**East of England Leadership Fellowship**

**Role Profile: Professional Support & Well-being Fellow**

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| **Role Profile:** | Professional Support & Well-being Fellow | **Grade:** | Must hold an East of England (EoE) 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 any other region. |
| **Line Manager:** | Associate Dean for Professional Support & Well-being | **Accountable to:** | Postgraduate Dean, or nominated Deputy  HEE East of England Office |
| **Hours of work:** | |  | | --- | | Sessions to be confirmed | | **Training:** | This role may or may not extend the length of your training, depending upon specified competencies within your specialty.  Prior to applying, applicants **must** obtain written pre-agreement from their TPD and Trust which will be employing them at the time of the Fellowship that they will support this role.  If approved and you are currently working full time you will need to complete a Less Than Full Time (LTFT) application form via the HEE LTFT process to facilitate your commencement of this role.  <https://heeoe.hee.nhs.uk/faculty-educators/less-full-time-training> |

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| **Type of contract:** | This post is offered on a 12 month only basis and is non-renewable on completion.  HEE will fund your percentage of fellowship time/work directly to your employing trust based on your basic salary. 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 and at the same percentage of full time. | **Requirement to travel:** | Whilst some work will be undertaken virtually, travel to and from HEE EoE’s offices in Victoria House maybe required at times and when necessary to other sites in the Region |
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| **Role purpose and context** | Health Education England (HEE) exists for one reason only: to support the delivery of excellent healthcare and health improvement to the patients and public of England by ensuring that the workforce of today and tomorrow has the right number of skills, values and behaviours at the right time and in the right place.  Our vision is to provide the right workforce, with the right skills and values in the right place at the right time to be better meet the needs and wants of patients – now and in the future.  HEE EoE is committed to providing outstanding support and development for doctors and dentists in training.  The role of the Professional Support & Well-being Fellow will work closely with the Professional Support & Well-being Service (PSW) within the East of England.  The PSW recognise that training to become a Consultant, Dentist, GP or Pharmacist takes considerable time, determination, effort and skill. During this time trainees will inevitably undergo periods where they need additional support. This may be as a result of encountering adverse clinical events, experiencing a variety of wider life events or struggling with concerns relating to their training or career progression.  It is recognised that there are times when trainees would benefit from increased and specialist support, beyond which the clinical and educational supervisor can provide. The PSW is able to provide this support for both trainees and their educators.  Working closely with the PSW, Heads of Schools, Training Programme Directors and other stakeholders, the successful fellow will work as a team to promote and support the establishment and development of the PSW within the region.  This role will support our trainees in their journey to become a qualified doctor or dentist, working closely with the Professional Support and Wellbeing team to encourage trainees and educators to understand and develop ways to build resilience for an individual and team, and to gain a better understanding of behaviours and impact on others during challenging times.  Fellows will have the opportunity to build on and develop areas of PSW support, which includes, but not limited to, trainee well-being, exam support, mentoring, teaching, leadership and project management skills, whilst experiencing cross specialty working to deliver sustainable improvement to the training experience. | | |
| **Role objectives** | Raise the profile of the Professional Support and Well-being Service within the region.  Support the development of the Professional Support and Well-being Service website pages and promote via social media.  To continue the development of the mentoring programmes within the East of England.  Provide training programmes with resources and support to enable them to succeed.  Enable more trainees to successfully navigate training and to reach their full potential. | | |

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| **Criteria** | **Essential** | **Desirable** |
| **Education and level of experience** | MBBS or equivalent  HEE East of England NTN number  ST2 GP or above/ ST3 or above in all other specialities |  |
| **Experience** | Previous experience within areas of well-being and support.  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** | Committed to delivering high quality improvement.  Excellent organisational abilities, including:   * 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, Power Point), Internet, Email, MS Teams, social media.  Well-developed people management and leadership skills.  Ability to work collaboratively across grades, specialties and professions.  Ability 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   Personally, you should be open to challenge and have flexibility in your approach and ideally in your working hours | Knowledge of avenues of support for trainees in difficulty   * Social media / website skills |

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| **Leadership and Development Programme** |
| As part of being an EoE Leadership Fellow, we have a programme centred around leadership development that we highly encourage all fellows to attend. It builds on a successful range of separate interventions over the past few years, which have included Personal Impact Workshops, Leadership Models (self and teams) and Quality Improvement master classes. During the interview, we would be pleased if the candidate could confirm an interest in this programme. |

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

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| **Key responsibilities:** |
| To make a significant contribution to HEE East of England Office’s goal to increase the awareness of the Professional Support & Well-being Service (PSW). |
| To build on the regional mentoring scheme |
| To engage on a regular basis with the relevant Associate and Deputy Postgraduate Deans 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 attend drop-in sessions with the other HEE EoE education fellows. |
| To raise the profile of the PSW Service through engagement, oral and poster presentations at appropriate meetings, events, and conferences. |
| To develop tools and resources to support the PSW. |
| To assist/provide teaching and training in respect of the PSW. |
| To encourage the sharing of good practice. |
| To develop the PSW website to increase accessibility. |
| To continue with the development of the mentoring programmes within the East of England. |
| 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. |
| Engagement and attendance at the HEE Leadership development training programme. Engagement/attendance at educational sessions offered by our Faculty. |
| Robust succession planning in order to ensure the sustainability of the post. |