



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

Applicant information pack

**East of England Quality Improvement Clinical
Development Fellow
Ipswich Hospital Site**



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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 Quality Improvement Fellow 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 students 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 quality improvement. The successful applicant will also have the opportunity to be funded to undertake either a Postgraduate Certificate in Medical Education 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 experience.

2.0 Department and role overview

The successful applicant will be expected to develop and be involved with quality improvement projects and work closely with the Quality Improvement Team to develop and improve patient offered by the Trust.

There are a number of posts and placement options available. Successful candidates may be expected to job share 0.4 WTE in Quality Improvement 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.



Job description: duties and responsibilities

JOB TITLE: East of England Education Fellow

GRADE: CT1-3 (Depending on experience)

DEPARTMENT: UGME

ACCOUNTABLE TO: Quality Improvement Faculty including Medical Lead for Quality Improvement

REPORTS TO: Medical Lead for Quality Improvement

LOCATION: Ipswich Hospital

GENERAL

This summary gives an overview of the background and design of the QI model in place at ESNEFT and an update of the current and planned next steps of the Quality Improvement Faculty (QIF) within ESNEFT.

The QI Faculty has an Executive Sponsor (Medical Director) and is co-led by the Head of Quality Improvement and a Medical Lead. Further resources include a Nursing/AHP Lead, Transformation Lead, Education Lead, Finance Lead, Library/Resources Lead and Patient Representatives.

The QI Faculty provides:

- QI signposting to resources and coaching for teams for QI projects.
- Leadership for QI education and training for staff
- Oversight for capturing, monitoring and reporting QI activity.
- Support trust priority work-streams as required.
- Links with national capability and excellence promoting initiatives.

The QI Faculty has been established for just over a year and works across all sites to train and support staff in the QI methodology and framework. There are currently 160 staff trained in QI methodology across multiple disciplines. Bespoke training programmes are offered to clinical teams to ensure a flexible approach to meet the needs of staff. Currently we have over 90 projects registered



Planning for the coming year includes development of IT and ensuring projects are linked to Trust initiatives wherever possible. A programme of data analysis, linking with national and local audit and working closely with Comms is underway to support Trust wide learning from QI and enable a culture of celebrating from success.

- The postholder will be trained and supported by the QI faculty
- The post holder will be expected to initiate and hopefully complete at least one QI project each 12 months The post holder will also be expected to help sustain any project work started by previous Qi fellows
- The postholder will work with the QI faculty to identify QI projects that will create a sustainable change within the organisation
- The postholder will become proficient in using QI methodology and methods
- The post holder when confident will be expected to coach a QI project ?
- The post holder will be expected to attend the QI faculty meetings
- The post holder will be expected to attend if possible some patient forums in order to learn how to enlist the support of patients with regard to QI?
- The postholder will work 3 days per week clinically in an area that suits their interest depending on availability of posts.

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 on QI please contact Donna Booton or Dr Catherine Brosnan



3.0 Person Specification

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



4.0 Training and Postgraduate Education

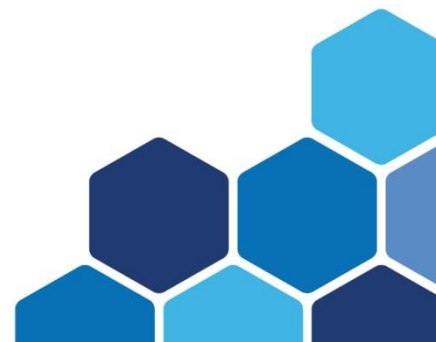
Post-graduate and Library Facilities

- 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.

5.0 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.

