**East of England Leadership Fellowship**

**Professional Support, Wellbeing and SuppoRTT Fellow**

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| **Role Profile:** | Professional Support, Wellbeing and SuppoRTT 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.  If CT3 in the below specialities, you are also eligible to apply:     * Core Anaesthetics Training * ACCS * Core Surgical Training * Core Psychiatry Training * Core Medical Training (Internal Medicine Training)   We are unable to accept applications from trainees currently working in any other region. |
| **Line Manager:** | Associate Dean for Professional Support & Wellbeing (PSW) and Supported Return to Training (SuppoRTT) | **Accountable to:** | Postgraduate Dean, or nominated Deputy  NHSE East of England Office |
| **Hours of work:** | |  | | --- | | **8 Sessions across both teams. (These sessions can be shared between candidates. Please indicate this within your application)**  (Flexible according to negotiated time out of clinical work) | | **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 NHSE LTFT process to facilitate your commencement of this role. <https://heeoe.hee.nhs.uk/faculty-educators/less-full-time-training> |
| **Type of contract:** | This post is offered on a 12 month only basis and is non-renewable on completion.  NHSE 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 NHSE 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** | NHSE EoE 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. NHSE EoE is committed to providing outstanding support and development for doctors, dentists and pharmacists in training.  The Professional Support, Wellbeing and SuppoRTT Fellow will work closely with the Professional Support & Wellbeing Service (PSW) and SuppoRTT team within the East of England.  **About the Teams**  **PSW**  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. The PSW is able to provide this support for both trainees and their educators.  Please view our animations and impact infographic on our [website](https://heeoe.hee.nhs.uk/psw/our-impact) to see the difference we can make and what you can be part of!  **SuppoRTT (RTT)**  The Supported Return to Training (RTT) initiative was launched in June 2018. Trainee doctors are able to access this service as part of the return to clinical practice following a period out of training, which supports a safe and supportive return to work. Trainees are able to access an enhanced shadowing period within their returning trust, bespoke training courses, 1:1 coaching and psychology sessions along with access to a SuppoRTT Champion to guide their return.  Please view our animations and further information on the benefits of SuppoRTT on our [website](https://heeoe.hee.nhs.uk/psw/supported-return-training)!  **Role Purpose**  Working closely with the PSW and SuppoRTT teams, Heads of Schools, Training Programme Directors and other stakeholders, the successful fellow(s) will work as a team to promote and support the establishment and development of PSW and SuppoRTT offering within the region.  This role will support our trainees in their journey to become a qualified doctor, dentist or pharmacist, working closely with PSW and SuppoRTT teams 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 and SuppoRTT, which includes, but not limited to, trainee wellbeing, exam support, mentoring, teaching, leadership and project management skills, contribute to events and workshops, whilst experiencing cross specialty working to deliver sustainable improvement to the training experience.  **Recent Fellow Projects**   * Ran an ‘antenatal day’ for couples, one of whom is a pregnant EoE trainee. This included sourcing the venue, designing the programme, advertising and chairing the day - all with the support of the central team. * Developed and recorded a series of podcasts consisting of six episodes. Fellows interviewing trainees about wellbeing and training including managing sleep, healthy relationships, coping mechanisms, movement and exercise, nutrition and sleep management. You can listen to this amazing resource [here](https://heeoe.hee.nhs.uk/psw/psw-eoe/rhythm-check-podcasts). * Developed the mentoring scheme to include 10% of eligible EoE trainees which included working on process and contracts and a new logo. * Spoken face to face and virtually at trainee and trainer events about the PSW and SuppoRTT. * Started to develop a social media presence on our X account and includes liaison with our communications team about further social media developments. * Participated in the ‘leadership program for trainees’ and obtained a PGCert.   **Testimonials**  I have enjoyed my fellowship so far and my team has been very supportive. I have been able to step outside of my comfort zone and do things I wouldn't usually do in my clinical work, including collaborating with stakeholders, building a business case, and making promotional media. The Blend Leadership and Development course has also been very useful in developing my skills.  I'm really enjoying my fellowship in SuppoRTT.  It's nice to utilise some non-clinical skills as a change!  So far this year I have organised a study day event from scratch and spoken at an event for TPD, medical staffing and SuppoRTT champions, both of which were very different from my clinical job and felt like I deployed different skills-sets for both. The leadership course, which is funded by the Fellowship, has been really valuable and has given me lots to think about and reflect on for my clinical and non-clinical work. I would definitely recommend applying to do the fellowship.  As part of my role to help amplify and promote these services to trainers and trainees, I have been involved in social media engagement projects exploring how best we can reach our audience, promoting our new series of podcasts discussing wellbeing issues during training and helping deliver talks and workshops. I also want to explore the inequities in a complex long term sick leave return process for trainees and demonstrate what a good process looks like.  Additionally, these fellowships have allowed me to engage with a leadership programme where I get to connect with other fellows nationally as well as having the opportunity to carry out a post graduate Medical Education diploma/certification. It has been a really welcome change to my normal clinical work pattern and I am really enjoying myself. |

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| **Role objectives** | Raise the profile of the PSW and SuppoRTT within the EoE region.  Support the development of the PSW and SuppoRTT website pages and promote via social media and other channels.  To continue the development of the mentoring programmes within the East of England.  Provide educators, training programmes and trainees 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  NHSE East of England NTN number  ST2 GP or above/ ST3 or above in all other specialities |  |
| **Experience** | Previous experience within areas of wellbeing 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/Education Fellow, we will offer a programme centred around leadership development to our fellows. More information will be available on our website in due course.  This programme will have limited spaces available therefore please ensure to express interest in this course at interview. |

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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 NHSE East of England Office’s goal to increase the awareness of the Professional Support & Wellbeing Service (PSW) and Supported Return to Training initiative. |
| 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 engage with the PSW and SuppoRTT administration team, work closely with the officers and managers on assigned projects. |
| To engage with stakeholders at all levels, including but not limited to Heads of School, Training Programme Directors, Clinical Case Managers and Support Champions. |
| To attend drop-in sessions with the other NHSE EoE education fellows and weekly updates with the PSW and SuppoRTT teams. |
| To raise the profile of the PSW and SuppoRTT through engagement, oral and poster presentations at appropriate meetings, events, and conferences. |
| To develop tools, materials and resources to support the PSW and SuppoRTT teams. |
| To assist/provide teaching and training in respect of the PSW and SuppoRTT at local and regional level. Working with trusts and schools to ensure we have a robust set of courses for returners and support available for all trainees.  Contribute towards our PSW development days, Understanding SuppoRTT days and Return to Clinical Practice days. |
| To encourage the sharing of good practice. |
| To develop the PSW and SuppoRTT website to increase accessibility. |
| To continue with the development of the mentoring programmes within the East of England, along with the continuation of fellow projects. |
| 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. |
| Engagement and attendance at the NHSE Leadership development training programme. Engagement/attendance at educational sessions offered by our Faculty team. |
| Robust succession planning in order to ensure the sustainability of the post and continuation of projects. |