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| **PERSON SPECIFICATION** |

**JOB TITLE: SCHOOL OF MEDICINE LEADERSHIP FELLOW 12 MONTHS FIXED TERM**

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| **DEPARTMENT:**  **School of Medicine** | **LOCATION:**  **HEE YH (Leeds, Sheffield or Willerby)** | **DRAWN UP BY:**  **Dr Peter Hammond, Head of School for Medicine** |

| **Shortlist**  Criteria relevant to  the job | **Essential**  Requirements necessary for  safe and effective performance in the job | **Additional/Desirable**  Where available, elements that contribute to improved/ immediate performance in the job | **Evidence obtained from:** |
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| **Qualifications** | MBBS or equivalent medical qualification  Successful completion of Specialty College/Faculty Exam appropriate to level of training | Distinction, prizes or honours during Postgraduate training  Encouraged to enroll for Postgrad Certificate of Medical Education | Application form |
| **Eligibility** | Registered (or eligible to be registered) with the GMC / GDC with a licence to practice  Evidence of achievement of postgraduate medical training in line with GMC standards/Good Medical Practice  Satisfactory progress in training  (ARCP1)  Working in a specialty training programme at or above ST3 (as at 02/08/2018) which has an allocated NTN in Yorkshire and Humber or at an equivalent non-training career grade position  Eligibility to work in the UK  Permission from TPD or HOS to participate in fellowship. (Post holder will be accepted pending approval of out of programme experience being acknowledged and granted in writing by HOS/TPD.) | Working at ST4 level (or equivalent) or above | Application form  Interview process |
| **Teaching** | Enthusiastic and experienced in teaching clinical skills in the workplace or training environment | Experience of teaching  Has successfully completed a “training the trainers” or “teaching skills” course  Presentations at local/ regional/national meetings | Application form  Interview process |
| **Fitness to Practice** | Is up to date and fit to practice safely |  | Application form |
| **Health** | Meets professional health requirements (in line with GMC standards/Good Medical Practice) |  | Application Form  Pre-employment health screening |
| **Career Progression** | A complete medical 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 process |
| **Academic/Research Skills** | **Research Skills:**  Demonstrates understanding of the basic principles of audit, clinical risk management and evidence-based practice  Understanding of basic research principles, methodology & ethics, with a potential to contribute to research  Teaching: evidence of contributing to teaching and 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 process |
| **Personal Skills** | Judgement Under Pressure:  capacity to operate effectively under pressure and remain objective in highly emotive/pressurised situations  Awareness of own limitations and when to ask for help  Communication skills: capacity to communicate effectively and 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 and Planning: capacity to manage time and prioritise workload, balance urgent and important demands, follow instructions  Understands importance and impact of information systems]  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 spreadsheet software  Able to travel as appropriate to the needs of the fellowship | Motivated and able to work unsupervised as well as within a small team under appropriate guidance  Experience of using statistical data analysis tools (e.g. SPSS) | Application form  Interview process |
| **Leadership** | Evidence of leadership experience  Clear vision of role of leadership fellow  Enthusiasm and motivation to develop as a leader | Evidence of previous leadership roles | Application form  Interview process |
| **Safety & Quality improvement** | Experience of quality and safety improvement in training  Ability to understand safety and quality processes and improve these |  | Application form  Interview process |
| **Probity** | **Professional integrity:**  Takes responsibility for own actions  Demonstrates respect for the rights of all  Demonstrates awareness of ethical principles, safety, confidentiality and consent |  | Application Form  Interview process |

### We are committed to our responsibilities under the Equality Act 2010 and encourage equal opportunities, diversity and flexibility within our workforce