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| **Grade:** | This opportunity is available to GMC registered doctors in an SAS grade post; Specialist, Associate Specialist, Specialty Doctor, Staff grade ONLY.  Eligible applicants must be working within the geographical responsibility of the Peninsula and Severn Postgraduate Medical Education Region ONLY.  We are unable to accept applications from SAS Doctors currently working in any other region. | | |
| **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.  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 the employing Trust for the time spent on the fellowship – minus any other additional allowances.  Working days can be flexible, dependent on the clinical commitment, but the SAS Doctor is expected to be available to conduct their seconded work 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 or other venues will be required from time to time. | | |
| **Line Manager:** | Associate Dean for SAS | **Accountable to:** | Nominated NHSE-SW Supervisor/ Mentor |

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| **Role purpose and context** | NHSE-SW is committed to improving the development and career progression for SAS Doctors.  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 a unique opportunity for an enthusiastic SAS Doctor 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. The leadership and support skills developed through the fellowship will ensure that fellows will be well placed in the future to lead, to promote and disseminate support to others especially to SAS colleagues.  We are looking for an individual with excellent understanding of the SAS role, 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 SAS Doctors 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 SAS Doctors 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 Dean for SAS to implement NHSE-SW Workforce, Training & Education (WT&E) SAS strategy and to support changes on various aspects in relation to the SAS charter.    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. The postholder will have the opportunity to begin to influence and work on the new measures outlined in the “Maximising the potential: essential measures to support SAS doctors” report. Project/s should contribute sustainably to the work 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. * make a significant contribution to the goal of NHSE-SW to increase the awareness of SAS Doctors and their roles. * 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 with the Professional Education and Development Team (PSED) teams which includes Faculty, PSW, QI, ED&I and Integrated transactional teams to contribute and deliver the agreed objectives for the SAS strategy * Produce local office promotional materials where required. * update local office website where required. * attend meetings as required. * act as an ambassador for the NHSE-SW SAS and FDLS teams.   Working with the AD for SAS the fellow will be committed to:   * Supporting the implementation of the SAS charter to understand better and address the current challenges. * Influencing or developing an improved data set about SAS doctors in the region * Making sure doctors are offered development opportunities to return to formal training, extend their qualifications and link development opportunities to patient need, their career aspirations and experience. * Exploring how SAS can be involved more effectively in the work of NHSE WTE as part of the education process, for example as educational and clinical supervisors for doctors in training. * Gathering information about CESR process regionally and liaising with CESR leads across the region to help improve SAS Doctors' access to CESR opportunities. * Exploring the extent to which developments in credentialing can include opportunities to develop SAS doctors.    It is anticipated that at the end of the tenure, the SAS Fellow will also be equipped to promote & raise the profile of SAS to create a diverse & inclusive culture with equal opportunity for all. |

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| **Criteria** | |
| **Key Behavioural Characteristics** | |
| * Motivated and can-do approach. * Excellent Communicator and can work collaboratively. * Decisive * Good at building relationships * Good at planning and strategic thinking | * Reliable * Has integrity and respect for others * Self- awareness and good emotional intelligence * Financial awareness * Fair and inclusive |

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| **Skills, Abilities & Knowledge** |
| 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. |

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| **One year of higher education funding** |
| The appointed SAS Doctor may also have the opportunity to complete a postgraduate qualification (PG Cert) depending on availability and funding. This can be discussed at interview |

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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 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. |