**East of England LTFT 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:**  | Associate Dean Responsible for LTFT (currently Dr Burnstein) | **Accountable to:**  | Postgraduate Dean, or nominated DeputyHEE 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 | **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. 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** | Applications to undertake LTFT training are changing; they are increasing and the reasons for undertaking LTFT appear to be changing. Further, the most recent LTFT guidance in the Gold Guide removes the categories for LTFT training as part of the process for application. All well-founded reasons will be considered. However, support to progress the application may be dependent on the capacity of the programme and available resources as well as compliance with relevant legislation relating to CCT requirementsThe successful applicant to this role will undertake a number of projects. They will work with the Associate Dean (AD) and other relevant LTFT support staff to review past and current applications to LTFT with a view to assisting with future forecasting. The applicant will also work with the AD, Programme Management and Professional Support teams to review the current Standard Operating Procedure (SOP) in line with HEE’s national SOP and application process for LTFT. This will involve working with stakeholders across the system to agree a pathway that is satisfactory for both postgraduate doctors and the services in which they are embedded. Educational materials for trainers and postgraduate doctors undertaking LTFT will also be reviewed/developed. They will work to set up a regional network for LTFT postgraduate doctors. It should be noted that the applicant will **not** have access to sensitive/confidential data relating to individual postgraduate doctors. 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 equivalentCompleted foundation training or equivalent |  |
| **Experience** | Previous experience in a leadership role and/or supporting the delivery of a project | Cross specialty or multi-professional teachingResource 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
* 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 Associate 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 doctorsTo 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. |