ROLE PROFILE - clinical leadERS

# Introduction

The Lincolnshire Refugee Doctor Project is a Community Interest Company which supports doctors who are refugees or asylum-seekers through an educational programme of clinical and English language learning required to become registered with the General Medical Council, to experience clinical placements within the NHS locally to gain an understanding of the UK NHS, and to become part of the NHS workforce once registration is achieved

The programme began in Grimsby in 2019 covering North and North East Lincolnshire and has continued to expand both its member numbers and the geographical areas covered with Lincolnshire coming on board from mid 2020. It is funded by a portfolio model, the majority of which comes from Health Education England funding, but supplemented by a significant input from charitable, local authority or private sources.

The Board, which has members from the local NHS community, retired health professionals, educationalists and people from the business community, aspires to expand both the programme offer and professional footprints of the organisation.

## Role Purpose

The core purpose of the Clinical Leaders is to assist the Board of Directors and Operations Director to:

* Work alongside other Clinical Leaders and the Learning & Development Co-ordinator to ensure the best possible outcomes for refugee doctors entering the clinical phases of the programme. (PLAB 1 PLAB 2 clinical experience via employment or placement).
* Have oversight and development of PLAB 1 and PLAB 2 teaching delivery to ensure the most effective model of learning that ensures members are fully equipped to achieve successful outcomes in their PLAB examinations
* Ensure volunteer teachers deliver appropriate content designed for PLAB success and provide clinical input where required
* Feedback to teachers and mentors to help support their own professional development as educators
* Review tools and resources for PLAB teaching ensuring they are the most effective they can be.
* Work closely with other Clinical Leaders and Learning & Development Co-ordinator to ensure the programme timetable sessions are filled and are delivered appropriately
* Engage with colleagues who are willing to work with programme members in clinical settings on a voluntary basis, to support their clinical learning, practical experience and support with job applications and references where needed
* Support individual doctors who are experiencing difficulties making progress on the clinical programme by assessing the issues and creating interventions. Identifying where further progress is not possible and working with members when considering other career options.
* Develop and oversee a program of clinical placements in Primary and Secondary Care when it will be most beneficial to the members’ learning
* Ensure that all learning from teaching and clinical experience is captured by the members by creating an individual portfolio of learning
* Provide clinical advice to the Learning & Development Co-ordinator where required
* Take part in interview panels for doctors applying for programme membership
* Feedback to the Board and advise on the strategic direction of the Programme through a quarterly report at Board meetings ?
* Clinical Leads will work collaboratively with the Learning & Development Co-ordinator to ensure a balanced programme involving both Language and Clinical teaching is delivered in a format conducive to creating a positive work/learning/life balance for members
* The Clinical Lead will meet with members to discuss their progress and give feedback from tutors and mentors when appropriate.
* Accountability and Reporting Arrangements
* Clinical Leaders will be accountable to the Board of Directors and report to the Director of Operations and Lead Board Director who holds the portfolio for clinical leadership.

## Key Working Relationships

Key working relationships will be with:

* The Board of Directors
* Director of Operations
* Learning & Development Co-ordinator
* Other Clinical Leads
* Tutors and Mentors
* Clinical stakeholder bodies [Hospital and Primary Care Trusts]
* Programme Members

### Reporting

The Clinical Lead will meet with the Director of Operations and nominated Lead Board Director every three months to discuss the progress of doctors within the programme. Such information will be based on the endpoints being aimed for by individual members of the programme. This process should also anticipate and review changes in resource requirements so that these can be planned for.

An example of the format of that report might be:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Period: | | | | |
| **Doctor** | **Specialty** | **Target endpoint for period** | **Progress notes** | **Resource issues** |
| Doctor A | Surgery | PLAB 1 | Making progress: ready for PLAB 1 6 months? | None |
| Doctor B | Medicine | PLAB 1 | Progress is slow. Arranging additional support outside of structured lessons | Needs PLAB 1 mentor |
| Doctor C | Not yet decided | PLAB 2 | Good pass at PLAB 1: should be PLAB 2 ready 3 months. Needs intensive preparation help. | PLAB2 preparation course £650 |
| Doctor D | General Practice | PLAB 2 | Has difficulty following clinical material taught in class. Cannot envisage PLAB 2 ready inside 6 months. | Would benefit from clinical placement alongside additional mentor support |

### Audit

The Clinical Leaders will undertake regular review of the outcomes of the programme, not less frequently than once yearly, and report to the Lead Director [Programme] and Board. This will help to inform the reports back to Health Education England or other funders.

# Person Specification

|  |  |  |  |
| --- | --- | --- | --- |
| Domain | Description | Essential | Desirable |
| Personal | Time management | Able to manage own time | Experience of managing team schedule |
|  | Travel | Able to travel easily between programme sites | Car Driver |
| Education | Background in Medical Education | Experience in delivery of medical education | Training or degree in medical education |
|  | Curriculum planning | Experience of planning a curriculum | Experience in adapting a curriculum to take account of learners needs |
|  | Needs Assessment | Ability to adapt the Programme to meet an individual’s needs assessment. | Training in carrying out assessment of needs |
|  | Appraisal | Experience of NHS Appraisal [personal] | Experience as an NHS Appraiser |
|  | Presentation skills | Able to deliver clinical and other content effectively | Skilled at delivery of clinical and non-clinical content |
| Networks | Managing people | Able to motivate a team of clinicians | Experience of managing clinicians |
|  | Creating network | Able to develop a wide network of tutor/mentors | Has an established network of potential tutor/mentors |