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| **Grade:** | This opportunity is available to higher specialty Postgraduate Doctors in Training; Secondary Care, ST3 and above ONLY.  This role is for Postgraduate Doctors in Training who already hold a Southwest National training Number (NTN) and who work within a Southwest training post in the Peninsula and Severn education catchment areas ONLY.  We are unable to accept applications from Postgraduate Doctors in Training currently working in any other region. | | |
| **Training:** | Only Postgraduate Doctors in Training on an outcome 1 will be considered.  Applicants must obtain written, prior agreement from their TPD and the Rota Coordinator of the employing Trust before submitting an application.  The secondment opportunity is not subject to an employment contract with the Postgraduate Medical Education Office  This secondment is not recognised for clinical training and, subject to meeting the relevant criteria for the secondment, NHSE-SW are likely to agree to an extension to the agreed training programme.  Applicants must be Postgraduate Doctors in Training currently working, or about to undertake a rotational year of work, within the Southwest Peninsula/Severn training footprint.  At the time of commencement of the seconded post the Postgraduate Doctor in Training must be fully registered with the GMC with a minimum of 12-months remaining on their training contract to be eligible. | | |
| **Hours of work:** | The post is available for 0.4 WTE (2 days per week) It is flexible and according to negotiated time out of clinical work. The remaining sessions (0.6 WTE) will be spent working in their existing clinical speciality.  Applicants wishing to continue their less than full time contract arrangements will be considered, however, would still be required to undertake 0.4 WTE for the Postgraduate Medical Education Office. Applicants would need to reduce their clinical commitment accordingly and in line with training requirements for progression.  A Postgraduate Doctor in Training applying for a fellowship who already works LTFT will need to seek the Regional PG Deans approval to apply for a fellowship at 0.4 WTE.  Applicants will work two days a week (0.4 WTE) on their current salary terms, while continuing to spend the remainder of their clinical time working within their current employer (subject to employer agreement) and participating in contractually agreed out of hours commitment.  The 0.4 WTE of the basic salary will be paid to their employer for the time they spend on the fellowship.  Working days can be flexible, dependent on the clinical commitment, but the Postgraduate Doctor in Training is expected to be available to conduct their seconded work on two days a week. Flexibility in the work schedule is permitted with supervisor’s agreement. | | |
| **Type of contract:** | This post is offered on a 12 month only basis. NHSE-SW 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 payroll for your Fellowship work at the same time as you would be paid for your clinical role. | | |
| **Requirement to travel:** | Whilst most work will be undertaken virtually, travel to and from NHSE-SW offices will be required at times. | | |
| **Line Manager:** | Associate Dean for ED&I | **Accountable to:** | Nominated NHSE-SW Supervisor/ Mentor |

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| **Role purpose and context** | NHSE-SW is committed to providing outstanding training for all of its Postgraduate Doctors in Training whatever their country or origin.  The role of the Fellow is to support NHSE-SW in the key areas as identified at your first meeting with the Associate Dean and/or NHSE-SW Supervisor. The fellow will work closely with their NHSE-SW Supervisor and the support team. This is likely to also include the engagement of educators.  This is a unique opportunity for an enthusiastic Postgraduate Doctor in Training who is able to manage their own time effectively and who wishes to use this opportunity to develop the capability necessary for their future roles as clinical leaders in supporting our future doctors. The leadership and support skills developed through the fellowship will ensure that fellows will be well placed in the future to lead and to promote and disseminate support to others.  We are looking for an individual with excellent communication skills, capable of team working, maintaining confidentiality and a desire to succeed with the various challenges that the role presents.  Fellows have the opportunity to build project management skills and to deliver sustainable improvement to the training experience. They will be supported to design and deliver a project of their own design (in consultation with their NHSE-SW Supervisor) to compliment current SW projects and opportunities and/or Postgraduate Doctors in Training engagement.  Fellows will provide support, guidance and feedback to NHSE-SW and their external stakeholder on changes to policy, process and new initiatives.  Fellows will provide a written report of their fellowship year as they demit their post and aim for publication in a medical education journal and/or presentation at a national event. |
| **Role objectives** | The successful applicant will work closely with the Associate Deans for Equality, Diversity & Inclusion to implement NHSE-SW Workforce, Training & Education (WT&E) ED&I strategy and to support changes on various aspects in relation to equality, diversity & inclusion which may include:     * international medical graduates & the differential attainment, * sexual assault & harassment, * parents in training, * neurodiversity, * provision of ED&I training for learners and educators e.g., unconscious bias etc.     The successful candidates will agree a project with their supervisor, and develop, implement, and lead the initiative. This project will align with NHSE-SW goals and priorities, and system needs, and will have measurable objectives and beneficial impact. Project/s should contribute sustainably to the work of the Equality, Diversity & Inclusion Oversight Group and the [HEE Diversity and Inclusion Strategic Framework 2018-2022](https://www.hee.nhs.uk/sites/default/files/documents/Diversity%20and%20Inclusion%20-%20Our%20Strategic%20Framework.pdf) and would be dependent on the interests and experience of the individual post holder.    Fellows will:   * be encouraged and supported to give presentations at webinars and conferences, publish their work, establish best practice, and develop resources. * be expected to attend and contribute to the Equality, Diversity & Inclusion Oversight Group meetings every 3 months, and to submit a final report. * make a significant contribution to the goal of NHSE-SW to increase the awareness of Equality, Diversity and Inclusion (ED&I). * update, review and revamp of the NHSE-SW ED&I website to include resources, project ideas and contacts as required. * be involved in local evaluation, data collection and review and implementation improvements as appropriate. * develop professional relationships with key partners and stakeholders (locally and nationally).      * the fellow may cross work with the PSED teams which includes Faculty, PSW, QI, SAS doctors and Integrated transactional teams to contribute and deliver the agreed objectives for the ED&I strategy. * produce local office promotional materials where required. * update local office website where required. * attend meetings as required. * act as an ambassador for the Professional Education and Development Team.     It is anticipated that at the end of the tenure, the ED&I Fellow will also be equipped to promote & raise the profile of ED&I to create a diverse & inclusive culture with equal opportunity for all. |

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| **Criteria** | | |
| **Education and level of experience** | | |
| **Essential:**  MBBS or equivalent.  Southwest NTN number.  ST3 or above | **Desirable:**  Qualification in medical education.  Success in the first parts, or completion of, specialty training qualifications [excluding exit examinations] | |
| **Experience** | | |
| **Essential:**  Previous experience of leading and/or supporting the delivery of a project. | | **Desirable:**  Attended a course on medical education.  Cross specialty or multi-professional teaching.  Able to develop resources. |

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| **Skills, Abilities & Knowledge** | | |
| **Essential:**  A commitment to delivering high quality improvement.  Excellent organisational abilities:   * Ability to forward plan * Ability to set and meet deadlines * Ability to plan for and deliver sustainable outcomes * Time management and prioritisation skills   Adept in using MS Office (Excel; Word; Power Point); Internet; Email.    People management and leadership 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: * 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 in your working hours.  Demonstrates respect and dignity for others. | | **Desirable:**   * Social media / website skills.   Understanding of Leadership / Quality Improvement methodology. |
| **Fellowship Development Programme** | |
| NHSE-SW Fellows are expected to join the SW Fellowship network.   * You will be invited to a range of (optional) networking and learning events, including webinars, workshops, learning groups and training events on topics that will help you as a Fellow. * You will be asked to present (and/or show a poster) at our annual Southwest Fellowship Showcase Event (this may take place during your Fellowship or in the months following) * You will have access to our Southwest Fellowship Sharepoint Site (not in public domain) to build contacts and share your work. This will include a knowledge bank summarising each Fellowship Project. * You will receive a monthly email about opportunities.   We will keep you on the mailing list for the duration of your Fellowship. We will store the information you submit (such as your email address) securely and use it only for the purposes of informing you of relevant NHSE Fellowship events and opportunities. We will not share your personal information with any other parties. If you wish to unsubscribe you may do so at any time by emailing [fellowships.sw@hee.nhs.uk](mailto:fellowships.sw@hee.nhs.uk) | |

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| **One year of higher education funding** |
| Fellows will be offered funding for one year of higher education:   * A PGCert * A PGDip (if the trainee already has a PGCert)   During interview, we would be pleased if the candidate could confirm an interest in completing any of the above. |

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| **Key responsibilities:** |
| To make a significant contribution to the workstream goals in line with the NHSE Southwest Office’s Strategy. |
| To engage on a regular basis with their NHSE-SW Supervisor / Mentor 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 participate in the NHSE Southwest educational conferences and showcase events |
| Provide support, guidance and feedback to NHSE-SW and their external stakeholders on changes to policy, process, and new initiatives. |
| To encourage the sharing of education content and good practice between Schools and across all learners. |
| To be an active member of any relevant National or Regional groups, such as Steering groups, Oversight groups. |
| To engage with relevant national agencies and individuals. |
| To review relevant literature and share relevant learning. |
| Robust succession planning in order to ensure the sustainability of the post. |
| 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. |