LEAD MEDICAL EDUCATION FELLOW – HEALTH EDUCATION ENGLAND (WESSEX) 2016

The Lead Medical Education Fellow role has been developed to enable one of the current Medical Education Fellows to become a leader, who will be responsible for managing the group and ensuring that the MEF role continues to develop. This role will be advertised to the MEF group and the candidates are expected to formally apply and be subject to interview. It is expected that the appointment period will be for twelve months in the first instance; the outgoing leader will be able to re-apply for the role if they wish to continue.

For the past two years the MEF Lead role has been shared by two individuals; this arrangement has worked well and could continue if it is the preferred option for successful applicants.

The Lead MEF will be accountable to Dr Rosie Lusznat (Associate Dean for Professional Support and Medical Education Fellows) and Health Education England (Wessex) and will be remunerated for the equivalent of two sessions per month of their time (24 sessions per annum) acknowledged by an honorarium of £2500, funded by HEEW but paid by the current employer. If two individuals share the role, they will also share the honorarium. Exact working times will be negotiated with each individual lead.

The expectation of the MEF Lead is as follows:

1. To be the key liaison person amongst the MEFs as well as between HEE Wessex and the MEF group
2. To organise dates of MEF meetings for the forthcoming year
3. To chair the meetings and be responsible for ensuring minutes are taken, transcribed and distributed
4. To liaise with Wessex Workforce Learning and Development (WLD) Centre regarding the Annual Educator Conference
5. To facilitate the appointment of future MEFs, participating on the appointment panel
6. To keep up to date contact details of MEFs to be sent to Julie Worthington, Rosie Lusznat & the Wessex WLD Centre
7. To facilitate the annual review process of educational activity for all the current MEFs, and set appropriate educational goals with each MEF and where appropriate support the MEFs in their projects

8. To chair / facilitate or contribute actively to the conference planning committee

9. To coordinate the presence of MEFs at appropriate HEE events like inductions, careers fairs, appeals hearings and/or trainee working groups

10. To support the ongoing development of the MEF role

11. To represent, publicise and promote the MEF role outside HEE Wessex

12. To maintain and develop the MEF webpages

13. To continue with personal educational projects and career development

14. To further develop the MEF Lead role to suit your leadership style and the needs of the current MEF group

**Person Specification:**

1. MEF for 12 months

2. 12 months or more pre CCT

3. Fulfill current standard MEF criteria

4. Display good leadership, communication and organisation skills