

NHS Education for Scotland

GP FELLOWSHIP POSTS 2023

Medical Education Fellowships in General Practice – Job Information

Job Reference: 8861BR

Across the 4 regions of NHS Education for Scotland (all at 0.5 wte)

Background

NHS Education for Scotland (NES) is an education and training body with a Scotland wide role in undergraduate, postgraduate and continuing professional development.

These posts provide an unparalleled opportunity for recently qualified GPs to become involved in the development, delivery and evaluation of medical education and contribute to the development of a sustainable, fit for purpose primary care workforce in Scotland

Purpose

The purpose of these GP Fellowships is to develop a cadre of educational leaders who will inspire and influence the present and future primary care workforce.

These Fellowships will enable the individual to develop specific skills related to Medical Education. Fellows across Scotland will work together to deliver project work as relevant to NES development priorities.

Structure of the Fellowship

The Fellowship has three components:

- Local Educational component –Fellows participate in the educational delivery and evaluation of this within their region and ideally take the lead in some aspect of educational delivery or quality assurance.
- Academic – We expect fellows to commence a postgraduate qualification relevant to medical education for example a certificate in medical education.
- Project work – this could be evaluation of the locally delivered educational release programme or a component of it / educational research/ Quality Improvement Project/ presentation at conference/ publication in a peer-reviewed journal/NES developmental priority

Clinical work

Clinical Work is not provided as part of this Fellowship. However, we assume that fellows will retain a base of work within normal general practice to maintain and develop their skills and meet their requirements for revalidation, given the part time nature of the Fellowship. Fellows will need to organise clinical work (as a part time locum, assistant or principal) themselves.

Terms and Conditions

Salary £31,687 (5 sessions / week)

This figure is based on the whole-time equivalent trainee base salary at point 03 on the salary scale plus 45%. This arrangement reflects the unique educational nature of the post. Superannuation is payable on the base part of the salary only. Any 2022/23 salary uplift will be applied.

The post is fixed term for 12 months duration.

If the post holder does not hold a valid UK driving licence, the ability to travel and organise suitable alternative transport will be necessary. Travel expenses incurred as a result of the need to travel will be reimbursed in line with NES policy.

Study Leave

A sum of £1,000 per annum is available and can be used for any relevant educational activity (to subsidise course fees, attend medical education conference) and for travel and accommodation costs incurred through these events

Disclosure

Pre-employment checks may be undertaken and appointments will be subject to satisfactory clearances.

Health Screening

All appointments will be subject to satisfactory health clearance and pre-employment health checks may be required.

Maternity/Paternity Leave and Pay

The maternity/paternity policy of the employing organisation will apply to these appointments.

Relocation

Any request for relocation should be discussed at interview and would have to be approved in writing by the employing organisation in advance of appointment.

Medical Defence

As a NES employee, CNORIS indemnity will cover any activities done as part of the Fellowship. Fellows need separate medical defence cover for any clinical work provided independently of the Fellowship

The Fellow will be responsible for notifying their Medical Defence body of the expected programme to ensure that there is a clear balance between CNORIS indemnity, clinical indemnity and personal indemnity cover as appropriate to cover their fellowship and other external commitments. Medical Defence subscriptions will **not** be reimbursed by NES.

Holidays

Annual leave and public/local holidays will be in line with the employer's contractual terms and conditions.

Hours of Work

Working patterns will be agreed with the Fellowship Co-ordinator within each region.

Discipline and Grievance Procedures

The contractual employer's policies and procedures will apply.

Sick Pay

The contractual employer's policies and procedures will apply.

The Terms and Conditions above are for information purposes only and may be subject to variation. They do not form the basis of a legal contract.

Support and Accountability of Fellowship

It is anticipated that the Fellow will be supported in the following way:

Local Fellowship Supervisor: The Supervisor will normally be based within a region to which the Fellow is attached and will agree the general direction of the educational component. An educational contract will be drawn up with the Fellow and approved by the Director of Postgraduate GP Education.

Further Information

For further information, please contact Prof. Amjad Khan at Amjad.Khan@nhs.scot, or any of the regional Directors or Assistant Directors of PG GP Education and/ or discussion with current post-holder(s) can be arranged if desired.

NHS Education for Scotland

Medical Education Fellowships in General Practice – Person Specification

FACTORS		CRITERIA (examples)	Application	Interview
Education and Professional Qualifications	Essential	• MBChB or equivalent primary medical degree	√	
		• Satisfactory completion of a GP Specialty Training Programme within the last 5 years (CCT or CEGPR) prior to commencing the Fellowship	√	
		• Registered with GMC on the GP Register with a licence to practice	√	
		• Doctors from overseas wishing to be considered for these fellowships will need to achieve an overall score of 7.5 out of 9 in the International English Language Testing System (IELTS) test.	√	

Experience/ Training (including research if appropriate)	Essential	• Experience of working in UK GP NHS	√	
		• Eligible to join Health Board Performers List	√	
	<i>Desirable</i>	• Other relevant Postgraduate Diplomas.	√	√
		• Past practical experience of medical		

		education and its delivery.		
Specific knowledge, aptitude and abilities	Essential	• Is able to articulate the core values of general practice and medical education.	√	√
		• Some understanding of the range of problems facing medical education in Scotland.	√	√
		• Evidence of personal initiative in achieving educational objectives.	√	√
		• Evidence/ demonstration of self- directed learning.	√	√
	<i>Desirable</i>	• Evidence of exceptional achievement personal/professional.	√	√

Interpersonal skills	Essential	<ul style="list-style-type: none"> • Good communication skills including the ability to communicate with trainees and colleagues. 	√	√
		<ul style="list-style-type: none"> • Commitment to developing expertise in medical education. 	√	√
	<i>Desirable</i>	<ul style="list-style-type: none"> • Evidence of awareness of own development needs. 	√	√
Other factors	Essential	<ul style="list-style-type: none"> • Flexible approach to working arrangements. 	√	√
		<ul style="list-style-type: none"> • Willing to travel to various locations. 	√	√

Leadership Behaviours

NHS Education for Scotland (NES) assesses and selects employees based on our leadership behaviours which are expected at all levels in the organisations. These leadership behaviours support the NES ways of working and NHS Scotland values.

These leadership behaviours describe how we work, and what is expected of everyone who works in NES. A number of methods may be used to assess these behaviours as part of our recruitment and selection processes. Our leadership behaviours are:





Online Application Guidance

General Guidance

- No applicant will be unfairly discriminated against. We are particularly alert to eliminating discrimination on account of age, cultural/religious/political belief, disability, ethnicity, gender, race, relationship status, sexual orientation, and/or Trade Union membership or stewardship.

You will be asked to complete the following sections:

- Section 1: Personal Details
 - Section 2: Qualifications and Memberships
 - Section 3: Career History
 - Section 4: Statement in Support of Application
 - Section 5: References
 - Section 6: Disability
 - Section 7: Application Declarations
 - Section 8: Equal Opportunities Monitoring
- Only Sections 2, 3 & 4 of this online form will be made available to short-listing panels. Sections 1 to 4 (inclusive) would then be used by the interviewing panel if you are selected for interview. Sections 5 to 8 will be viewed only by the HR department.
 - Required questions are denoted with an asterisk (*). When you have answered the questions on a page, click the **Save and continue** button to continue to the next section. You can navigate to a previous section by clicking the **Back** button at the top of the page.
 - If you wish to complete the application form later, click the **Save and finish later** button. It will be saved as a draft application in your Candidate Portal.

- You can retrieve saved draft forms by logging in to the Candidate Portal, selecting Dashboard from the Candidate Zone drop down menu, and then selecting Applications.
- You will have an opportunity to review and edit all sections of your application form at the end under the 'Review' Section. Click on **Send my application** to complete the process and submit your form.
- **PLEASE NOTE:** You will be unable to edit an application form once it has been submitted.

Section 1: Personal Details

- All our communications will be sent to you via email - **please ensure you provide an accurate email address which you will have regular access to throughout the recruitment process.** Applicants should regularly check Junk/SPAM folders to ensure key communications aren't missed. Similarly, applicants using NHS.net email accounts have reported difficulties receiving communications, with emails hitting their local firewall. Please contact your local IT if this is the case, or **you may wish to consider using an alternative email address.**
- Working in the UK – It is your responsibility to ensure that you have the right to work in the UK. This will be verified as part of our pre employment checks.

Section 2: Qualifications and Professional Membership

- Please tell us about any qualifications you have or are working towards. This can include school, college or university qualifications, or work based qualifications such as SVQs or NVQs.
- Remember to include any 'non formal' qualifications or certificates that you think are **relevant to the job** you are applying for.
- If the post requires you to be professionally registered, please provide details of your Professional Membership e.g. GMC, NMC, GDC etc.

Section 3: Career History

- Please tell us about your present or most recent post. This can include any voluntary work. If you have not yet worked please state this in the Job Title and Employer fields.
- Please tell us briefly about your duties (what you do or did in your job). You could tell us your role, the main tasks, and any responsibility for supervising others.
- **There is a 4000-character limit (including spaces) for this question.**

If you would like to paste your response from an external document please use a keyboard shortcut: CTRL+V for Windows users, Apple+V for Mac users.

- Please then tell us about any previous employment. If a job supports the position applied for, please say more about it in your Application Support statement.

Section 4: Statement in Support of Application

- Please tell us your personal qualities, skills and attributes, experience and any major achievements and show how they match those needed for this job. Please refer to the Person Specification (within the Job Information Pack) when completing your statement.

- **There is a 4000 character limit (including spaces) for this question.**

If you would like to paste your response from an external document please use a keyboard shortcut: CTRL+V for Windows users, Apple+V for Mac users.

- Please try to remember where you heard about this job, and select the relevant option. The information you give will help us review our vacancy advertising.

Section 5: References

- As part of pre-employment checks, if you are the preferred candidate(s) you will be asked to provide details of at least two referees, verifying a minimum of 3 years previous employment, one of which must be your current or most recent employer.
- Our pre-employment screening also includes, where appropriate, ID and right to work in the UK, qualifications, criminal convictions and occupational health.

Section 6: Disability

- The Equality Act 2010 defines disability as:

A physical or mental impairment that has a substantial and long-term adverse effect on a person's ability to carry out normal day to day activities.

- NHS Education for Scotland is a Disability Confident Employer and has made a positive commitment to the employment and retention of disabled people. In addition, we operate a Guaranteed Interview Scheme (GIS), which means that if you have a disability, and meet the minimum criteria outlined within the Person Specification, you will be guaranteed an interview.
- Please let us know if you are a disabled candidate and would like to be considered under the GIS scheme. Please also let us know if you require any requirements you would have to enable you attend for interview or undertake a test/presentation.

- **Please Note:** this section will not be viewed by the selection panel. However, HR will use the information provided to enable us to operate the GIS and arrange reasonable adjustments.

Section 7: Declarations

- 'Reserve candidates' may be identified by the panel where a candidate is considered 'appointable' but not the successful candidate on this occasion.
- Please indicate if you agree to your application form being shared with NES hiring managers for similar vacancies in the future.
- If you are offered employment, you must disclose any previous convictions either classed as 'spent' or 'unspent'. Any failure to disclose such convictions could result in dismissal or disciplinary action.
 - Any information you give will be considered only in relation to the post for which this application form refers. Information will be verified by Disclosure Scotland for relevant posts.
- Please read and indicate that you have understood and agree to the declaration statements.

Section 8: Equal Opportunities Monitoring

- The information you provide in this part of the form (Section 8) is confidential and is NOT used in the selection process.

Please then review and edit your application where required before selecting 'Send my Application' to submit it. Please note that you will not be able to amend your application once you have submitted it.