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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 qualificationSuccessful completion of Specialty College/Faculty Exam appropriate to level of training | Distinction, prizes or honours during Postgraduate trainingEncouraged 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 practiceEvidence of achievement of postgraduate medical training in line with GMC standards/Good Medical PracticeSatisfactory 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 positionEligibility to work in the UKPermission 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 formInterview process |
| **Teaching** | Enthusiastic and experienced in teaching clinical skills in the workplace or training environment | Experience of teachingHas successfully completed a “training the trainers” or “teaching skills” coursePresentations at local/ regional/national meetings | Application formInterview 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 FormPre-employment health screening |
| **Career Progression** | A complete medical employment historyEvidence that career progression is consistent with personal circumstancesEvidence that present achievement and performance is commensurate with totality of period of training |  | Application FormInterview process |
| **Academic/Research Skills** | **Research Skills:**Demonstrates understanding of the basic principles of audit, clinical risk management and evidence-based practiceUnderstanding of basic research principles, methodology & ethics, with a potential to contribute to researchTeaching: evidence of contributing to teaching and learning of others | Evidence of relevant academic & research achievements, e.g. degrees, prizes, awards, distinctions, publications, presentations, other achievementsEvidence of participation in risk management and/or clinical/laboratory research | Application FormInterview process |
| **Personal Skills** | Judgement Under Pressure:capacity to operate effectively under pressure and remain objective in highly emotive/pressurised situationsAwareness of own limitations and when to ask for helpCommunication skills: capacity to communicate effectively and sensitively with others; excellent written and verbal communication skillsProblem Solving: capacity to think beyond the obvious, with analytical and flexible mind; capacity to bring a range of approaches to problem solvingSituation awareness: capacity to monitor and anticipate situations that may change rapidlyDecision making: demonstrates effective judgement and decision-making skillsOrganisation and Planning: capacity to manage time and prioritise workload, balance urgent and important demands, follow instructionsUnderstands importance and impact of information systems]Excellent interpersonal skillsEvidence of ability to present oneself in an organised, professional mannerEvidence of understanding of the importance of team workExperienced with Microsoft Word including PowerPoint, word-processing and spreadsheet softwareAble 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 guidanceExperience of using statistical data analysis tools (e.g. SPSS) | Application formInterview process |
| **Leadership** | Evidence of leadership experienceClear vision of role of leadership fellowEnthusiasm 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 trainingAbility to understand safety and quality processes and improve these |  | Application formInterview process |
| **Probity** | **Professional integrity:**Takes responsibility for own actionsDemonstrates respect for the rights of allDemonstrates awareness of ethical principles, safety, confidentiality and consent |  | Application FormInterview process |

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