

## GP Educator Fellow

### JOB DESCRIPTION

<b>Title:</b>	GP Fellow (Educator Post)
<b>Salary:</b>	Clinical sessions rate as agreed with employing practice. Training Hub sessional rate: £8500 per session per annum plus on-costs
<b>Location/Base:</b>	Host Practice / Luton & Bedford Vocational Training Scheme (VTS)
<b>VTS Day:</b>	Tuesday - the successful applicant must be available for 2 sessions every Tuesday
<b>Reporting to:</b>	Luton & Bedford VTS Training Programme Directors
<b>Accountable to:</b>	BLMK ICB Training Hub Quality and Differential Attainment Medical Lead

#### Employment:

**Educator Fellowship** – Two sessions per week funded by Primary Care Training Hub

**Practice-based clinical time** - Four - six sessions funded by practice

**Continuing Professional Development** – One session per week funded by Primary Care Training Hub

#### Tenure:

One year fixed term with annual appraisal and mid-year review consisting of the below:

- Six month block to be worked with the Bedford VTS Programme.
- Six month block to be worked with the Luton VTS Programme.
- One day per month to be worked with the Primary Care Training Hub throughout the year.

#### **Fellowship summary:**

The GP Fellowship posts are designed to give our local BLMK GPs (within 5 years post CCT) an opportunity to gain new specific and generic skills and provide a portfolio career opportunity.

The BLMK GP Educator Fellowship post is embedded within the local Luton and Bedford Vocational Training Scheme spending 6 months with each scheme and Accountable to the BLMK ICB Training Hub Quality & Differential Attainment Lead (Medical). The post holder will work alongside GP Educator colleagues from each of the Vocational Training Schemes within Bedfordshire and Luton and link closely with the GP Early Careers Strategic Lead, GP Mid & Late Career Strategic Lead and Associate Dean BLMK. The post-holder will be expected to develop skills in leadership, planning, shaping and delivering GP education and demonstrate the ability to set high standards, motivate and develop GP registrars.

The post holder will follow a programme specifically designed to enhance their GP educator skills and experience, balancing their individual learning and development needs with the Vocational Training Scheme and BLMK ICS requirement for clinical input and expertise.

The GP Educator Fellowship is supported by a well-established induction and training programme which includes shadowing opportunities and exposure to experienced GP educators.

All post holders are expected to maintain a portfolio of learning and to participate in appraisal and revalidation.

### **Key Roles and Responsibilities:**

All GP Fellowship posts will comprise of:

- Four – Six sessions a week in general practice to maintain clinical skills
- Two sessions a week in the Vocational Training Scheme environment which will be worked on Tuesdays and may be face to face
- One day per month, the two sessions working with the VTS will be substituted with two sessions working with the Primary Care Training Hub.
- One session a week to support study or CPD (this includes all study leave for this role)
- Funded bursary to support a Postgraduate Certificate in Medical Education, or contribution to a Masters In Medical Education or equivalent relevant qualification

Specific objectives will be agreed during the induction process and reviewed with regular management meetings. Objectives and priorities for action will be shaped in discussion between the post holder and their line manager.

GP Fellows must remain employed within a Bedfordshire or Luton practice for the duration of the GP Fellowship Programme.

To ensure that the work is performed within the scope of that required and is at all times conducted with an approach of integrity, openness and collaboration.

To attend mandatory training as required.

Annual leave entitlement is as per the employing organisation terms. Annual leave may be taken during placement with the VTS or Training Hub (subject to approval by the Quality & Differential

Attainment Lead – Medical) but it is expected that this won't exceed the pro-rata equivalent of the practice leave allowance.

### **Communications and Key Working Relationships**

The GP Fellow will work closely with a range of stakeholders to ensure strong and effective relationships are built both across the GP Educator networks and the wider health and social care system. Working closely with;

- BLMK ICB Clinical Workforce Lead & Primary Care Training Hub Chair
- BLMK Primary Care Training Hub Team
- GP Early Careers Strategic Lead
- Quality & Differential Attainment Lead (Medical)
- Mid / Late GP Careers Strategic Lead
- BLMK GP Appraisal Leads
- HEE Transition Project Leads
- Local General Practitioners
- BLMK ICS Workforce Leads
- Beds and Herts Local Medical Council
- Clinical and non-clinical educator networks

### **Line management**

Clinical Accountability – Practice based employer

Accountability – BLMK ICB Primary Care Quality & Differential Attainment Lead - Medical

Line Management ICB Primary Care Training Hub: BLMK ICS Primary Care Quality & Differential Attainment Lead – Medical

Line Management VTS: Training Programme Directors

The GP Fellowship post is also supported with dedicated GP educator mentorship.

### **Physical**

Ability to travel routinely across catchment area and occasionally to external meetings further afield to meet the needs of the organisation

Normal physical duties associated with an administrative post working in the main in an office environment i.e. light lifting occasionally.

### **Patient and Client care**

The role necessitates awareness of privileged and personal information about patients and/or organisational sensitive data. Telephone, email and letter correspondence relating to patients may form part of this role.

### **Policy**

The job role requires any candidate to adhere to NHS policies and procedures. The role may involve joint policy creation with directorate senior management.

### **Financial and Physical Resources**

No financial responsibilities are associated to this role. However, there is an expectation that general directorate office suppliers are regularly replenished as and when required.

### **Human Resources**

No direct reports for this role.

### **Information Resources**

See above for details

### **Research and Development**

Development of system-wide peer support buddy system.

Design and development of Vocational Training Scheme Residential.

Support the development and delivery of the GP Educator Training Programme.

Commitment to attend the GP Educator Training Programme to become an Educator once appropriate post CCT period has been completed (1-3 years depending on organisation status).

### **Freedom to Act**

Self-generation of communication responses to correspondence is expected.

Challenge in a positive manner when required.

Self-motivated.

### **Physical Effort**

Physical effort is that of a normal office environment and the ability to travel to venues within Bedfordshire, Luton and Milton Keynes and beyond as and when required.

### **Mental Effort**

Concentration required when creating reports and documents with the likelihood of frequent interruptions by colleagues. There can be an element of unpredictability and change in work priorities at short notice in order to meet specific deadlines.

### **Emotional Effort**

At times some emotional effort is required particularly when dealing with telephone queries from complainants who may be upset or challenging.

### **Working Conditions**

Working conditions are that of a normal office / home office environment, mainly virtually. You will be expected to attend both Luton and Bedford Teaching dates in person when required, as well as system wide programmes.

### **Equal Opportunities**

The ICB is committed to eliminate racism, sexism and forms of discrimination. The ICB will not discriminate on grounds of age, colour, disability, ethnic origin, gender, gender reassignment, culture, health status, marital status, and social or economic status, nationality or national origins, race, religious beliefs, or non-beliefs, responsibility for dependants, sexuality, trade union membership or hours of work. It is required of all employees to uphold this policy in the course of their employment with the ICB and whilst undertaking their duties.

### **Health & Safety at Work**

You are reminded that, in accordance with the Management of Health and Safety at Work Regulations 1992 (as amended) and other relevant Health and Safety legislation, you have a duty to take responsible care to avoid injury to yourself and to others by your work activities, and to co-operate with your host organisation and others in meeting statutory requirements.

### **Infection Control**

Employee must be aware that preventing healthcare acquired infections and infection control is the responsibility of all staff. Clinical procedures should be carried out in a safe manner by following best practise and infection control policies.

### **Confidentiality**

The post holder will maintain confidentiality when dealing with sensitive material and information, but will encourage people to be open and raise concerns.

### **Data Protection**

All staff must be aware of the Caldecott principles, the Data Protection Act 1998 and the Human Rights Act 1998. The protection of data about individuals is a requirement of the law and if any

employee is found to have permitted unauthorised disclosure, the ICB and the individual may be prosecuted. Disciplinary action will be taken for any breach.

### **Mobility/Flexibility**

Your normal place of work whilst undertaking the commissioning placement will be as stated above, but as a term of your employment you may be required to work from any of the ICB establishments within the geographical area of Bedfordshire.

### **No Smoking Policy**

The host organisation operates a smoke free policy which means that smoking is not allowed anywhere on site including buildings, car parks and entrances.

## PERSON SPECIFICATION

**Role Title:** GP Educator Fellowship

**Band:** Medical grade

**BLMK Integrated Care Board**

**Date:** June 2024

\* Assessed method

A=Application

I=interview

R= References

Essential Criteria	*	Desirable Criteria	*
<b>Qualifications and Training</b> <ul style="list-style-type: none"> <li>Qualified &amp; registered clinical professional</li> </ul>	A//R	<ul style="list-style-type: none"> <li>Strong working knowledge of IT packages i.e. Word, Excel, PowerPoint, Outlook and working virtually via MS Teams.</li> </ul>	A//R
<b>Experience</b> <ul style="list-style-type: none"> <li>Working in BLMK or planning to work in BLMK once qualified</li> <li>In-depth knowledge and understanding of the principles of evidence based healthcare</li> <li>An understanding of how general practice &amp; Primary Care Networks work</li> <li>Experience of working with a wide range of stakeholders</li> <li>Knowledge of current issues for professions within Primary Care</li> </ul>	A//R	<ul style="list-style-type: none"> <li>Proven experience of successful project or initiative development and implementation</li> <li>Previous education or leadership experience</li> </ul>	A//R
<b>Skills</b> <ul style="list-style-type: none"> <li>Excellent communication skills, listening, written and verbal.</li> <li>Good organisational and planning skills</li> <li>Excellent prioritisation skills and the ability to work to tight deadlines</li> <li>Skilled and sensitive communicator, confident in dealing with a range of stakeholders at all levels and with issues that may be contentious.</li> <li>Ability to influence, persuade and motivate others to gain acceptance</li> </ul>	A//R	<ul style="list-style-type: none"> <li>Project management skills</li> <li>Proven problem-solving skills</li> <li>Leadership skills</li> <li>Mentoring and coaching skills</li> </ul>	A//R

for recommendations for workforce development initiatives			
<b>Aptitude and professionalism</b> <ul style="list-style-type: none"> <li>• Accepts responsibility and accountability for own work</li> <li>• Can work autonomously and as part of a team</li> <li>• Recognises the limits of own authority within the role</li> <li>• Seeks and uses professional support appropriately</li> <li>• Understands the principle of confidentiality</li> <li>• Self-motivated with a 'can do' attitude and can motivate others.</li> </ul>	A/I	<ul style="list-style-type: none"> <li>• Political awareness</li> </ul>	
<b>Self-awareness</b> <ul style="list-style-type: none"> <li>• Has a balanced understanding of self and others</li> <li>• Has a realistic knowledge of personal strengths and areas for development</li> <li>• Can demonstrate flexibility of approach</li> </ul>	A/I		
<b>Other</b> <ul style="list-style-type: none"> <li>• Ability to travel across BLMK, sometimes at short notice</li> <li>• Car driver and current driving licence essential with access to a car (unless you have a disability as defined by the Disability Discrimination Act 1995)</li> <li>• Adaptable</li> <li>• Team Player</li> <li>• Sound judgement</li> <li>• Flexible</li> </ul>	A/I		