

## East of England Implementing Medical Training Fellow

### Role Profile: Implementing Medical Training Fellow

<p><b>Role Profile:</b></p>	<p>Implementing Medical Training Fellow</p>	<p><b>Grade:</b></p>	<p>Must hold an East of England National Training Number (NTN).</p> <p>This role is for trainees 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.</p>
<p><b>Line Manager:</b></p>	<p>Dr Matthew Knight or Dr James Edwards</p>	<p><b>Accountable to:</b></p>	<p>Head of School of Medicine or Postgraduate Dean</p>
<p><b>Hours of work:</b></p>	<p>1-2 days per week for 1 year (Flexible according to negotiated time out of clinical work)</p>	<p><b>Training:</b></p>	<p>This role may or may not extend the length of your training, depending upon specified competencies within your Specialty and time commitments</p> <p>Applicants <b>must</b> obtain pre-agreement from their TPD and employing trust that they will be allowed to take up the role <b>before</b> submitting an application</p>

			<p>You may need to consider applying for Out of Programme experience or Less Than Full Time training.</p>
<p><b>Type of contract:</b></p>	<p>Fixed term – for 12 months only.</p> <p>HEE will fund your percentage of fellowship time/work directly to your employing trust. 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.</p>	<p><b>Requirement to travel:</b></p>	<p>Yes</p>
<p><b>Role purpose and context</b></p>	<p>The East of England Office within Health Education England (HEE) is committed to providing outstanding support and development for Doctors in Training. The role of the Trainee Lead is to support HEE in the key areas identified, to ensure the website remains updated and trainees are engaged in providing feedback on current matters.</p> <p>The trainee lead will provide input and support to the Higher Specialty Trainees Committee and IMT Committee. They will help by driving up trainee engagement with the fora.</p> <p>They will provide support, guidance and feedback to HEE and their external stakeholders on changes to policy, process and new initiatives. They will also act as a voice for HEE, keeping trainees up to date and making them aware of what support is available to them e.g. LTFT, PSU</p> <p>They will work closely with the Trainee Forum, Deputy Post-Graduate Dean, Heads of Schools, the Fellow network and other stakeholders. Fellows work as a team to promote and support the establishment.</p>		

	<p>Fellows have the opportunity to build mentoring, teaching, leadership and project management skills, whilst experiencing cross specialty working to deliver sustainable improvement to the training experience.</p> <p>HEE would be keen to adapt and tailor the role to the candidate's interests and experience. Some examples of specific projects (which would easily count as QIP projects) they might be asked to lead on include:</p> <ul style="list-style-type: none"> <li>• Design a local quality assurance tool for IMT for our region (incorporating the national criteria)</li> <li>• Design an automated ARCP self-assessment (and ES assessment) tool that could aid the ARCP process- this could be used by ESs over the course of IMT to keep track of trainees and to plan the assessments that are expected- making the job easier. The output would need loading into the eportfolio and would enhance the ES report – they would load it as an attachment to it where they could reference things that had or had not been done.</li> <li>• Evaluate the ITU placements in IMT across the region             <ul style="list-style-type: none"> <li>○ Document what is/is not being done</li> <li>○ Rota design etc. In vs out of hours work balance and how this ties in with the gen med on calls.</li> </ul> </li> <li>• Assist with CCT tracking (the nearer we get to 2021 the more accurate the data will be)</li> <li>• Assist with modelling the various outcomes for IMT (with actual jobs that will be available for IMY3)             <ul style="list-style-type: none"> <li>○ 60%, 65%, 70% 75%, 80%, 85% and 90%</li> </ul> </li> <li>• Work to enhance local college tutor and ES understanding of the curriculum and new tools/assessment.</li> <li>• Work with finance team here at HEE to understand funding streams</li> <li>• Promote IMT to FY1/2 – in a series of ongoing roadshows.</li> <li>• Help design speciality-specific surveys, in conjunction with TPDs, that complement the GMC survey</li> </ul>
<p><b>Role objectives</b></p>	<p>Raise the profile of the trainee forum and increase engagement across the region.</p> <p>Triangulate information between HEE East of England, educators, external stakeholders and the trainees in the region.</p> <p>Enable more doctors to successfully navigate training and to reach their full potential, by ensuring they</p>

	fully understand the role HEE EoE plays in their training.
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Criteria	Essential	Desirable
<b>Education and level of experience</b>	<p>MBBS or equivalent</p> <p>HEE East of England ST3 or above</p>	
<b>Experience</b>	<p>Be an active member of the trainee forum</p> <p>Previous experience in a leadership role and/or supporting the delivery of a project</p>	<p>Cross specialty or multi-professional teaching</p> <p>Resource development</p>
<b>Skills, Abilities &amp; Knowledge</b>	<p>A commitment to delivering high quality improvement</p> <p>Excellent organisational abilities:</p> <ul style="list-style-type: none"> <li>• Ability to forward plan</li> <li>• Ability to keep on track to deliver sustainable outcomes</li> <li>• Time management and prioritisation skills</li> </ul> <p>Adept in using MS Office (Excel; Word; Power Point); Internet; Email</p> <p>People management and leadership skills</p> <p>Ability to work collaboratively across grades, specialties and professions</p>	<p>Knowledge of avenues of support for Trainees in difficulty</p> <p>Social media / website skills</p>

	<p>Able to work both independently and as part of a team</p> <p>Great interpersonal and communication skills that will enable you to:</p> <ul style="list-style-type: none"> <li>• articulate vision</li> <li>• communicate effectively</li> <li>• encourage ability</li> <li>• engage well with a variety of stakeholders</li> <li>• inspire &amp; motivate</li> </ul> <p>Personally, you should be resilient, be open to challenge and have flexibility in your approach and in your working hours</p>	
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<b>Key responsibilities:</b>
To make a significant contribution to HEE East of England Office's goal to increase engagement with the trainee forum.
To engage on a regular basis with the relevant HoS/ Deputy Post-Graduate Dean providing written updates or reports to evidence progression with the assignment and project delivery, as well as provide an annual report on the work that has been completed, progress made, and areas of difficulty/concern.
To be the voice of the trainee forum, feeding back to HEE EoE on key issues to support the decision-making process.
To engage with individuals and programmes within HEE EoE across related areas to share knowledge and skills.
To take the lead in circulating trainee surveys in HEE EoE related matters and report back to the Senior Leadership Team on the responses.
To encourage the sharing of good practice
To develop and keep the trainee forum section of the website up to date.

To manage trainee and stakeholder engagement in HEE matters.

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 and HEE.