

## East of England SuppoRTT Fellow

### Role Profile: Local SuppoRTT Fellow

<b>Role Profile:</b>	Local SuppoRTT Fellow	<b>Grade:</b>	ST3 or above
<b>Line Manager:</b>	Dr Francesca Crawley- Associate Dean for SuppoRTT.  There will also be administrative support from the Faculty Team as required.	<b>Accountable to:</b>	Postgraduate Dean, or nominated Deputy HEE East of England Office
<b>Hours of work:</b>	1 day per week, which should be a Thursday. The post is for a year	<b>Training:</b>	This role may or may not extend the length of your training, depending upon specified competencies within your Specialty.  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. This must be in writing and sent to HEE at least a week before the interview
<b>Type of contract:</b>	Fixed term	<b>Requirement to travel:</b>	Yes

<p><b>Role purpose, context and objectives</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. This includes Supported Return to Training which was launched in June 2018.</p> <p>The SuppoRTT fellow will</p> <ul style="list-style-type: none"> <li>• work with the mentoring fellows to develop a mentoring scheme for returners</li> <li>• work across trusts and schools to ensure that we have a robust set of courses for returners across the whole region and in all specialities</li> <li>• contribute to 'Return to Clinical Practice' days (currently three times a year)</li> <li>• attend meetings both in the deanery and in trusts to promote SuppoRTT</li> <li>• attend national SuppoRTT meeting (currently 3-4 times a year, in London)</li> <li>• work with the Local Project Officer and Associate Dean for SuppoRTT to develop other projects which would benefit returners</li> <li>• 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</li> <li>• Have the opportunity to undertake a PGCert funded by HEE.</li> </ul>
<p><b>Supervision of fellow</b></p>	<p>There will be monthly timetabled meetings with the SuppoRTT Project Manager and Associate Dean. The Associate Dean is available at other times via email and phone. The Project Officer is based in Victoria House and is available in person a significant part of the week</p>

Criteria	Essential	Desirable
<p><b>Education and level of experience</b></p>	<p>MBBS or equivalent</p> <p>HEE East of England ST3 or above</p>	
<p><b>Experience</b></p>		<p>An enthusiasm to work with the multi professional team (including medical education managers, HR,</p>

		<p>training programme directors etc) to develop SupportTT in the East of England</p> <p>Evidence of QI both within their speciality/ team/ trust and involving groups other than solely doctors</p>
<p><b>Skills, Abilities &amp; Knowledge</b></p>	<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>Able to work both independently and as part of a team</p>	<p>Social media / website skills</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 open to challenge and have flexibility in your approach and in your working hours</p>	
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<b>Key responsibilities:</b>
Working with the mentoring fellows to develop a mentoring scheme for returners
Working across trusts and schools to ensure that we have a robust set of courses for returners across the whole region and in all specialities
Contribution towards 'Return to Clinical Practice' days (currently three times a year)
Attendance at meetings both in at HEE and in trusts to promote SuppoRTT
Attendance at national SuppoRTT meeting (currently 3-4 times a year, in London)
Working with the Local Project Officer and Associate Dean for SuppoRTT to develop other projects which would benefit returners
To comply at all times with all policies, guidelines and protocols of the NHS and HEE.