

UK Foundation Programme Office (UKFPO) – Fellow

Learning Contract/Role Description

Overview

The aim of leadership development in Postgraduate Medical Education is to focus on learning through a longitudinal process of personal development rather than purely isolated programmes in any one set place in time. Learning is different for everyone, and a variety of learning styles should always be considered. The underlying assumption is that leadership is learnt. This requires three types of experience: challenging assignments (70%); developmental relationships (20%); coursework and training (10%).

During the course of the fellowship you will have the opportunity to acquire, develop and share knowledge and skills in medical education and leadership and will be challenged to think and behave differently in your role.

The knowledge and skills acquired through this post will provide education and leadership experience and it is anticipated that by the end of the secondment, the fellow will be equipped to identify themselves as a medical education leader and to promote and disseminate learning in leadership to others.

Eligibility

- You are expected to be a fully registered doctor working within the UK Foundation Programme at the point of taking up the position. This means you will apply during your F1 year and start the post in your F2 year. Applications are open to applicants on the SFP, FPP and PFF as well as the standard Foundation Programme, and to those working less than full time (LTFT).
- Working days can be flexible, dependent on the clinical commitment, but you must be available for fellowship work an average of one day per week.
- We are looking for enthusiastic trainees who are able to manage their own time effectively and who wish to use this opportunity to develop leadership skills, so that they will be well-placed in the future to lead and to disseminate their leadership training and ethos.
- We are looking for excellent communication skills, capable team working, willingness and ability to maintain confidentiality, and a desire to succeed within the various challenges and opportunities that the fellowship presents.
- The culture of the UKFPO is one of support, openness and providing equal opportunity to everyone; those working for us are expected to show empathy and courtesy at all times.
- Only trainees expecting an Annual Review of Competence Progression (ARCP) outcome 1 will be considered.
- It would be desirable for the post-holder to have an interest in education, leadership and research.

Time Commitment

The fellow will spend an average of 1 day per week (0.2 WTE) working in the role, undertaking a specific project with suitable supervision and with the UKFPO as representatives of Foundation Programme doctors. There will be the opportunity to attend UKFPO and other meetings. The remaining time in the working week (0.8 WTE) will be spent on standard clinical duties within the post-holder's existing F2 programme.

Working days can be flexible, dependent on the clinical commitment, but fellows will be available to conduct leadership work for an average of one day per week.

The UKFPO secondment will be recognised as training.

Accountability

Fellows will be supervised by a named member of the UKFPO senior team.

Location

The fellow will be expected to work closely with the UKFPO team. It is expected that routine communications with the team and relevant stakeholders will be conducted via email/Teams facilities. The fellow will also be required to travel and attend relevant meetings/events, typically in Birmingham or London. Reimbursement will be provided for reasonable travel costs incurred. The post-holder will be expected to work closely with the UKFPO central team. It is expected that routine communications with the team and relevant stakeholders will be conducted via email/Teams facilities.

Coursework and Training (10%)

Depending on previous experience, fellows should consider enrolling in a leadership programme (e.g. Edward Jenner), coaching or mentorship training or other relevant courses. (4-5 days)

Developing Relationships (20%)

The fellow will engage with a variety of stakeholders both in the UKFPO and related organisations, attending where necessary, meetings to represent the UKFPO. (9-10 days)

Examples of Internal Meetings:

Foundation School Directors (FSD committee meeting)
UKFP Board
Education and Support Development Group (EDG committee meeting)
Recruitment Delivery Group (RDG committee meeting)

Examples of External Meetings:

Medical Schools Council Transitional Advisory Group
GMC Equality and Diversity
AoMRC Committees including Foundation Programme Committee

The fellow should discuss their areas of interest to select which of the above (or other similar meetings) might best support their development.

In particular, the fellow will use their role to build relationships with Foundation doctors to develop a positive engagement with the UKFPO and is expected to play an active role in the Foundation Doctors' Advisory Board.

The fellow is also required to assist in the recruitment of the succeeding fellows.

Challenging Assignments (70%)

As part of the training programme, the fellow will undertake a project or series of projects that align with the goals of the UKFPO. At the start of the secondment, the fellow should draw up a plan and timeline and

discuss it with their supervisor. Regular on-going meetings should also be arranged to ensure progress and support within the secondment.

Projects may include the development of training and other materials for the UKFPO and engagement of/presentation to key stakeholders. The fellow is also encouraged to share their work at appropriate national/international conferences e.g. AMEE, DEMEC, FMLM etc. as appropriate.

**UK Foundation Programme Office
February 2024**