

East of England Blended Learning Fellowship

Role Profile: Teaching and Learning Fellow

Role Profile:	xxxx Teaching and Learning Fellow (Panopto/Bridge)	Grade:	ST1 or above in an East of England (EoE) Training Programme or LED or SAS Doctor who will be working in the EoE for at least the next twelve months
Line Manager:	Head of School xxx	Accountable to:	Postgraduate Dean, or nominated Deputy HEE East of England Office
Hours of work:	Flexible according to negotiated time out of clinical work – up to 40% - 2 days a week (job share would be considered)	Training:	<p>This role may or may not extend the length of your training, depending upon its impact on the acquisition of specified competencies within your specialty's curriculum.</p> <p>Applicants must obtain prior agreement from their TPD or DME (if a LED or SAS doctor) and the service lead in their employing trust that they will be allowed to take up the role before submitting their application</p> <p>Trainees only: You may need to consider applying for less than full time training for the duration of the fellowship.</p>
Type of contract:	Fixed term	Length of agreement:	12 months
Role purpose and objectives	HEE EoE is committed to providing outstanding opportunities for regional training, ensuring it is accessible to all trainees. The role of xxx Teaching and Learning Fellow is to support the development of resources for their specialty on the HEE EoE online learning platform (Panopto/Bridge). The Teaching and Learning Fellow will work with the faculty support team,		

	<p>Education Fellow coordinating the online learning platform, consultants, SAS doctors, LEDs, trainees and other stakeholders in order to deliver this.</p> <p>Fellows will be offered bursaries for a PGCert or PGDip (top up) in Medical Education.</p>
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Criteria	Essential	Desirable
Education and level of experience	<p>MBBS or equivalent</p> <p>Completed foundation training or equivalent</p>	
Experience	<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	<ul style="list-style-type: none"> • A commitment to delivering high quality improvement • Excellent organisational abilities: <ul style="list-style-type: none"> ○ 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; PowerPoint) and advanced digital skills • Ability to work collaboratively across grades, specialties and professions • Able to work both independently and as part of a team • Great interpersonal and communication skills that will enable you to: <ul style="list-style-type: none"> ○ articulate vision ○ communicate effectively ○ encourage ability ○ engage well with a variety of stakeholders ○ inspire & motivate 	<p>Knowledge of different methods of delivering regional training</p> <p>Social media / website skills</p>

Key responsibilities:
To make a significant contribution to HEE East of England Office’s goal to improve quality and accessibility of regional training.
To engage on a regular basis with the relevant Specialty Lead 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 bi-monthly drop-in sessions with the other HEE EoE education fellow coordinating the online learning platform.
To engage with individuals and programmes within HEE EoE across related areas to share knowledge and skills.
<p>Online Course designer – Builds and designs online course material on Bridge with the content produced by or with the Content Lead. Confident technologist with high levels of tech initiative. Understand subject topics well but does not need to be a subject matter expert. Has lots of design flair and passion for web-design/e-learning design. Willing to incorporate and create interactive pictures/videos that complement but not distract from the main learning objectives. Also willing to experiment with R&D pilots.</p> <ul style="list-style-type: none"> • Will make Bridge Courses using Bridge and/or Articulate E-learning Software and applying e-learning pedagogy • Will make interactive Pictures and videos • Liaise with 360 VR Team to make videos for their speciality where needed • Start to blend courses and live training events into programs • Make animated explainers to help articulate difficult concepts with either Vyond or Adobe Premiere • Be flexible and receptive to any changes that maybe required by Subject matter experts to course material • Ensures regular review of courses/program content.
<p>Tech Support – High levels of technological knowledge. A Bridge and Panopto superuser who can help troubleshoot user problems and/or course design issues. Available to provide additional training for rotating members of the Group.</p> <ul style="list-style-type: none"> • Help Consultants/Educators use Zoom/Teams to deliver teaching and/or create courses on Bridge. Also helps Educators record face-2-face teaching using Panopto if webinars are not suitable. • Help Consultants/Educators trouble shoot creating, editing, and uploading video to Panopto and Bridge
To encourage the sharing of education content and good practice between Schools.
To comply at all times with all policies, guidelines and protocols of the NHS and HEE.
To implement/undertake a quality improvement cycle within regional teaching to analyse the impact of the new training platform within the School of xxxx including trainee satisfaction, trainee performance (if able) and the quality of educational content pre- and post-implementation.