**East of England Leadership Fellowship**

**Role Profile: LTFT Fellow**

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| **Role Profile:** | LTFT Fellow | **Grade:** | GPST2 and above and all other Specialties ST3 and above working within an East of England training programme.  or LED or SAS Doctor who will be working in the EoE for at least twelve months from time of commencement in post. |
| **Line Manager:** | Regional Dean Responsible for LTFT | **Accountable to:** | Postgraduate Dean, or nominated Deputy  HEE East of England Office |
| **Hours of work:** | 4 Sessions  Flexible according to negotiated time out of clinical work – up to 40% - (equivalent of up to 2 days a week; a job share would be considered). Note if the Fellow is already LTFT this post must not reduce their clinical hours below 50% LTFT.  This post may be undertaken in addition to current LTFT (provided it does not increase hours above 1.0 WTE) as it is only funded as base salary.  Being an LTFT doctor is NOT a pre-requisite for this role | **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.  This role could be undertaken as a job share.  Applicants **must** obtain prior written agreement from their TPD (if an HEE trainee) or DME (if a LED or SAS doctor) and the Educational Tutor/service lead in their employing trust that they will be allowed to take up the role **before** submitting their application  **Trainees only:** You may need to consider applying for less than full time training for the duration of the fellowship.  <https://heeoe.hee.nhs.uk/faculty-educators/less-full-time-training-ltft/how-apply>  Trainees must give a minimum of 3/12 notice to their trust or practice in accordance with HEE LTFT policy. |
| **Type of contract:** | Fixed term | **Length of agreement:** | 12 months |
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| **Role purpose and objectives** | Eligibility for and funding of LTFT posts has changed significantly in the last 12 months. We have recently updated our LTFT guidance accordingly and are reviewing the application process.  The successful applicant/s to this role will undertake a number of inter-related projects. They will work with the regional dean responsible for LTFT as well as support staff in the LTFT administration team. We are keen to evaluate the impact of recent changes to LTFT policy on different stakeholders. We are also keen to ensure the most recent local guidance and processes are fit for purpose and work with stakeholders to ensure that is the case. And finally we would like to review our data collection processes and to understand trends in applications and requirements with a view to informing future forecasting and budgeting. It should be noted that the applicant will **not** have access to sensitive/confidential data relating to individual postgraduate doctors.  We are also open to suggestions from the successful applicant as to other projects that might be significant and of relevance to LTFT training in the region.  Working with the Lead Dean the successful applicant/s will be integral to development of educational materials for trainers and postgraduate doctors undertaking LTFT. They will work closely with LTFT trainee and consultant leads in the Schools and Trusts.  The successful applicant will gain significant experience in data collection and management, and quality improvement, and project management networking across the entire region. There will be potential to present the work at both national and regional meetings.  Fellows will be offered bursaries for a PGCert or PGDip (top up) in Medical Education. | | |

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| **Criteria** | **Essential** | **Desirable** |
| **Education and level of experience** | MBBS or equivalent  Completed foundation training or equivalent |  |
| **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 in clinical care and staff well being * 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 * 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 | * 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 |

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| **Key responsibilities:** |
| To make a significant contribution to HEE East of England Office’s goal to improve quality and accessibility of regional training. |
| To engage on a regular basis with the relevant LTFT Lead Dean, Programme Management and Professional Support teams 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 engage with individuals and programmes within HEE EoE across related areas to share knowledge and skills. |
| To interrogate data relating to LTFT across the region with a view to informing projections |
| To identify and work with stakeholders across the region to develop the pathway and application process for LTFT |
| To understand the reasons underpinning specialities in which LTFT is under-represented and if needed work to promote LTFT in these areas, as well as more widely. |
| To engage with National groups working with LTFT postgraduate doctors  To engage with HEE Fellows also working on projects to improve quality and accessibility to training |
| To encourage the sharing of education content and good practice between Schools and across Trusts. |
| To comply at all times with all policies, guidelines and protocols of the NHS and HEE. |
| To implement/undertake a quality improvement cycle as part of the above projects. |