East of England Leadership Fellowship

Role Profile: Quality Fellow/s

Role Profile:	Quality Fellow	**Grade:**	Must hold an East of England National Training Number (NTN). This role is for trainees GPST2 and above 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 East/ West Midlands or any other region.
Line Manager:	Associate Dean for Quality	**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)	**Training:**	This role may or may not extend the length of your training, depending upon its impact on the acquisition of specified competencies within your specialty's curriculum. 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

Type of contract:	Fixed term	**Length of agreement:**	12 months
Role purpose and objectives	NHSE EoE is committed to providing outstanding training for all trainees that is Quality assured. The role of a Fellow supporting the Quality fellowship is to support the work of the NHSE EoE Quality strategy and to improve understanding of the Quality standards across all learners and educators in the EoE. This may include developing resources on the NHSE EoE online learning platform (Panopto/Bridge) and resources available to trusts, Speciality schools and learners on standard for Quality, how this is measured for the Speciality schools, Trainee and Trainers and how to use the National surveys (GMC and NETS). The Quality Fellow will work with the regional Quality team to raise the profile and understanding of the Quality standards, for Local Educational placements and for Trainers and Trainees. The Quality fellow will support development of projects with the Quality teams. Fellows will be offered bursaries for a PGCert or PGDip (top up) in Medical Education.		

Criteria	Essential	Desirable
Education and level of experience	MBBS or equivalent NHSE East of England NTN number	

	GP ST2 or above / ST3 or above in all other specialities	
Experience	Previous experience in a leadership role and/or supporting the delivery of a project	Cross specialty or multi-professional teaching Resource development

Skills, Abilities & Knowledge	• A commitment to delivering high quality improvement
	• Excellent organisational abilities:
	  ○ 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; PowerPoint) and advanced digital skills
	• Ability to work collaboratively across grades, specialties and professions and when needed independently to support the project
	• Able to work both independently and as part of a Multiprofessional 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
	  ○ Learning from constructive feedback
		Knowledge of different methods of delivering regional training
		
		Social media / website skills

NHS England
East of England

Leadership and Development Programme
As part of being an EoE Leadership/Education Fellow, we will offer a programme centred around leadership development to our fellows. More information will be available on our website in due course. This programme will have limited spaces available therefore please ensure to express interest in this course at interview.

One year of higher education funding
Fellows will be offered funding (based on sessional amounts) for one year of higher education: • A PGCert 60 credits • A PGDip (if the trainee already has a PGCert) 60 credits • A Masters (if the trainee already as a PGDip) 60 credits 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.

Key responsibilities:
To make a significant contribution to NHSE East of England Office's goal to improve the quality and accessibility of regional training by helping to address issues relating to the Quality standards and monitoring.
To engage on a regular basis with the relevant Reporting Associate Dean providing written updates or reports to evidence progression with your work, progress made, and areas of difficulty/concern.
To attend drop-in sessions with the other NHSE EoE education fellows
To be an active member of the Regional Education Quality Improvement Panel and other relevant meetings, taking responsibility for appropriate work streams, projects as they emerge.
To engage with individuals and programmes within NHSE EoE across related areas to share knowledge and skills relating to Quality and the Quality agenda.
To engage with relevant national agencies and individuals with expertise in Quality, National surveys and Quality standards
To review relevant national literature and share relevant learning with the Quality team.

To implement/undertake a quality improvement project to analyse the impact of a regional or local strategy to support improvement in Quality assessment, visits and trust awareness of the Quality process
To encourage the sharing of education content and good practice between Schools and across all learners.
To attend development sessions with the other NHSE EoE fellows, as scheduled.
To comply at all times with all policies, guidelines and protocols of the NHS.