

East of England Trainees as Teachers/Faculty Support Fellowship

Role Profile: Trainees as Teachers/Faculty Support Fellowship

Role Profile:	Trainees as Teachers/Faculty Support Fellowship	Grade:	ST3 or above
Line Manager:	Jane Sturgess	Accountable to:	Postgraduate Dean, or nominated Deputy HEE East of England Office
Hours of work:	2 days per week for 1 year (Flexible according to negotiated time out of clinical work)	Training:	<p>This role may or may not extend the length of your training, depending upon specified competencies within your Specialty.</p> <p>Applicants must obtain pre-agreement from their Manager/TPD and employing trust that they will be allowed to take up the role before submitting an application</p> <p>You should discuss this with your TPD. You may need to consider applying for Out of Programme experience or Less Than Full Time training.</p>
Type of contract:	Fixed term	Requirement to travel:	Yes

<p>Role purpose and context</p>	<p>The East of England Office within Health Education England (HEE) is committed to providing outstanding support and development for Doctors in Training. The role of the Faculty Support Fellow is to support HEE in the key areas identified, to ensure the website remains updated and to engage and enhance our faculty.</p> <p>The Faculty Support Team support the development of Schools, including Foundation, Primary Care, Secondary Care (including Public Health) and Dental. This includes the procurement of educators; and working with them to support the delivery of training to trainees and trainers.</p> <p>Trainees as Teachers is a course which addresses the key principles in medical education, equipping trainees with basic educator skills.</p> <p>The Faculty Support/ fellow will:</p> <p>Work with current Trainees as Teachers Faculty to develop current content. Additionally, they will plan the delivery of educational material for trainees developing their own teaching skills.</p> <p>Develop a network of trainee hubs to deliver trainees as teacher courses – throughout the region.</p> <p>Coordinate with Secondary care and GP fellows to organise the trainee sessions for the autumn seminar</p> <p>Coordination and development of a robust Induction package for future fellows.</p> <p>Provide support, guidance and feedback to HEE and their external stakeholders on changes to policy, process and new initiatives.</p> <p>Fellows 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</p> <p>Support and deliver any other Faculty Support related work streams which are identified throughout the fellowship.</p>
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Role objectives	<p>Raise the profile of Faculty Development and the Trainees as Teachers forum across the region.</p> <p>Triangulate information between HEE East of England, educators, external stakeholders and the trainees in the region.</p> <p>Enable more doctors to successfully navigate training and to reach their full potential, by ensuring they fully understand the role HEE EoE Faculty plays in their training.</p>
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Criteria	Essential	Desirable
Education and level of experience	<p>MBBS or equivalent</p> <p>HEE East of England ST3 or above</p>	
Experience	<p>Be an active member of the trainee forum</p> <p>Previous experience in a leadership role and/or supporting the delivery of a project</p>	<p>Cross specialty or multi-professional teaching</p> <p>Resource development</p>
Skills, Abilities & Knowledge	<p>A commitment to delivering high quality improvement</p> <p>Excellent organisational abilities:</p> <ul style="list-style-type: none"> • Ability to forward plan • Ability to keep on track to deliver sustainable outcomes • Time management and prioritisation skills <p>Adept in using MS Office (Excel; Word; Power Point); Internet; Email</p>	<p>Knowledge of avenues of support for Trainees in difficulty</p> <p>Social media / website skills</p> <p>Understanding of Quality Improvement methodology</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>Great interpersonal and communication skills that will enable you to:</p> <ul style="list-style-type: none"> • articulate vision • communicate effectively • encourage ability • engage well with a variety of stakeholders • inspire & motivate <p>Personally, you should be resilient, be open to challenge and have flexibility in your approach and in your working hours</p>	
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Key responsibilities:
To make a significant contribution to HEE East of England Office's goal to increase engagement with Faculty Development and Trainees as Teachers
Work with current Trainees as Teachers Faculty to develop current content. Additionally, they will plan the delivery of educational material for trainees developing their own teaching skills.
Develop a network of trainee hubs to deliver trainees as teacher courses – throughout the region.
Coordinate with Secondary care and GP fellows to organise the trainee sessions for the autumn seminar
Coordination and development of a robust Induction package for future fellows.
Provide support, guidance and feedback to HEE and their external stakeholders on changes to policy, process and new initiatives.
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.