Fellowships in Clinical Leadership
(Darzi Fellows 2017/18)

Darzi Fellow job description

Employer: [insert]
Department: [insert]
Location: [insert]
Accountable to: [insert]

Job Type: Full-Time, Fixed Term
Job Title: Darzi Fellow in Clinical Leadership
Req Grade: ST4-6, CT3, SAS, GPST3/4, Band 7/8a or equivalent

Salary: Secondment at current grade
Specialty/discipline: [insert]
Staff Group: Clinical (All)

Purpose of the post

The Darzi Fellowship Clinical Leadership Programme is designed to build the training and development of senior clinical leaders. It entails a 12-month project-based attachment in a Kent, Surrey or Sussex NHS organisation alongside educational training over the course of the 2016/17 academic year. The programme offers Fellows a unique opportunity to develop the capability skills necessary for their future roles as clinical leaders. It creates opportunities to work with medical directors (or equivalent) and lead the development of service changes in an organisation’s Five Year Forward View (FYFV) programme. We welcome applications from experienced and dedicated clinicians who have a proved interest in education and multi-disciplinary learning. The Darzi Fellowship is considered a prestigious post and is highly recommended for aspiring clinical leaders.

Applications are welcomed from all healthcare professionals as set out in the person specification. The post may be of particular interest to trainees in cardiology, haematology, stroke medicine and older people’s medicine, GP trainees, nurses or pharmacists.
Post description

The Fellowship includes a portfolio of project-based components:\1:

1. Service Improvement and/or systems change projects
Fellows will work with the medical/nurse director, equivalent clinical lead, or nominated deputy to lead the development of service improvement changes that are part of the organisation’s forward programme and aligned with the NHS values and the Five Year Forward View.\2 Through this work Fellows will learn about change implementation and management across organisational boundaries within a local health economy.

2. Supporting capacity building within the organisation for clinical leadership
Working with the relevant departments within the organisation, the Fellow will develop a leadership and organisational skills development programme for trainee doctors and other healthcare professionals within the organisation.

3. Developing the commissioning landscape
Fellows will work with their organisations where appropriate to support the implementation of effective commissioning of local healthcare provision.

The Fellowship also includes:

4. Clinical commitment
Where the Fellow requires this for their future career, post holders may continue to undertake a limited amount of clinical work commensurate with their level of experience and appropriate to their training status. The extent and nature of this work is to be negotiated locally and will include appropriate and clearly identified clinical supervision. The clinical component of the post will not exceed an average of two sessions per week and in order to assist with orientation to the new role, Fellows will not be expected to undertake clinical duties in the first four weeks of taking up their post.

5. Other organisational opportunities
The organisation will provide a number of other developmental opportunities e.g. attendance at board meetings, working with multi-professional teams, project management experience, and exposure to organisation financial management. In addition the organisation is required to work with London South Bank University to run an induction week locally into all facets of the health and social care system locally. A template schedule for this will be provided, and it will take place in the first month of the formal programme.

6. Support programme
The post will be supported by a formal programme of learning with other Fellows commissioned by Health Education England, and which will include taught elements, support through action learning sets and opportunities for coaching and

\1 Funding to support Fellowships is awarded subject to an assessment of a change management project outline submitted by participating organisations.

mentoring. Collaborative working and knowledge sharing is encouraged, a dedicated learning environment will be provided.

7. Other national and regional opportunities
In addition to participation in the support programme provided, the post holder is expected to attend national and regional events appropriate to the role.

Main duties and responsibilities

The post holder will be expected to undertake the following duties:

- To attend and lead all relevant project meetings within the employing organisation
- To provide clinical leadership for agreed projects
- To liaise and engage organisation and other sector colleagues as appropriate
- Provide timely and effective clinical advice and leadership working with managers and staff
- Provide written reports on project progress, including risks and issues
- Attend educational modules and development opportunities associated with the Fellowship
- Attend the relevant coaching and learning sets
- Participate in all aspects of the Fellowship scheme and its evaluation
- Act as an ambassador for the Fellowship scheme and promote medical leadership

The duties and responsibilities outlined above are not intended to be exhaustive, may vary over time and are subject to management review and amendment.

Appraisal
The Nominated Sponsor (Medical Director or equivalent) will supervise the Fellow including setting objectives and agreeing a personal development plan. These will be regularly reviewed. Where possible, Fellows’ development needs will be met through the organisation in conjunction with opportunities provided by the bespoke support programme.

General

Confidentiality
The post holder is required not to disclose such information, particularly that relating to patients and staff. All employees are subject to the Data Protection Act 1998 and must not only maintain strict confidentiality in respect of patient and staff records, but the accuracy and integrity of the information contained within. The post holder must not at any time use personal data held by the organisation for any unauthorised purpose or disclosure such as data to a third party. Fellows must not make any disclosure to any unauthorised person or use any confidential information relating to the business affairs of the organisations, unless expressly authorised to do so by the organisation.
Health and safety
The post holder must co-operate with management in discharging responsibilities under the Health and Safety at Work Act 1974 and take reasonable care for his or her own health and safety, and that of others. The post holder must also ensure the agreed safety procedures are carried out to maintain a safe environment for patients, employees and visitors.

Equal opportunities
The post holder is required at all times to carry out responsibilities with due regard to the organisation’s Equal Opportunities Policy and to ensure that staff receive equal treatment throughout their employment with the organisation.

Risk management
All staff have a responsibility to report all clinical and non-clinical accidents or incidents promptly and when requested to, co-operate with any investigation undertaken.

Conflict of interests
The post holder may not, without the consent of the organisation engage in any outside employment and in accordance with the organisation’s Conflict of Interest Policy must declare to their manager all private interests, which could potentially result in personal gain as a consequence of the employment position in the organisation. Interests that might appear to be in conflict should also be declared. In addition the NHS Code of Conduct and Standards of Business conduct for NHS Staff (HSG 93/5) required the post holder to declare all situations where the Fellow or a close relative or associate has a controlling interest in a business (such as a private company, public organisation or other NHS voluntary organisation), or in any activity which may compete for any NHS contracts to supply goods or services to the organisation. The post holder must therefore register such interests with the organisation, either on appointment or subsequently whenever such interests are gained. Fellows should not engage in such interests without the written consent of the organisation, which will not be unreasonably withheld. It is the Fellow’s responsibility to ensure that they are not placed in a position, which may give rise to a conflict between their private patient’s interest and their NHS duties.
Fellowships in Clinical Leadership  
(Kent Surrey Sussex Darzi Fellowships)  
2017/18

Darzi Fellow personal specification

The Darzi Fellowship Programme is designed to build the training and development of senior clinical leaders by providing them with work-based experience in a new environment, as well as educational training over the course of the 2017/18 financial year. Applications are encouraged from a wide range of professions, including: Doctors; Nurses and Midwives; Allied Health Professionals; Paramedics; Dentists; Healthcare Scientists; and Pharmacists.

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<th>Requirements</th>
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<tr>
<td>Qualifications</td>
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<td>Full registration with relevant professional body, e.g. GMC, GDC, NMC, HPC, GPC, HPCP</td>
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<td>Undergraduate Degree</td>
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<td>Minimum training level or experience of: ST4-6, CT3, SAS, GPST3/4, Band 7/8a or equivalent, from a recognised specialty school training programme</td>
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<td>Satisfactory progression through training, as evidenced by satisfactory outcomes in relevant specialty examination, e.g. RITA, ARCP, Prep CPD/Practice</td>
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<td>Where applicable, (e.g. for medical trainees) meets ‘out of programme experience’ (OOPE) requirements or other required permission</td>
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<td>Higher degree or management qualification</td>
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<td>Experience and achievements</td>
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<td>Previous co-ordination or management or leadership experience either at undergraduate or postgraduate level, or within or without health care</td>
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<td>Evidence of clinical excellence e.g. prizes, presentations papers</td>
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## Knowledge

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<tr>
<td>Some knowledge of organisational development or management or leadership development theory, principles or programmes</td>
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<td>Understanding of current issues and challenges within health care delivery across the wider NHS</td>
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<td>Some understanding of quality improvement/safety improvement/ clinical governance principles application within clinical settings</td>
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## Skills and abilities

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<tr>
<td>Teaching and training</td>
<td>E</td>
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<td>Critical appraisal skills</td>
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<td>Ability to develop educational programmes</td>
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<td>Development of evaluations / audit protocols / grant applications</td>
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<td>Ability to work with, and lead others, across professions</td>
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## Personal qualities

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<tr>
<td>Good communication skills</td>
<td>E</td>
<td>✓</td>
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<td>Understands self and impact of behaviour on others</td>
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<td>Evidence of continual personal learning and development</td>
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