East of England Leadership Fellow in Digital

Role Profile: Virtual Learning Fellow

Role Profile:	Virtual Learning Fellow	**Grade:**	**Trainees** Must hold an East of England National Training Number (NTN). This role is for trainees GPST2 and above, CT3 and above in anaesthetics and all other Specialties ST3 and above working within an East of England Training post only. We are unable to accept applications from trainees currently working in any other region. **SAS & LEDs** LED or SAS Doctor who will be working in the EoE for at least the next twelve months from time of commencement in post
Line Manager:	Associate Dean for Blended Learning	**Accountable to:**	Postgraduate Dean, or nominated deputy NHSE East of England Office
Hours of work:	4 Sessions Flexible according to negotiated time out of clinical work – up to 40% - 2 days a week (job share would be considered)	**Training/Work arrangements:**	**Trainees** This role may or may not extend the length of your training, depending upon specified competencies within your Specialty. You **must** obtain prior written agreement from your TPD and the Trust which will be employing you at the time of the Fellowship (the latter part is not relevant to GP trainees) that you will be

			allowed to take up the role **before** submitting your application. If you are appointed and you are currently working full time you will need to complete a Less Than Full Time (LTFT) form (available on the HEE EoE website) https://heeoe.hee.nhs.uk/faculty-educators/less-full-time-training **SAS & LEDs** Applicants **must** obtain prior agreement from their Director of Medical Education and the service lead in their employing trust that they will be allowed to take up the role **before** submitting their application.
Type of contract:	This post is offered on a 12 month only basis and is non-renewable on completion. NHSE 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 for your Fellowship work at the same time as you would be paid for your clinical role and at the same percentage of full time.	**Length of agreement:**	12 months
Requirement to travel:	Whilst some work will be undertaken virtually, travel to and from NHSE EoE's offices in Victoria House will be required at times and when necessary to other sites in the Region.		

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Role purpose and objectives	NHSE EoE is committed to providing outstanding opportunities for regional training, ensuring it is accessible to all trainees. The role of a Blended Learning Fellow is to support the development of resources on the NHSE EoE online learning platform. They will have the opportunity to develop resources for their own speciality, as well as taking a role in developing resources that may be applicable more widely, potentially both multi-speciality and multidisciplinary. The Fellow will play a role in evolving the Learning Platform to make it applicable to the learning needs of doctors across the System. They will also be expected to support Blended Learning in their School/Specialty and work with the Blended Learning Lead on governance aspects of Blended Learning in the School/Specialty and aid with the migration to the new regional learning management system. The Blended Learning Fellow will work with other fellows and NHSE EoE teams, including the faculty support team, Education Fellow coordinating the online learning platform, consultants, SAS doctors, LEDs, trainees, and other stakeholders in order to deliver this.
Key Aspects of the Blended Learning Fellow role	For the application to be successful, the applicant must have a proposed project or an idea for a project that they wish to undertake. The project idea should be focused around blended or e-learning and the successful applicant will take the lead in creating the project with support from the blended learning team and their respective school. Successful applicants will be trained on how to utilise the various platforms and software that is available to the blended learning team. They will be supported by the Blended learning team and the Blended Learning Lead for their specialty.

Criteria	Essential	Desirable
Education and level of experience	MBBS or equivalent NHSE East of England NTN number GP ST2 or above / CT3 or above in anaesthetics and ST3 or above in all other specialities ***(not applicable to SAS & LEDs)***	
Experience	Previous experience in a leadership role and/or supporting the delivery of a project	Cross specialty or multi-professional teaching Resource development

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Skills, Abilities & Knowledge	Committed to delivering high quality improvement Excellent organisational abilities, including: • Ability to forward plan • Ability to keep on track to deliver • sustainable outcomes • Time management and prioritisation • Skills Adept in using MS Office (Excel; Word; Power Point); and advanced digital skills Ability to work collaboratively across grades, specialties and professions. Ability 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	Knowledge of different methods of delivering regional training Knowledge of methodologies for quality improvement and project management Experience in delivering medical education Social media / website skills

Development opportunities

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Fellows can access funding (based on sessional amounts) for one year of higher education:

- A PGCert
- A PGDip (if the applicant already has a PGCert)
- A Masters (if the applicant already as a PGDip)

During interview, we would be pleased if the candidate could confirm an interest in completing any of the above. Any of the above programmes would need to be started within the year of the fellowship, with approval from the line manager. You will be asked about your intention about this during the induction to the programme.

Key responsibilities:
To make a significant contribution to NHSE East of England Office's goal to improve quality and accessibility of regional training.
To engage on a regular basis with your Specialty Lead/s 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 work with the Specialty Lead for Blended Learning to ensure material on the Blended Learning Platforms relating to the specialty are of a high standard (to meet with quality standards set be the Deanery) with appropriate, up to date content.
To attend drop-in sessions with the other NHSE EoE education fellows
To participate in Blended Learning User meetings (approximately bimonthly)
To engage with individuals and programmes within NHSE EoE across related areas to share knowledge and skills.
To develop as an effective Online Course designer – This includes developing the ability to: • Build and design online course material on the virtual learning platform with the content produced by or with the Content Lead. Make Courses using a variety of E-learning Software and applying e-learning pedagogy • Make interactive Pictures and videos • Develop programs which incorporate blended courses and live training events, and work with course organisers to deliver these • Make animated explainers to help articulate difficult concepts with either Vyond, Adobe Premiere or other software as it is released

• Be flexible and receptive to any changes that maybe required by Subject matter experts to course material • Ensures regular review of courses/program content.
To develop high levels of technological knowledge, becoming a virtual learning platform and Panopto superuser who can help troubleshoot user problems and/or course design issues. • Help Consultants/Educators use Microsoft Teams to deliver teaching and/or create courses on the virtual learning platform. • Help Educators to record face-2-face teaching using Panopto if webinars are not suitable. • Help Educators troubleshoot creating, editing, and uploading video to Panopto and virtual learning platform
To encourage the sharing of education content and good practice between Schools through the fellowship, Users and Governance groups.
To comply at all times with all policies, guidelines and protocols of the NHS England.