Wessex GP Fellowships Job Description

TITLE: GP Fellow
GRADE: GPST at appropriate increment
HOURS: 6 sessions per week (0.6fte)
Fixed Term Post for: 12 months (other options may be possible)
Commences: August 2014
CONDITIONS OF SERVICE: Medical and Dental Terms of Conditions of Service
BASE: As per individual post
REPORTING TO: As per individual post

Background Information

Health Education Wessex manages Postgraduate Medical and Dental Education and Training for both primary and secondary care across the health communities of Hampshire, the Isle of Wight, Dorset and South Wiltshire – totalling around 2,500 doctors in training at any one time across 15 Trusts. The integrity of the Wessex Deanery as a unit of application for recruitment to training grades and the training rotations is maintained through a Service Level Agreement with the Wessex LETB.

The Deanery implements national Medical Training policy and develops and manages programmes for run-through training according to the statutory standards set by the General Medical Council (GMC).

The Deanery has responsibility for establishing and maintaining quality management systems for all posts and programmes as required by GMC.

Job Summary

The 2014 Fellowship posts are designed to give newly qualified GPs (post CCT) an opportunity to gain new specific and generic skills. The posts offered will be in Medical Education and Clinical Leadership. All post-holders will be expected to develop skills in leadership, management and teaching. In addition, it is expected that post-holders will develop skills in quality improvement, service commissioning and research with the publication of research papers and posters as a key outcome of the Fellowship. It will be expected that post-holders will enroll on ‘Lead or be Led’ as well as other appropriate courses run by Wessex Deanery doing their tenure.

All post-holders will be expected to maintain a portfolio of learning and to participate in appraisal and revalidation

Employment

The Fellows contract for the 0.6fte will be held by the University of Winchester and will incorporate NHS pension arrangements, terms and conditions
Communications and Key working relationships

The post holder will work closely with a range of stakeholders to ensure strong and effective partnership arrangements with GP Practices, Acute Trusts and CCG’s and other health care providers.

The also role involves working directly with:-

- Associate GP Deans
- GP Director and Postgraduate Dean of Wessex
- CCG and Acute Trust staff where appropriate
- Clinical supervisors

Key Responsibilities

These are set out in the description attached below, all posts will have

- 4 sessions/week unfunded to allow the GP to maintain their clinical skills;
- 1 session per week for personal development; and
- 5 session for developing specialist skills and project work (Total of 6 funded sessions).

All post-holders will be expected to prepare work for publication and presentation at conferences. They will be expected to undertake leadership in project development and become involved in work relevant to patient safety and service improvement. The post holder will work towards a Postgraduate Certificate in their chosen field during their Fellowship. Study leave funding will be limited to paying course fees for a single Postgraduate qualification in a field relevant to the post. For peer group support, there will be a monthly meeting for all the Fellows on a Friday afternoon.

MANAGEMENT

The post mentor will take responsibility for regular performance review and counseling on career development. The post holder will be expected to participate in NHS appraisals and maintain a portfolio of learning.

This job description sets out the main areas of responsibility, which may be varied to take account of changing circumstances, by agreement with the GP Associate Dean.

OBJECTIVES

Specific objectives for the job holder will be agreed through the process of individual performance reviews.

STATUS OF THE JOB DESCRIPTION

The job description is an interpretation of the proposed responsibilities of the post at the time of writing and does not form part of the contract of employment. The job and priorities for action will be shaped in discussion between the post holder and his/her line manager.
**EQUAL OPPORTUNITIES**

Health Education Wessex is committed to Equality of Opportunity for all.

**PERSON SPECIFICATION**

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<th>Criteria</th>
<th>Essential</th>
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<td><strong>Qualifications / Training</strong></td>
<td>Primary medical qualification</td>
<td>Intercalated BSc</td>
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<td>To have successfully completed all aspects of MRCGP before August 2014 in a Wessex Deanery GP training programme</td>
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<td><strong>Experience</strong></td>
<td>Knowledge of the NHS, its structures and processes</td>
<td>Lead or be Led Course</td>
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<td><strong>Knowledge / Practical / Intellectual Skills</strong></td>
<td>Self-motivated and proactive</td>
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<td>Strong interpersonal presentation and written skills</td>
<td>Experience of conducting research</td>
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<td>Excellent communication skills and aware of sensitivities of promoting change in different organisations</td>
<td>Published in peer reviewed journals</td>
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<td>Ability to negotiate and influence others</td>
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<td>Ability to quickly establish professional credibility</td>
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<td>Ability to collect, analyse and present data clearly</td>
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<td>Problem solving</td>
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<td>Good organisational skills</td>
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<td>Ability to work with other healthcare professionals particularly at times of stress</td>
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<td>Awareness of healthcare workforce issues</td>
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<td>Team player</td>
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Specific Aptitudes and Abilities:

- Commitment and ability to deliver a high standard of customer service and quality
- Diplomacy and tact
- Ability to deal with resistance to change
- Good presentation skills
- Ability to work in a continually changing and challenging environment
- Excellent IT skills and knowledge of MS Office

Knowledge, skills and experience required

- Successful completion of MRCGP
- Self motivated & pro-active
- Energetic
- Ability to collect, analyze and present data clearly
- Ability to work with others closely including at times of stress
- Excellent communication skills and aware of sensitivities of promoting change in different organisations.
- Ability to negotiate and influence others
- Excellent time management and ability to work in variety of different settings during the working week and to reliably produce work to a deadline
- Ability to appreciate the broader aspects of healthcare provision – previous experience in large scale audit or service planning would be an advantage.
- IT skills including use of Word, Excel and PowerPoint

Application is by CV with Covering letter and letter of support from your current GP trainer, stating that you are expected to successfully complete all aspects of MRCGP by August 2014.

Interviews TBA

Each GP Fellowships placement will be based in one of the following centres
- Health Education Wessex at Otterbourne
- And one each in the GP Training Programmes (Patch) in
  - Dorset, Portsmouth, Winchester & Southampton
Rationale

These posts are intended to support individuals who wish to develop their clinical and leadership skills in the first year after completing GP specialist training. The role of the GP is changing and the advent of GP led commissioning has accelerated the need for GPs to develop skills in leadership and service re-design.

The post is also intended to develop the quality of education that Wessex is historically known for; the fellowships will allow the ST4 GP to also specialise and professionalise their knowledge in medical education, and attain a certificate of medical education through the University of Winchester.

GP Educators

Quality management of GP training is a deanery responsibility. The teams of GP educators work on a patch level with the Associate Deans to provide the day release courses for Wessex, and monitor education within the trusts and in GP training practices. The Wessex GP School is developing senior educators for the future via the Fellowship programme.

Work plan

The post-holder will be able to spend four sessions (unfunded) maintaining their clinical skills and interests, working in GP. There will be 1 session per week for personal development. This will be negotiable with the patch Associate Dean. It is expected that the Fellow attend clinical development meetings, see complex medical care as a core to the year and perhaps pursue a clinical interest.

The remaining 5 sessions per week will be spent working in areas of special interest with the aims of developing the post-holder’s clinical skills as well as their Educational, Leadership and managerial skills.

Clinical Leadership Element (2 Sessions)

At least one project should be undertaken that focuses on the area of patient safety during the year. Examples of areas that would be appropriate for setting up a post might include:

- Medical Education leading to improvements in patient outcomes
- End-of-life care
- Dementia care
- Allergy
- Intermediate Care
- Unscheduled Care

The emphasis will be evenly split between clinical skills and service commissioning and redesign. There will be an expectation that an academic course of study appropriate to the post will be undertaken as well as presentations and publications about the work made to local and national forums.
Educational Leadership Element (2 Sessions)

The remainder of the working week would be spent as follows: 2 sessions would be spent working with the ST1/2/3 Programme Directors on the Day Release Course; and or spent with the GP tutors, specifically looking at developing GPs in the post CCT area, in particular Leadership skills;

Certificate of Medical Education or a Postgraduate Certificate in their chosen field during their Fellowship.

1 session (Friday morning) would be spent undertaking the Certificate of Medical Education at the University of Winchester or a Postgraduate Certificate in their chosen field during their Fellowship.

Personal Development

1 session spent on personal education or clinical development.

During this time help will be given to develop the Fellows presentation, small group facilitation and research skills, with the hope that they would facilitate groups with confidence by the end of the year.

Fellows will be expected to undertake a research project which will be submitted for presentation at a national or international conference, before being written up for publication in a medical education journal. Dr Sam Scallan (Research manager) will help support the Fellows with a research protocol and making the data ready for presentation and publication.

The mentor will be the Associate GP Dean in the patch the Fellow was attached to.

This job description has been left deliberately broad to encourage a variety of credible applications. These posts are ideal opportunities for GP leaders of the future to learn new skills and enhance their personal development in a training environment. We are looking for candidates with exciting ideas to make the best use of this exceptional opportunity.

If you would like to discuss your ideas further please email;

johnny.lyon-maris@nhs.net