**Wessex Primary Care Fellowships Job Description**

**TITLE:** Primary Care Education and Training Hub Fellow

**GRADE:** ST4 (£46,208 per annum pro rata)

**HOURS:** 4 sessions per week (0.4 fte)

**Fixed Term Post for:** 12 months

**Commences:** August 2019

**CONDITIONS OF SERVICE:** Medical and Dental Terms of Conditions of Service

**BASE:** As per individual post

**REPORTING TO:** Patch Associate Dean, as per individual post.

**Background Information**

Health Education England (HEE), 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.

HEE, Wessex 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 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).

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

**Job Summary**

The 2019-2020 Fellowship posts are designed to give recently or newly qualified GPs (post CCT) and other primary care workers an opportunity to gain new specific and generic skills. The posts offered will be in Primary Care Education and Training Hubs. 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.

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 0.4 fte 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 be managed by an Associate Dean in a Primary Care Education Team, and 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 role also involves working directly with:

- Associate Deans in Primary Care Education Teams
- GP Director and Postgraduate Dean of Wessex
- CCG and Acute Trust staff where appropriate
- Wessex Training hubs and Learning Environment Leads
- Primary Care Networks

Key Responsibilities

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

- At least 4 sessions/week unfunded to allow the GP to maintain their clinical skills;
- 1-4 sessions per month for personal development; and
- 5-16 sessions per month for developing specialist skills and project work.

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 service improvement. The 0.4 fte post holders will have the opportunity to work towards a Postgraduate Certificate in Medical Education during their Fellowship if they wish. For peer group support, they will be invited to monthly training hub meetings and will be expected to develop and participate in a fellow led peer support group.

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 2019 (or the commencement of the fellowship post) 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>Tomorrows teachers 2, 'The art of facilitation' course.</td>
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<td>Knowledge of the NHS Long Term Plan and national strategies to develop the non-medical workforce in primary care</td>
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<td><strong>Knowledge / Practical / Intellectual Skills</strong></td>
<td>Knowledge of GP Forward View and the role of training hubs</td>
<td>Experience of project management</td>
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<td>Self-motivated and proactive</td>
<td>Experience of conducting research</td>
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<td>Strong interpersonal presentation and written skills</td>
<td>Published in peer reviewed journals</td>
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<td>Excellent communication skills and aware of sensitivities of promoting change in different organisations</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</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 application form or CV with Covering letter, to be submitted to GP queries: gp.wx@hee.nhs.uk no later than 5pm on Friday 31st May 2019.

Interviews will be held on Friday 14th June 2019, at Southern House, Otterbourne, Winchester, SO21 2RU.

Primary Care Fellowship placements will be based in one of the GP Training Programmes (Patch)
- Portsmouth, Winchester, Southampton or Dorset
Rationale

These posts are intended to support individuals who wish to develop their clinical and leadership skills in the first two years 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 for which Wessex is historically known. The fellowships will also allow the ST4 GP to 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 primary care workforce 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 flexible sessions for personal development. These will be negotiable with the patch Associate Dean.

The remaining sessions will be spent working in areas of special interest and project work with the aims of developing the post-holder’s Educational, Leadership and research skills.

Training Hub Element

At least one project should be undertaken that focuses on the development of the wider workforce team during the year.

Primary Care Education Element

Sessions will be spent working with the Primary Care Team Programme Directors looking at developing educational sessions for GP trainees, foundation doctors and the extended primary care workforce team.

Personal 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.

There is the opportunity to undertake the Certificate of Medical Education at the University of Winchester during this fellowship year. Please note that this is a significant time commitment and so should be discussed with the GP Associate Dean prior to starting.

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 or rachel.elliott@hee.nhs.uk