



**East Suffolk and  
North Essex**  
NHS Foundation Trust

## **Applicant information pack**

**East of England Education Clinical Development  
Fellow  
Ipswich Hospital Site**



**Table of contents**

<b>1.0</b>	<b>Invitation to apply .....</b>	<b>3</b>
<b>2.0</b>	<b>Department and role overview.....</b>	<b>3</b>
<b>3.0</b>	<b>Job description: duties and responsibilities.....</b>	<b>4</b>
<b>4.0</b>	<b>Person Specification.....</b>	<b>6</b>
<b>5.0</b>	<b>Training and Postgraduate Education .....</b>	<b>7</b>
<b>6.0</b>	<b>General terms and conditions and information .....</b>	<b>7</b>



## 1.0 Invitation to apply

Looking to enhance your experience and develop your career in Medicine and wondering how you can balance workload and still have a life? Well, this job allows you to have it all! You can live in beautiful Suffolk and take up a post as a full time Clinical Teaching Fellow Medical Education at East Suffolk and North Essex NHS Foundation Trust based at Ipswich Hospital site.

Ipswich Hospital is an innovative expanding hospital with an excellent supportive network for student doctors and clinicians alike. Ipswich Hospital has an excellent proven reputation for providing one of the best placements for student doctors and is renowned for being a supportive, welcoming and friendly hospital. Our core values underpin everything we do striving to improve patient centered care with education at the forefront.

This post is suitable for trainees who have already obtained Foundation Training– or equivalent and have 2 years post-graduate experience, or those that have completed core training and would like to take a break before starting specialty training. It would be particularly suitable for trainees who wish to take time out of their programme to gain experience in medical education. The successful applicant will also have the opportunity to be funded by the Trust to undertake either a Postgraduate Certificate in Medical Education, Simulation or Postgraduate Certificate in Clinical Leadership.

We are seeking enthusiastic, self -motivated clinicians who thrive in a team environment and who inspire to deliver the highest quality medical and multi-professional education experience. This would be in the form of lectures, small group seminar work, structured bedside teaching, formative and mock OSCEs, high fidelity simulation teaching and provide pastoral support, academic guidance in liaison with clinical and educational supervisors.

## 2.0 Department and role overview

The successful applicant will be expected to continue to develop teaching programmes in line with medical and simulation curricula and work closely with the Medical Education and simulation Team to audit, develop and improve medical and multi-professional education and teaching offered by the Trust. The post holder may have dedicated time to work in the East Anglian Simulation Training Centre to support high fidelity simulation training and be trained as Simulation Faculty, developing clinical expertise in simulation, human factors and medical education.

There are a number of posts and placement options available. Successful candidates may be expected to job share 0.4 WTE in Medical Education with 0.6 WTE in a sub specialty making 2.0 WTE, this can be discussed at interview.

- Ipswich hospital NHS Trust supports flexible working arrangements.



### 3.0 Job description: duties and responsibilities

**JOB TITLE:** East of England Education Fellow

**GRADE:** CT1-3 (Depending on experience)

**DEPARTMENT:** UGME

**ACCOUNTABLE TO:** Director of Medical Education

**REPORTS TO:** Director of Medical Education, Educational Supervisor & Medical Education Department Lead

**LOCATION:** Medical Education Department, Ipswich Hospital

#### GENERAL

- The postholder will be involved in the clinical teaching of medical students across all the modules/years for which the Trust takes students on placements. This would be in the form of lectures, small group seminar work and structured bedside teaching.
- The postholder will be involved in the use of simulation as a technique to improve healthcare training and to develop and embed simulation into training across the Trust
- Dependant on previous experience and specialty interest
- It is expected that the postholder will undertake some training in medical education and perform some research/audit into medical education within the Trust, and this will be supported through leave and course fees by the Trust. . The postholder will have the opportunity to submit this for regional or national conferences.
- To be familiar with the electronic curriculum and University web-based learning platform and be available to facilitate students' self-directed learning.
- Teaching medical students at the bedside is an integral part of the job however opportunities to utilize the clinical simulation suite to deliver teaching in a dynamic way will also be made available
- To work closely with the Undergraduate Medical Education Team to audit, develop and improve the teaching offered by the Trust. This may be through an audit or piece of research into the teaching activities. It is expected that the post holder will develop a project to be presented at the end of the year to the Clinical Sub Dean and UGME Faculty.
- To work closely with the undergraduate administration team to ensure co-ordination of all teaching programmes runs smoothly.



- To be prepared to troubleshoot or stand in should some teaching be cancelled at the last minute.
- To provide feedback on student performance as part to the Medical School's Professional and Behaviour Attitudes process.
- To provide support and advice to junior doctors who are involved in teaching the medical students
- Develop and deliver tutorials and lectures for medical students
- Provide pastoral support and academic guidance to students and junior doctors, including liaising with their educational supervisors
- Supervise junior doctors in their professional development as clinical teachers, through peer observation and feedback and support in roles such as FY1 and FY2 Teaching Leads

#### **Key Responsibilities**

##### **Clinical (for hospital posts):**

- The admission and treatment of emergency admissions for your speciality
- Clerking (ie full history and examination) and day to day management of the inpatients for whom you are responsible.
- Arrangement of investigations such as blood tests, X-rays and ECGs
- Investigation and management of tertiary referral patients under the care of the department.
- Practical procedures eg Insertion of venflons, catheters, nasogastric tubes etc
- Documentation of patient's progress in the hospital notes.
- Obtaining consent for procedures (when appropriate)
- Carrying cardiac arrest bleep and acting as member of resuscitation team (for medical posts)
- Preparing patients for surgery, preparing theatre lists and assisting with procedures in theatre (for surgical posts)

For more information please contact Robert Brierly, DME Ipswich Hospital



## 4.0 Person Specification

CRITERIA	ESSENTIAL	DESIRABLE	MEASUREMENT
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Full GMC Registration with licence to practice</li> <li>• Evidence of continued professional education/development</li> <li>• A minimum of 2 years post qualification experience</li> <li>• Completion of Foundation Year</li> </ul>	<ul style="list-style-type: none"> <li>• Postgraduate Certificate in medical education / Teaching qualification</li> </ul>	Application/CV
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Management of acutely ill patients</li> <li>• Commitment to Continuing Professional Development</li> </ul>	<ul style="list-style-type: none"> <li>• An interest in medical education and excellent teaching skills which include an ability to explain clinical concepts</li> <li>• Understanding of clinical governance</li> </ul>	Application/CV /Interview
<b>Academic Achievements</b>	<ul style="list-style-type: none"> <li>• An interest in medical education and excellent teaching skills which include an ability to explain clinical concepts</li> </ul>	<ul style="list-style-type: none"> <li>• MRCP</li> <li>• Research or clinical publications</li> </ul>	Application/CV /Interview
<b>Management / Audit</b>	<ul style="list-style-type: none"> <li>• Experience of teaching at UK undergraduate level</li> <li>• Experience of working the UK Health Care system.</li> <li>• Previous audit projects with closure of loop</li> </ul>		Application/CV /Interview
<b>Personal Skills</b>	<ul style="list-style-type: none"> <li>• Ability to work as member of a team</li> <li>• Good interpersonal skills</li> <li>• Excellent written and oral communication skills</li> <li>• Good organisational Skills</li> <li>• Reliable.</li> </ul>	<ul style="list-style-type: none"> <li>• Commitment to multidisciplinary and multi-professional education</li> <li>• Good verbal and written communication</li> <li>• Able to work under pressure</li> <li>• Able to work flexibly</li> </ul>	Application/CV /Interview



## 5.0 Training and Postgraduate Education

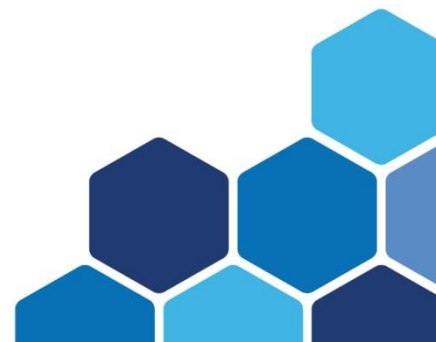
### Post-graduate and Library Facilities

- The hospital has an institutional subscription to UpToDate.
- There is an active post-graduate education centre, which contains continuously accessible and particularly well-stocked medical library in the charge of a full-time medical librarian. In addition to extensive hard copy material, online computer searches may be carried out from a number of updated and dedicated terminals. There is a large lecture room with all the relevant modern projection facilities, as well as seminar rooms and catering facilities within the centre. The centre also contains a large and newly opened clinical skills room, including a simulation suite. There is a separate computer training room with 12 workstations including Internet access. The Clinic Tutor organises a programme of lectures by invited and internal speakers, held on Wednesday lunchtimes. Other educational facilities in the medical department include weekly case presentation sessions, monthly audit presentations, weekly house officer teaching session, and weekly MRCP teaching program.

## 6.0 General terms and conditions and information

### All Clinical and Non-clinical staff:

- To be responsible for complying with Trust Infection Control policies and clinical guidelines.
- To be responsible for complying with Trust and local Safeguarding policies and procedures.
- You must at all times be aware of the importance of maintaining confidentiality of information gained by you during the course of your duties. This will, in many cases, include access to personal information relating to service users. You must treat all information in a discreet and confidential manner and keep it secure.
- To prepare and actively participate in Trusts annual Performance Development Review process and progress reviews.
- Ensure training and development needs detailed in your personal development plan are followed up and the effectiveness of the acquired training and development evaluated in term of self, patient and service.
- To be responsible for the quality of data recorded. The data should be accurate, legible (if hand written), recorded in a timely manner, kept up to date and appropriately filed.



- All employees must comply with the Ipswich Hospital NHS Trust Equal Opportunities and Diversity Policy and must not discriminate on the grounds of gender, gender reassignment, colour, race, ethnic or national origins, marital status, age, disability, sexual orientation or religious belief.
- Employees have a responsibility to themselves and others in relation to managing risk, health and safety and will be required to work within the policies and procedures laid down by The Ipswich Hospital NHS Trust. The Trust seeks to establish a safe and healthy working environment for its employees and operates a non-smoking policy.
- All employees have the right to work in an environment which is safe and to be protected from all forms of abuse, violence, harassment and undue stress. All employees are responsible for helping to ensure that individuals do not suffer harassment or bullying in any form. All employees will be personally accountable for their actions and behaviour in cases of complaint of harassment or bullying.
- All staff have a responsibility to contribute to a reduction in the Trust's carbon footprint and should pro-actively reduce and encourage others through own actions to reduce their contribution to carbon emissions. This includes switching off electrical appliances that are not in use, turning down heating, closing windows, switching off lights and reporting carbon waste etc.

