

National Lead NCHD Fellowship 2023 Applicant Guide

The Health Service Executive is now inviting applications from NCHDs
who have experience in Leadership for:

The National Lead NCHD Fellowship

The deadline for submission of applications to HSE National Doctors Training and Planning:
16th December 2022

HSE National Doctors Training and Planning
November 2022

Introduction

NCHDs, individually and as a group, are essential staff in the healthcare system and are valuable in the management and leadership structures of hospitals and other healthcare settings. The role of a Lead NCHD is to provide a formal link at management level between NCHDs and clinical directorates / hospital management structures, thereby enabling a continuous two-way flow of communication between management and NCHDs.

The Lead NCHD Programme fulfils a recommendation in the MacCraith Report and is a joint collaboration between the National Quality Improvement Division (NQID) and National Doctors Training and Planning (NDTP) of the HSE. The Programme was first piloted in 2013 and has fostered year on year expansion, with a National Lead NCHD in place since 2017. The Programme now runs across 43 acute hospitals, Public Health and Primary Care settings, and Community Health Organisations (CHOs). Approximately 80 NCHD leads are appointed annually and over 500 NCHDs have held the position to date.

Call for the National Lead NCHD Fellow 2023/24

The HSE is now inviting applications for the **National Lead NCHD Fellow** commencing in July 2023. The National Lead Fellow works as part of the NDTP team for the duration of the fellowship period.

The National Lead NCHD Fellowship presents an exciting opportunity to develop leadership and managerial skills, while playing a leading role in this national initiative that supports NCHDs to make a positive change to health care environments.

The National Lead NCHD Fellow for 2022/23, Dr Jennifer Finnegan, describes the role as:

“A unique opportunity to further develop your leadership and management skills. The role gives the autonomy to guide the direction of the Lead NCHD programme and the opportunity to input into new initiatives designed to improve the NCHD experience and wider workforce planning. It affords the chance to advocate for NCHDs while engaging with senior decision-makers, improving communication skills, building connections and preparing you for future leadership roles.”

Employment and Contractual Arrangements

The following employment and contractual arrangements will apply to the Fellowship:

The Award and Contractual Arrangements

- The successful candidate will be awarded the **National Lead NCHD Fellowship** and will receive the NCHD contract and a salary equivalent to their current rate of remuneration for the duration of the 12-month Fellowship.
- The National Lead NCHD Fellowship is funded by NDTP and the Fellow will be employed directly by NDTP for the duration of the Fellowship;
- The **National Lead NCHD Fellow will have dedicated time within the role to enrol in a post graduate/master's programme**, with considerable management, leadership or quality improvement aspects, for which they may obtain a post-graduate qualification. A research study or project will be undertaken as part of the post graduate/master's programme.
- **NDTP will contribute to post graduate/master's programme fees** - for the year of the Fellowship only.

- NDTP would be open to the successful candidate working less than full time. This would allow the Fellow to remain in clinical practice or pursue other interests.
- NDTP would be open to the role being filled through a job share, should two suitably qualified candidates be interested in this arrangement.
- We would also be open to the Fellow working from other locations / remote working with agreed days in the NDTP Office as required
- The fellowship year may be accredited for training (this is subject to prospective approval from the relevant postgraduate training body).
- The recipient of the Fellowship will be required to sign an Award Agreement with the HSE.
- Deferral of the award is not permitted.

Remit and Duties associated with the role of National Lead NCHD Fellow

Each year the Lead NCHD Initiative seeks to improve in collaboration with NDTP and other partners within the HSE (including the CCO's office, Clinical Director (CD) Programme, the National Quality Improvement Team (QID), National HR, Acute Hospitals, Primary care, Mental Health Division, Health and Wellbeing). The duties outlined below are not intended to be a comprehensive list of all duties involved and consequently, the fellow may be required to perform other duties as appropriate to the post and to contribute to the development of the post while in office.

- **To oversee and operate, embed and develop the Lead NCHD programme, to include:**
 - Continuing current initiatives and developing additional initiatives to further embed the Lead NCHD role in clinical sites around the country, in particular focusing on transfer of successful projects between sites and promoting consistency and quality in the delivery of the role;
 - Assuming a lead role in shaping and organising the Lead NCHD workshops, Annual Lead NCHD QI awards and other Lead NCHD events;
 - Engaging with Clinical Directors, NDTP Trainer Leads and Clinical Directors of Education and Medical Manpower to embed the Lead roles locally;
 - Acting as a resource for Lead NCHDs across the country;
 - To provide support and guidance for Lead NCHD Initiatives;
 - Reviewing governance, Lead NCHD outputs and funding where necessary.
- **To represent NCHDs nationally and provide a link to senior management in HSE, to include:**
 - Aligning Lead NCHD initiatives to the wider NDTP and HSE agenda (e.g. quality, risk management, IT, Innovation etc.);
 - Obtaining and articulating the views of the Lead NCHD cohort at various fora as appropriate (e.g. Forum trainee subcommittee, Medical Council CPD and Education and Training committees; Ministerial NCHD Taskforce, other expert implementation groups as requested);
 - Engaging with Lead NCHDs to ensure views are obtained and fed into various fora as above
- **To provide support & promote resources and opportunities for all NCHDs, indicative examples of leading and developing NCHD initiatives could include:**

- Enhancing the communication between NDTP and NCHDs through effective liaison activities (e.g. Lead NCHD workshops, Clinical site visits, Lead NCHD Newsletter, DIME updates, Twitter, website);
- Inputting into various on-going initiatives within NDTP or the Chief Clinical Office (such as enhancing NCHD engagement, further role out and development of the National Employment Record (NER), NER APP, NCHD Innovation and NCHD work practices i.e. Less than full time working and training and other continuous improvement initiatives);
- **To undertake a research study or project**
 - A research study or project will be undertaken as part of the post graduate/master's programme. The specific post graduate/master's programme and the research topic will be agreed between the Fellow and NDTP, however applicants should have a potential area of research identified at time of application.

Who Should Apply

To apply applicants must possess the following:

- Have at least four years' post-graduate experience;
- Demonstrate evidence of participation in the delivery of undergraduate and postgraduate training;
- Experience as a Lead NCHD is desirable;
- Demonstrate a successful track record in engaging and contributing positively to change programmes within the health service;
- Demonstrate a commitment to participation, delivery and enhancement of training;
- Experience of engaging with and working with a range of stakeholders including NCHD colleagues; and
- Possess the requisite knowledge, skills and attributes to make a contribution to the health service through the Fellowship – See Appendix 1.

How to Apply

To apply please submit the following:

- A comprehensive Curriculum Vitae clearly showing relevant achievements and experience from your career to date;
- A cover letter/personal statement (maximum 2 pages) outlining why you wish to be considered for this Fellowship and where you believe your skills and experience meet the requirements for the National Lead NCHD Fellowship;
- A one-page summary outlining of your area of research interest including which post-graduate/master's programme/s you are considering.

Closing date for Applications:

Applications must be submitted by e-mail to: National Doctors Training & Planning: nl.nchd@hse.ie no later than **5pm on 16th December 2022**

Informal enquiries about the role can be made to the current National Lead
NCHD Dr. Jennifer Finnegan: nj.nchd@hse.ie

The Selection Process

The HSE will consider the applications submitted to it and shortlist the applications. Consideration will include:

- The candidate's years of post-graduate experience;
- The candidate's experience of contributing to change programmes and engaging with stakeholders in the health service including NCHD colleagues;
- The candidate's commitment to participation in education and delivery of training; and,
- The candidate's possession of the following knowledge, skills and attributes:
 - Professional Knowledge & Experience
 - Planning, Organising and Delivery of Results
 - Communication & Interpersonal Skills
 - Leadership & Teamwork
 - Commitment to a Quality Service
 - The candidates vision for the role.

Failure to include information regarding these requirements may result in you not being called forward to the next stage of the selection process.

Shortlisted applicants will be invited to attend for interview with a panel formed by the HSE. Applicants will be informed of the outcome of the selection process as soon as possible thereafter. Interviews will take place in the NDTP office in December 2021, however depending on COVID restrictions closer to the time it may be necessary to conduct the interview through video conferencing.

Appendix 1 – Knowledge, Skills and Attributes

In their cover letter, applicants should show they possess the following knowledge, skills and attributes to make a contribution to the health service through the Fellowship in their application.

Professional Knowledge & Experience

Demonstrate:

- Knowledge of medical workforce structures;
- Knowledge of Irish Health Service structures and reconfiguration; and,
- Excellent ICT skills.

Planning, Organising and Delivery of Results

Demonstrate:

- Excellent organisational and time management skills to meet objectives within agreed timeframes and achieve quality results;
- Evidence of effective planning and organisational skills including an awareness of resource management and the importance of value for money;
- The ability to improve efficiency within the working environment and the ability to evolve and adapt to a rapidly changing environment;

- A capacity to operate successfully in a challenging operational environment while adhering to quality standards;
- Results focused, motivated and enthusiastic with a 'can do' attitude;
- The ability to successfully manage a range of different projects and work activities concurrently; and,
- A proven ability to prioritise, organise and schedule a wide variety of tasks and to manage competing demands while consistently maintaining high standards and positive working relationships.

Communication & Interpersonal Skills

Demonstrate:

- Excellent oral and written communication skills including the ability to produce professional reports;
- A track record of building positive working relationships with people who work in a challenging and at times stressful work environment;
- Excellent people skills and the ability to achieve "buy-in" from major stakeholders; and,
- Negotiation/influencing skills.

Leadership & Teamwork

Demonstrate:

- The capacity for management responsibility and demonstration of initiative;
- The ability to achieve results through collaborative working;
- The ability to build and maintain relationships with colleagues and other stakeholders and to achieve results through collaborative working;
- The ability to work both independently and collaboratively within a dynamic team and multi stakeholder environment;
- The ability to lead the team by example, coaching and supporting individuals as required; and,
- Flexibility, adaptability and openness to working effectively in a changing environment.

Commitment to a Quality Service

Demonstrate:

- An ability to pay close and accurate attention to detail in personal work and to create a culture where high standards are valued and respected.
- Evidence of practicing and promoting a strong focus on delivering high quality customer service for internal and external customers.
- Commitment to developing own knowledge and expertise.