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| **Grade:** | This opportunity is available to higher specialty Postgraduate Doctors in Training; Secondary Care, ST3 and above ONLY.  This role is for Postgraduate Doctors in Training who already hold a Southwest National training Number (NTN) and who work within a Southwest training post in the Peninsula and Severn education catchment areas ONLY.  We are unable to accept applications from Postgraduate Doctors in Training currently working in any other region. | | |
| **Training:** | Only Postgraduate Doctors in Training on an outcome 1 will be considered.  Applicants must obtain written, prior agreement from their TPD and the Rota Coordinator of the employing Trust before submitting an application.  The secondment opportunity is not subject to an employment contract with the Postgraduate Medical Education Office; it will be regarded as an OOPE to the trainee’s training programme. The applicants are encouraged to read the OOPE policy on the Peninsula and Severn websites.  The Postgraduate Medical Education Office secondment would not be recognised for clinical training and as a consequence we will agree to an extension to the agreed training contract.  Applicants must be Postgraduate Doctors in Training currently working, or about to undertake a rotational year of work, within the Southwest Peninsula/Severn training footprint.  At the time of commencement of the seconded post the Postgraduate Doctor in Training must be fully registered with the GMC with a minimum of 12-months remaining on their training contract to be eligible. | | |
| **Hours of work:** | The post is available for 0.4 WTE (2 days per week) It is flexible and according to negotiated time out of clinical work. The remaining sessions (0.6 WTE) will be spent working in their existing clinical speciality.  Applicants wishing to continue their less than full time contract arrangements will be considered, however, would still be required to undertake 0.4 WTE for the Postgraduate Medical Education Office. Applicants would need to reduce their clinical commitment accordingly and in line with training requirements for progression.  A Postgraduate Doctor in Training applying for a fellowship who already works LTFT will need to seek the Regional PG Deans approval to apply for a fellowship at 0.4 WTE.  Applicants will work two days a week (0.4 WTE) on their current salary terms, while continuing to spend the remainder of their clinical time working within their current employer (subject to employer agreement) and participating in contractually agreed out of hours commitment.  The 0.4 WTE of the basic salary will be paid to their employer for the time they spend on the fellowship.  Working days can be flexible, dependent on the clinical commitment, but the Postgraduate Doctor in Training is expected to be available to conduct their seconded work on two days a week. Flexibility in the work schedule is permitted with supervisor’s agreement. | | |
| **Type of contract:** | This post is offered on a 12 month only basis. NHSE-SW will fund your percentage of fellowship time/work directly to your employing trust based on your basic salary.  You will be paid via your employing trust payroll for your Fellowship work at the same time as you would be paid for your clinical role. | | |
| **Requirement to travel:** | Whilst most work will be undertaken virtually, travel to and from NHSE-SW offices will be required at times. | | |
| **Line Manager:** | Associate Dean for Quality Improvement | **Accountable to:** | Nominated NHSE-SW Supervisor/ Mentor |

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| **Role purpose and context** | NHSE-SW is committed to providing outstanding training for all of its Postgraduate Doctors in Training whatever their country or origin.  The role of the Fellow is to support NHSE-SW in the key areas as identified at your first meeting with the Associate Dean and/or NHSE-SW Supervisor. The fellow will work closely with their NHSE-SW Supervisor and the support team. This is likely to also include the engagement of educators.  This is a unique opportunity for an enthusiastic Postgraduate Doctor in Training who is able to manage their own time effectively and who wishes to use this opportunity to develop the capability necessary for their future roles as clinical leaders in supporting our future doctors. The leadership and support skills developed through the fellowship will ensure that fellows will be well placed in the future to lead and to promote and disseminate support to others.  We are looking for an individual with excellent communication skills, capable of team working, maintaining confidentiality and a desire to succeed with the various challenges that the role presents.  Fellows have the opportunity to build project management skills and to deliver sustainable improvement to the training experience. They will be supported to design and deliver a project of their own design (in consultation with their NHSE-SW Supervisor) to compliment current SW projects and opportunities and/or Postgraduate Doctors in Training engagement.  Fellows will provide support, guidance and feedback to NHSE-SW and their external stakeholder on changes to policy, process and new initiatives.  Fellows will provide a written report of their fellowship year as they demit their post and aim for publication in a medical education journal and/or presentation at a national event. |
| **Role objectives** | The fellow will work within NHSE-SWs Professional Education and Development team focusing on Quality Improvement as part of the strategic educational plan for Trainers and Postgraduate Doctors in Training across the Southwest aligned to our missions statements.  NHSE-SW strongly supports QI in training. Our mission is to promote quality improvement by facilitating training in QI for both Postgraduate Doctors in Training and trainers and increase the uptake of quality improvement projects amongst trainees leading to better patient outcomes and a culture of seeking quality improvement as an intrinsic part of everyone’s job, every day.  At the end of the tenure, the QI fellow will be a QI champion and equipped to promote and disseminate learning in QI, with aims of improving patient safety, experience and efficiency in NHS.  The QI Fellow will;   * develop skills required to support the educational leadership strategy and development for the postgraduate doctors in training alongside leadership development for educational and clinical supervisors. * contribute and help identify the ongoing and future development of quality improvement training needs and support for the Educational Faculties in NHSE Southwest.      * help propose a range of training opportunities and developmental activities to meet these, integrating important developments in leadership and medical education such as using electronic teaching methods and materials, social media, innovation, educational research and leadership/managerial skills.      * will learn research and policy development skills, how to measure performance objectively and how to inspire shared purpose among our stakeholders and faculty when proposing and implementing changes. * have the opportunity to understand and develop their leadership potential and skills. * lead and manage projects, apply recognised tools for improvement and measure the progress and outcomes of improvement work using objective methods. * contribute and support developing an NHSE-SW QI network across the region, commissioning of training courses in QI for Postgraduate Doctors in Training and trainers. * update, review and revamp the QI pages on the NHSE-SW website to include resources, project ideas and contacts as required. * be involved in local evaluation data collection and review and implement improvements as appropriate. * produce local office promotional materials where required. * develop professional relationships with key partners and stakeholders. (Locally and nationally) * attend meetings as required. * the fellow may cross work with the PSED teams which includes; Faculty, PSW, QI, SAS doctors, study leave and Integrated transactional teams to contribute and deliver the agreed objectives for Professional Education Development. * have a presence at local teaching. * engage with Educational Faculties in the region. * act as an ambassador for the Professional Education and Development Team. |

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| **Criteria** | | |
| **Education and level of experience** | | |
| **Essential:**  MBBS or equivalent.  Southwest NTN number.  ST3 or above | **Desirable:**  Qualification in medical education.  Success in the first parts, or completion of, specialty training qualifications [excluding exit examinations] | |
| **Experience** | | |
| **Essential:**  Previous experience of leading and/or supporting the delivery of a project. | | **Desirable:**  Attended a course on medical education.  Cross specialty or multi-professional teaching.  Able to develop resources. |
| **Skills, Abilities & Knowledge** | | |
| **Essential:**  A commitment to delivering high quality improvement.  Excellent organisational abilities:   * Ability to forward plan * Ability to set and meet deadlines * Ability to plan for and deliver sustainable outcomes * Time management and prioritisation skills   Adept in using MS Office (Excel; Word; Power Point); Internet; Email.    People management and leadership skills.  Ability to work collaboratively across grades, specialties and professions.  Able to work both independently and as part of a team.   * Great interpersonal and communication skills that will enable you to: * articulate vision * communicate effectively * encourage ability * engage well with a variety of stakeholders * inspire & motivate   Personally, you should be open to challenge and have flexibility in your approach and in your working hours.  Demonstrates respect and dignity for others | **Desirable:**   * Social media / website skills.   Understanding of Leadership / Quality Improvement methodology. | |

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| **Fellowship Development Programme** |
| NHSE-SW Fellows are expected to join the SW Fellowship network.   * You will be invited to a range of (optional) networking and learning events, including webinars, workshops, learning groups and training events on topics that will help you as a Fellow. * You will be asked to present (and/or show a poster) at our annual Southwest Fellowship Showcase Event (this may take place during your Fellowship or in the months following) * You will have access to our Southwest Fellowship Sharepoint Site (not in public domain) to build contacts and share your work. This will include a knowledge bank summarising each Fellowship Project. * You will receive a monthly email about opportunities.   We will keep you on the mailing list for the duration of your Fellowship. We will store the information you submit (such as your email address) securely and use it only for the purposes of informing you of relevant NHSE Fellowship events and opportunities. We will not share your personal information with any other parties. If you wish to unsubscribe you may do so at any time by emailing [fellowships.sw@hee.nhs.uk](mailto:fellowships.sw@hee.nhs.uk) |

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| **One year of higher education funding** |
| Fellows will be offered funding for one year of higher education:   * A PGCert * A PGDip (if the trainee already has a PGCert)   During interview, we would be pleased if the candidate could confirm an interest in completing any of the above. |

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| **Key responsibilities:** |
| To make a significant contribution to the workstream goals in line with the NHSE Southwest Office’s Strategy. |
| To engage on a regular basis with their NHSE-SW Supervisor / Mentor providing written updates or reports to evidence progression with the assignment and project delivery, as well as report on the work that has been completed, progress made, and areas of difficulty/concern |
| To participate in the NHSE Southwest educational conferences and showcase events |
| Provide support, guidance and feedback to NHSE-SW and their external stakeholders on changes to policy, process, and new initiatives. |
| To encourage the sharing of education content and good practice between Schools and across all learners. |
| To be an active member of any relevant National or Regional groups, such as Steering groups, Oversight groups. |
| To engage with relevant national agencies and individuals. |
| To review relevant literature and share relevant learning. |
| Robust succession planning in order to ensure the sustainability of the post. |
| Any other duties which may be deemed appropriate for this role and which may develop over a period of time. |
| To comply at all times with all policies, guidelines and protocols of the NHS. |