



## JOB DESCRIPTION

<b><u>JOB DETAILS</u></b>	
<b>Job Title:</b>	Welsh Clinical Leadership Training Fellow
<b>Pay Band:</b>	Agenda for Change Band 7
<b>Salary:</b>	£40,057 to £45,839 a year per annum
<b>Hours of Work and Nature of Contract:</b>	37.5 hours per week. 1 years secondment.
<b>Service Group:</b>	To be agreed on recruitment
<b>Department:</b>	To be agreed on recruitment
<b>Base:</b>	Based in host training department with regular travel to academic institution and rotation into hospitals usually local to host department for completion of curriculum and learning outcomes.

## ORGANISATIONAL ARRANGEMENTS

<b>Managerially Accountable to:</b>	Head of Department
<b>Professionally Accountable to:</b>	Designated Training Coordinator

## VALUES AND BEHAVIOURS

**RESPECT FOR ALL** – in every contact we have with others

**TOGETHER AS A TEAM** – we will work with colleagues, across NHS Wales and with partner organisations

**IDEAS THAT IMPROVE** – harnessing creativity and continuously innovating, evaluating and improving

**Job Summary/Purpose:**

The Welsh Clinical Leadership Training Fellowship (WCLTF) programme is a one-year opportunity for dentists, pharmacists, optometrists, and Allied Health Professionals. The WCLTF programme provides training and hands-on experience in clinical leadership and management.

The Training Fellow will be seconded (please ensure the applicant has the permission of their substantive employer to undertake this secondment) for a period of 12 months to the host organisation/department within NHS Wales in which their project is based.

The aim of the scheme is to recruit and develop the most aspiring clinical leaders of the future. As part of the programme, you will undertake a leadership and management project from proposals submitted by healthcare organisations in Wales. Leadership Fellows work closely with senior medical, dental, pharmacy or optometry colleagues and are supported in their host organisations by project supervisors.

There is an academic element of the programme provided by Glyndwr University, and masterclasses throughout the year with the Faculty of Medical Leadership and Management. The programme equips the Leadership Fellows with a range of knowledge, skills and experience required to be credible and influential clinical leaders in a future modern NHS.

**Values and Behaviours**

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**Eligibility and Selection Criteria:**

The scheme is open to the following professional groups that meet the essential eligibility requirements: pharmacists, optometrists, healthcare scientists, allied health professionals.

Applicants must be able to meet the following eligibility criteria at the time of application.

- Applicants should be working at A4C band 7 level at the point of application, and if successful, at point of entering into the fellowship scheme.
- Applications from those wishing to work on a LTFT basis are welcomed.
- Demonstrable skills in both written and spoken English to enable excellent and effective communication.
- Must be eligible to work in the UK or participate in this scheme according to visa requirements.
- Able to travel across various sites where applicable.

**Duties and Responsibilities:****Communication:**

- Develop and maintain effective communication and productive working relationships with internal and external stakeholders to ensure effective cross-functional and team working. This will include the Project Supervisor, senior staff from NHS Wales, Welsh Government, industry and academic staff.
- Orally present findings on aspects of your project and internal and external meetings. These will include assessment group meetings, local and national meetings and conferences. These meetings may be attended by a range of individuals including senior NHS professionals, academics and lay individuals.
- Have the ability to answer questions effectively.
- Provide information in a range of written formats. This may include preparation of data collection tools, formal reports, presentations, information suitable for patients and the public to understand, and scientific papers for publication in peer-reviewed scientific journals.
- Internal communication with staff at all levels from throughout NHS Wales, particularly those with associated work programmes.
- External communications including face-to-face, telephone and/or email communication to seek information, advice, data and other forms of evidence from many stakeholders.

**Information Processing:**

- Develop and understanding of evidence and information related to your project selection.
- Determine the best method available for obtaining required and relevant data which will allow you to analyse and report results.
- Identify, synthesis and summarise complex information. Present evidence reports in varying formats appropriate to the anticipated audience.
- Ensure that clear records are maintained of methods used to select relevant literature to withstand scrutiny.

**Physical Resources:**

Competent in the use of (list is not exhaustive)

- Video & Teleconferencing equipment
- Microsoft Office word processing, spreadsheet and presentation software
- Questionnaire design software
- Advanced internet searching

**Personal Development:**

- Maintain continuing professional development.

- Continual learning to develop an in-depth understanding of new healthcare topics, to keep up-to-date with research methodologies, and to maintain familiarity with the changing context within which health services are provided.
- Fellows will be supported in their leadership learning by a blended education programme with Glyndwr University, designed to cover a wide range of critical development themes.
- Masterclasses and workshops are held throughout the year with the Faculty of Medical Leadership and Management.

**Effort and Environmental**

- Post entails a range of tasks which would include standing, walking, sitting, and desk-based work,
- To concentrate for prolonged periods in the checking of key documents, interpreting and analysing statistics and data, managing priorities and providing a quality assurance function and developing high level and complex reports. Participate in and facilitate meetings which require a high level of concentration on a wide range of topics, with a variety of audiences and mixtures of attendees. Prolonged periods of intense concentration, with the ability to manage competing demands.
- Influence and persuade individuals and audiences where there may be challenges in terms of opposing opinions.
- Present material and respond to challenges and scrutiny of the information provided.
- Use of VDU more or less continuously

**PERSON SPECIFICATION**

The knowledge to be measured is the minimum needed to carry out the full duties of the job to the required standards. Qualifications should be used to provide an indicator of the level of knowledge required. Training and experience is also a means of acquiring the knowledge required for a job such as on-the-job training, short courses and experience to an equivalent level of knowledge which should be specified.

**NOTE: Please do not use the number of years experience as this is potentially discriminatory and these will be returned. It is essential that managers concentrate on the sorts of skills and qualities needed to fulfil the duties of the post. Essential criteria must not state "or willing to work towards" any qualification.**

<b>ATTRIBUTES</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>METHOD OF ASSESSMENT</b>
<b>Qualifications and/or Knowledge</b>	<ul style="list-style-type: none"> <li>Professional, technical or academic qualifications or knowledge required or the training undertaken or demonstrable experience.</li> <li>Must be employed at A4C Band 7 level at time of application</li> </ul>	<ul style="list-style-type: none"> <li>Masters level qualification</li> </ul>	Application form and pre employment checks
<b>ATTRIBUTES</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>METHOD OF ASSESSMENT</b>
<b>Knowledge and Experience</b>	<ul style="list-style-type: none"> <li>Extensive knowledge of specialist areas acquired through postgraduate diploma or equivalent experience or training plus further specialist knowledge or experience to master's level equivalent.</li> <li>Evidence of post qualifying and continuing professional development.</li> <li>Demonstrates clear leadership aspirations.</li> <li>Evidence of involvement in leadership and management commensurate with experience, with reflection on personal impact.</li> <li>Ability to work with others effectively in a multi-professional team.</li> <li>Experience of managing or motivating a team/virtual</li> </ul>	<ul style="list-style-type: none"> <li>Comprehensive experience of project principles and tools such as Prince 2 and Managing Successful Projects.</li> <li>Have an understanding of the background to and aims of current healthcare policy and appreciate the implications of this on engagement.</li> <li>Have an appreciation of the relationship between the Department of Health and individual provider and</li> </ul>	Interview / Application Form / References

	<p>team.</p> <ul style="list-style-type: none"> <li>• Experience of reviewing performance of individuals.</li> <li>• Experience of identifying and interpreting national policy.</li> </ul>	<p>commissioning organisations.</p> <ul style="list-style-type: none"> <li>• Experience of coaching and mentoring.</li> <li>• Evidence of clinical excellence through prizes, awards, presentations, and papers.</li> <li>• Additional related postgraduate degree in relevant leadership and management subject.</li> </ul>	
<b>ATTRIBUTES</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>METHOD OF ASSESSMENT</b>
<b>Aptitude and Abilities</b>	<ul style="list-style-type: none"> <li>• Ability to provide and receive complex, sensitive, or contentious information.</li> <li>• Able to negotiate with stakeholders on difficult and controversial issues.</li> <li>• Experience of presenting complex information to large or influential groups.</li> <li>• Able to negotiate on difficult and controversial issues including performance and change.</li> <li>• Able to analyse complex facts and situations and develop a range of options.</li> <li>• Able to make decisions autonomously, when required, on difficult and contentious issues where there may be a number of courses of action, working to tight and often changing timescales.</li> <li>• Demonstrates a strong desire to improve performance and make a difference by focusing on goals.</li> <li>• Able to prioritise own work effectively and be able to direct activities of others.</li> <li>• Able to use initiative to decide relevant actions</li> </ul>	Ability to speak Welsh	Interview

	<p>and make recommendations with the aim of improving deliverables and compliance to policies.</p> <ul style="list-style-type: none"> <li>• Able to build and nurture key professional relationships and networks.</li> <li>• Able to develop evaluations/protocols/business cases/funding proposals.</li> </ul>		
<b>ATTRIBUTES</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>METHOD OF ASSESSMENT</b>
<b>Values and Behaviours</b>	<ul style="list-style-type: none"> <li>• Commitment to and focused on quality, promotes high standards in all they do.</li> <li>• Able to make a connection between their work and the benefit to patients and the public.</li> <li>• Consistently thinks about how their work can help and support clinicians and frontline staff deliver better outcomes for patients.</li> <li>• Values diversity and difference operates with integrity and openness.</li> <li>• Works well with others, is positive and helpful, listens, involves, respects and learns from the contribution of others.</li> <li>• Consistently looks to improve what they do, look for successful tried and tested ways of working, and also seeks out innovation.</li> <li>• Actively develops themselves and supports others to do the same.</li> <li>• Understanding of and commitment to equality of opportunity and good working relationships.</li> <li>• An ability to maintain confidentiality and trust.</li> <li>• Adaptability, flexibility and ability to cope with uncertainty and change.</li> </ul>	<ul style="list-style-type: none"> <li>• Seeks and acts on feedback regarding own effectiveness and areas for development.</li> <li>• Reflects on past performance and applies learning to current practice.</li> <li>• Refers to national leadership and management standards and frameworks to develop appropriate behaviours and competencies in leadership and management e.g. FMLM's Leadership and management standards for medical professionals</li> </ul>	<p>Application Form Interview References</p>

	<ul style="list-style-type: none"> <li>• Demonstrates probity in all aspects of professional life.</li> </ul>		
<b>ATTRIBUTES</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>METHOD OF ASSESSMENT</b>
<b>Other</b>	Special requirements to perform in the role e.g. Ability to travel within geographical area. Able to work hours flexibly. Anything else not covered above.		Application form and interview



## **GENERAL REQUIREMENTS**

Include those relevant to the post requirements

- **Values:** All employees of the Health Board are required to demonstrate and embed the Values and Behaviour Statements in order for them to become an integral part of the post holder's working life and to embed the principles into the culture of the organisation.
- **Registered Health Professional:** All employees who are required to register with a professional body, to enable them to practice within their profession, are required to comply with their code of conduct and requirements of their professional registration.
- **Healthcare Support Workers:** Healthcare Support Workers make a valuable and important contribution to the delivery of high-quality healthcare. The national Code of Conduct for NHS Wales describes the standards of conduct, behaviour and attitude required of all Healthcare Support Workers employed within NHS Wales. Health Care Support Workers are responsible, and have a duty of care, to ensure their conduct does not fall below the standards detailed in the Code and that no act or omission on their part harms the safety and wellbeing of service users and the public, whilst in their care.
- **Competence:** At no time should the post holder work outside their defined level of competence. If there are concerns regarding this, the post holder should immediately discuss them with their Manager/Supervisor. Employees have a responsibility to inform their Manager/Supervisor if they doubt their own competence to perform a duty.
- **Learning and Development:** All staff must undertake induction/orientation programmes at Corporate and Departmental level and must ensure that any statutory/mandatory training requirements are current and up to date. Where considered appropriate, staff are required to demonstrate evidence of continuing professional development.
- **Performance Appraisal:** We are committed to developing our staff and you are responsible for participating in an Annual Performance Development Review of the post.
- **Health & Safety:** All employees of the organisation have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. The post holder is required to co-operate with management to enable the organisation to meet its own legal duties and to report any hazardous situations or defective equipment. The post holder must adhere to the organisation's Risk Management, Health and Safety and associate policies.
- **Risk Management:** It is a standard element of the role and responsibility of all staff of the organisation that they fulfil a proactive role towards the management of risk in all of their actions. This entails the risk assessment of all situations, the taking of appropriate actions and reporting of all incidents, near misses and hazards.
- **Welsh Language:** All employees must perform their duties in strict compliance with the requirements of their organization's Welsh Language Scheme and take every opportunity to promote the Welsh language in their dealings with the public.

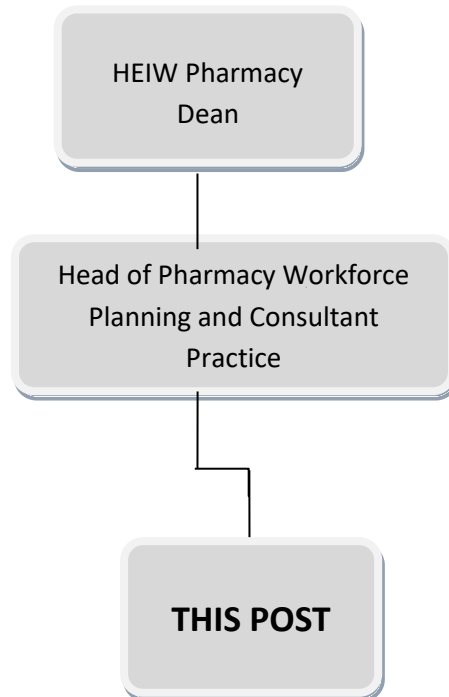
- **Information Governance:** The post holder must at all times be aware of the importance of maintaining confidentiality and security of information gained during the course of their duties. This will in many cases include access to personal information relating to service users.
- **Data Protection:** The post holder must treat all information, whether corporate, staff or patient information, in a discreet and confidential manner in accordance with the provisions of the General Data Protection Legislation and Organisational Policy. Any breach of such confidentiality is considered a serious disciplinary offence, which is liable to dismissal and / or prosecution under current statutory legislation and the HB or Trust Disciplinary Policy.
- **Records Management:** As an employee of this organisation, the post holder is legally responsible for all records that they gather, create or use as part of their work within the organisation (including patient health, staff health or injury, financial, personal and administrative), whether paper based or on computer. All such records are considered public records and the post holder has a legal duty of confidence to service users (even after an employee has left the organisation). The post holder should consult their manager if they have any doubt as to the correct management of records with which they work.
- **Equality and Human Rights:** The Public Sector Equality Duty in Wales places a positive duty on the HB/Trust to promote equality for people with protected characteristics, both as an employer and as a provider of public services. There are nine protected characteristics: age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex and sexual orientation. The HB/Trust is committed to ensuring that no job applicant or employee receives less favourable treatment on any of the above grounds. To this end, the organisation has an Equality Policy and it is for each employee to contribute to its success.
- **Dignity at Work:** The organisation condemns all forms of bullying and harassment and is actively seeking to promote a workplace where employees are treated fairly and with dignity and respect. All staff are requested to report any form of bullying and harassment to their Line Manager or to any Director of the organisation. Any inappropriate behaviour inside the workplace will not be tolerated and will be treated as a serious matter under the HB/Trust Disciplinary Policy.
- **DBS Disclosure Check:** In this role you will have \* **direct / indirect contact** with patients / service users / children /vulnerable adults in the course of your normal duties. You will therefore be required to apply for a Criminal Record Bureau Standard / Enhance Disclosure Check as part of the HB/Trust's pre-employment check procedure. **Delete as appropriate.**
- **Safeguarding Children and Adults at Risk:** Powys Teaching Health Board is fully committed to safeguarding people. Employees and workers (including agency and bank workers) are responsible for ensuring they understand what actions to take if they have reasonable cause to suspect that a child or an adult is at risk of harm and mandatory safeguarding training is completed in line with their role specific competencies.
- **Infection Control:** The organisation is committed to meet its obligations to minimise infections. All staff are responsible for protecting and safeguarding

patients, service users, visitors and employees against the risk of acquiring healthcare associated infections. This responsibility includes being aware of the content of and consistently observing Health Board/Trust Infection Prevention & Control Policies and Procedures.

- **No Smoking:** To give all patients, visitors and staff the best chance to be healthy, all Health Board/Trust sites, including buildings and grounds, are smoke free.
- **Flexibility Statement:** The duties of the post are outlined in this Job Description and Person Specification and may be changed by mutual agreement from time to time.

**Organisational Chart**

You must highlight the post to which this job description applies showing relationship to positions **on the same level and, if appropriate, two levels above and below**. Complete, add or delete as appropriate the text boxes below showing the organisational relationships.



**Supplementary Questionnaire – Effort Factors For:** \_\_\_\_\_**Physical Effort**

**Please complete information on Physical Effort, Mental Effort, Emotional Effort and Working Conditions in order to assist the Job Matching process.**

This factor measures the nature, frequency and duration of physical effort (sustained effort at a similar level or sudden explosive effort) required for the job.

Please ensure any circumstances that may affect the degree of effort required, such as working in an awkward position; lifting heavy weights etc. are detailed, such as:

'Working in uncomfortable/unpleasant physical conditions; sitting in restricted positions; repetitive movements; lifting heavy weights; manipulating objects; kneeling, crouching, twisting; heavy duty cleaning; working at heights; using controlled restraint; driving as part of daily job - **N.B. Walking /driving to work is not included'**

<b>Examples of Typical effort(s)</b>	<b>How often per day / week / month</b>	<b>For how long?</b>	<b>Additional Comments</b>
Combination of sitting, standing, walking/ Frequent sitting or standing in a restricted position; periods	Daily	7.5 hours	
Light physical effort / Keyboard work for long	Daily	7.5 hours	

## Supplementary Questionnaire – Effort Factors

### Mental Effort

This factor measures the nature, level, frequency and duration of mental effort required for the job, for example, concentration, responding to unpredictable work patterns, interruptions and the need to meet deadlines.

Please identify the normal requirement to concentrate in the post and determine, how often and for how long it is required to concentrate during a shift / working day, e.g.

`Carrying out formal student assessments; carrying out clinical/social care interventions; checking documents; taking detailed minutes at meetings; operating machinery/equipment; carrying out screening tests/microscope work; carrying out complex calculations; carrying out non-clinical fault finding; responding to emergency bleep; driving a vehicle; examining or assessing patients/clients.

<b>Examples of Typical effort(s)</b>	<b>How often per day / week / month</b>	<b>For how long?</b>	<b>Additional Comments</b>
Frequent concentration, work pattern unpredictable interruptions to deal with staffing or operational issues	Daily	7.5 hours	
Concentration required for checking documents, writing reports and analysing statistics,	Weekly	2 hours	

## Supplementary Questionnaire – Effort Factors

### **Emotional Effort**

This factor measures the nature, frequency and duration demands of the emotional effort required to undertake clinical or non-clinical duties that are generally considered to be distressing and/or emotionally demanding.

Please identify how often the post holder has exposure to direct and/or indirect distressing and/or emotional circumstances and the type of situations they are required to deal with.

For example, ' processing (e.g. typing/transmitting) news of highly distressing events; giving unwelcome news to patients/clients/carers/staff; caring for the terminally ill; dealing with difficult situations/circumstances; designated to provide emotional support to front line staff; communicating life changing events; dealing with people with challenging behaviour; arriving at the scene of an accident.' **N.B. Fear of Violence is measured under Working Conditions**

<b>Examples of Typical effort(s)</b>	<b>How often per day / week / month</b>	<b>For how long?</b>	<b>Additional Comments</b>
Occasional distressing or emotional circumstances	Monthly	1 hour	
Imparting unwelcome news to stakeholders, staff	Monthly	1 hour	

## Supplementary Questionnaire – Effort Factors

ESR Position Number : Cyf ESR.: - Approval Date :Dyddiad Cymeradwyo :

**Working Conditions**

This factor measures the nature, frequency and duration of demands on staff arising from inevitably adverse environmental conditions (such as inclement weather, extreme heat/cold, smells, noise and fumes) and hazards, which are unavoidable **(even with the strictest health and safety controls)**, such as road traffic accidents, spills of harmful chemicals, aggressive behaviour of patients, clients, relatives, carers.

Please identify unpleasant working conditions or hazards which are encountered in the post holder's working environment and establish how often and for how long they are exposed to them during a working day / week / month.

Examples are – use of VDU more or less continuously; unpleasant substances/non-household waste; infectious material/foul linen; body fluids, faeces, vomit; dust/dirt; fleas/lice; humidity; contaminated equipment or work areas; driving/being driven in normal or emergency situations - **\*Driving to and from work is not included**

Examples of Typical effort(s)	How often per day / week / month	For how long?	Additional Comments
Frequent use of road transportation	Monthly	1 hour	
Uses public transport to visit sites	Every 2-3 months	1 hour	