interests that might appear to be in conflict should also be declared.

**PERSON SPECIFICATION**

The Fellowship Programme is designed to build the training and development of senior clinical leaders by providing them with work-based experience in a new environment, as well as educational training over the course of the 2016/17 academic year. Applications are invited from Post graduate medical trainees (ST 2/3), Nurses, Midwives, AHPs, Physicians Associates and Pharmacists.

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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 license  Have a satisfactory ARCP outcome  Have Head of School approval for a year Out of Programme  Must not have experience in a senior / significant leadership role | Application form / By the post start date |

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| Entry Criteria – NHS Healthcare Professionals (excluding Specialty Trainees and Specialty and Associate Specialist (SAS) Doctors) | |
| **Essential Criteria (at post start date)** | **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 12 month 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**  **/Desirable** | | **A\*** | **I** | **R** |
| **Qualifications** | | | | | |
| Full registration with relevant professional body, e.g. GMC, NMC, HCPC | E | |  |  |  |
| Educated to degree level in relevant health related subject | E | |  |  |  |
| Has a recognised Educator/teaching qualification | D | |  |  |  |
| Evidence of study at Post Graduate level | D | |  |  |  |
| **Experience and achievements** | | | | | |
| Previous co-ordination or management or leadership experience either at undergraduate or postgraduate level | E | |  |  |  |
| Evidence of clinical excellence e.g. presentations papers, service nominations, audit and evaluation papers. | D | |  |  |  |
| **Knowledge** | | | | | |
| Some knowledge of system structure and function | D | |  |  |  |
| Understanding of current issues and challenges in educating and developing a growing Health and Care workforce | E | |  |  |  |
| Some understanding of quality improvement/safety improvement/ clinical governance principles application within clinical settings | E | |  |  |  |
| **Skills and abilities** | | | | | |
| Evidence of supporting learners in practice | | E |  |  |  |
| Critical appraisal skills | | E |  |  |  |
| Ability to develop educational programmes | | D |  |  |  |
| Development of evaluations / audit protocols / grant applications | | D |  |  |  |
| Ability to work with, and lead others, across professions | | E |  |  |  |
| **Personal qualities** | | | | | |
| Excellent communication skills | | E |  |  |  |
| Understands self and impact of behaviour on others | | E |  |  |  |
| Evidence of continual personal learning and development | | E |  |  |  |
| Evidence of Influencing skills | | D |  |  |  |
| Evidence of professional behavior- through patient or peer testimony | | E |  |  |  |

*\*A = Application / I = Interview / R = References*