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| NDTP Fellowship in Innovation & Change  2018  Applicant’s Guide |



**January 2018**

**Deadline** for submission of applications to HSE National Doctors Training and Planning:

**Wednesday 14th February 2018**

**Introduction**

The vision of National Doctors Training and Planning (NDTP) is to contribute to the best possible outcomes for patients in the Irish health service, through its role in medical education and training, medical workforce planning and the consultant post approval process (NDTP Strategy, 2016).

NDTP is committed to improving the working experience of NCHDs, individually and as a group, within our health service. NDTP have a track record of supporting early stage ideas to realisation including the Lead NCHD Programme, the National Employment Record (NER), the DIME (Doctors Integrated Medical Electronic system), IMG Training Initiative and the Spark Programme.

NDTP believes that the opportunity to develop one’s ideas is central to staff engagement, often inspiring for staff, encouraging recruitment and supporting retention. We also believe that it is not solely about successful ideas but also about the potential shared learning for the system. With this in mind, NDTP is eager to support innovation through the new Spark programme and the role of the NDTP Innovation Fellow, which have been created to support ideas, design, innovation, collaboration and initial implementation of NCHD-led initiatives. This is the second year of Spark and the Innovation Fellowship and NDTP hopes to appoint the successful fellow in July 2018 for a one year term.

**The Award**

The successful candidate will be awarded an NDTP Fellowship and will receive a salary equivalent to their current rate of remuneration for the duration of the Fellowship. In addition, NDTP will fund postgraduate programme fees to a maximum of €4,000 for the year of the Fellowship only. The recipient of the Fellowship will be required to sign an Award Agreement with the HSE. Deferral of the award is not permitted.

**The 2018 Call for the NDTP Fellowship in Innovation**

The HSE is now inviting applications for the NDTP Fellowship in Innovation commencing in July 2018. The purpose of the Fellowship will be three-fold:

1. To further develop the Spark Initiative in collaboration with NDTP and other stakeholders.
2. To provide input to other NDTP initiatives and contribute to the wider NDTP agenda.
3. To research and publish discussion paper(s) on innovation in healthcare (topic(s) would be agreed between the Fellow and NDTP, however applicants should have an area of research and a potential supervisor identified at time of application)

It would be envisaged that the NDTP Fellow would be enrolled in a relevant postgraduate programme. The specific course would be agreed with the successful applicant.

The Fellowship would be a full-time commitment for an NCHD for a one year period. Time required to undertake the postgraduate programme and associated research will be agreed with the successful applicant. The NDTP Fellowship presents an exciting opportunity for an NCHD to develop their leadership and managerial skills, while playing a leading role in this national initiative.

**Remit of the Clinical Innovation Fellow**

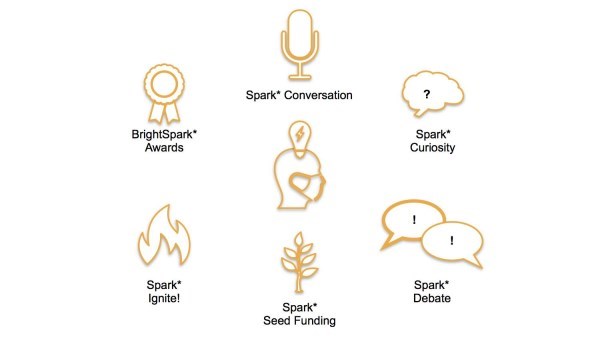
The remit of the Fellow will include:

**General Duties:**

* Leading and continuing to develop the Spark programme in collaboration with NDTP, the National Lead NCHD, Lead NCHDs, NCHDs, Consultants, Hospitals and other relevant stakeholders
* Act as a resource for NCHDs to help drive innovation, change and collaboration in the health services
* Develop a series of Key Performance Indicators (KPIs) to report the impact of the role and projects supported by NDTP and Spark
* Assist with scaling up and/or transferring successful initiatives and projects that Lead NCHD(s), NCHDs or Medical Manpower (MM) teams have undertaken in one clinical site to other sites
* Input or take the lead on various NDTP projects/initiatives as part of the NDTP Strategy and/or the HSE People Strategy as requested
* Implement the strategy to support doctor innovation in Ireland
* Develop and lead initiatives to support innovation, collaboration and change within the HSE
* Prepare reports, articles and or updates for a variety of purposes including the Lead NCHD Newsletter, NDTP Annual Report, HR updates, media press releases, social media, etc.
* Promote multidisciplinary team working
* Attend meetings as required both internally and externally
* Further duties as required.

**Leading and developing the SPARK initiative:**

The SPARK initiative is a term employed to describe innovation within NDTP and has been moulded into a programme (see full details on [www.hse.ie/spark](http://www.hse.ie/spark)) with 6 elements:



The Spark programme broadly includes 3 elements:

1. Engagement & Encouragement

*Spark Conversation* is the arm of Spark concerned with distributing information to NCHDs across multiple platforms, to allow access regardless of geographic barriers or time restrictions. The Innovation Fellow will be expected to engage with NCHDs and other stakeholders through social media (Twitter, Facebook Live, etc.), direct email, the NDTP website, webcasts, podcasts, and any other relevant means of communication.

*Spark Curiosity* is a series of lectures and workshops which expose NCHDs to new ways of thinking and consider the role that they can play in innovation. This is an opportunity for NCHDs to network with each other and with interesting speakers, as well as meeting the Innovation Fellow. The Fellow will be expected to plan, organise, and deliver these events across the country.

*Spark Debate* is an extension of the Curiosity series, where Oxford-style debates are held to discuss exciting and even controversial topics in healthcare. This is an opportunity for NCHDs to express their views and hear diverging opinions on new and challenging ideas.

2. Support & Recognition

*Spark Seed Funding* offers NCHDs the chance to turn ideas into actions. NDTP will fund small and medium projects proposed and run by NCHDs. The Fellow will be required to promote applications, assist and advise applicants, review applications, organise allocation of funding, and assess the progress of approved projects. The Fellow will also be expected to advise NCHDs on other funding streams, e.g. HSE eHealth Ireland QIC programme, NDTP Development Funding, etc.

*Spark Ignite!* is a series of regional workshops and competitions where NCHDs can pitch their new ideas. NCHDs receive advice and support in developing their proposals and the highest ranked projects enter a national final.

The *BrightSpark Awards* are part of the NDTP Awards, rewarding not only the most innovative and successful NCHD projects, but also recognising the key supporters working with NCHDs, e.g. Medical Manpower Managers, allied health professionals, etc.

3. Research & Collaboration

The Fellow will be expected to establish and maintain positive relationships with relevant academic institutions, industries, and international organisations. The Fellow will contribute to NDTP policy and planning, including discussion papers and strategies. While Spark is aimed at doctors in training, the programme requires multidisciplinary/interdisciplinary collaboration and involvement of patients where possible.

**Other Duties:**

The Clinical Innovation Fellow will be expected to encourage and support planned and unplanned innovation whilst developing novel approaches to support innovation. Indicative examples of what developing the Spark Initiative could involve:

* Developing initiatives/mechanisms to support innovation at clinical sites
* Align with Lead NCHD programme
* Cultivate and develop relationships internal and external to the HSE. Examples include National Lead NCHD /NDTP Fellow, E Health Ireland and Office of the Clinical Information Office, Trainee Committee of the Forum of Postgraduate Training Bodies
* Shaping innovation events for NCHDs
* Create, disseminate, and assess applications for funding and support
* Develop opportunities for shared learning across various sites and assist with transferring successful initiatives that Lead NCHD(s) have undertaken in one clinical site to other sites.
* Research Study or Project: a research study or project may be undertaken as part of the post graduate/masters programme. The specific post graduate/masters programme and the research topic would be agreed between the Fellow and NDTP, however applicants should have an area of research and a potential supervisor identified at time of application.

**Competencies:**

**Professional Knowledge & Experience**

Demonstrate:

* Familiarity and demonstrable track record in Innovation
* Knowledge of medical workforce structures
* Knowledge of Irish Health Service structures and reconfiguration
* 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
* 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 time stressful work environment
* Excellent people skills and the ability to achieve “buy-in” from major stakeholders
* 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.
* 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.

**Employment and Contractual Arrangements**

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

* The NDTP Fellowship in Innovation is funded by NDTP, HSE and the Fellow will be employed directly as a member of the NDTP team for the duration of the Fellowship.
* The role is potentially fulltime however there is flexibility particular in relation to accommodating doctors that wish to maintain clinical practice during the fellowship. NDTP would also consider Less than Full-Time Working.
* The Fellowship is a fixed term position for a period of one year.

**Who Should Apply**

To apply applicants must possess the following:

* Have at least completed internship by July 2018;
* Demonstrate a successful track record in engaging and contributing positively to change programmes;
* 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.

**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 NDTP Innovation Fellowship;
* A one page summary outlining of your research idea and potential supervisor including which post-graduate/masters programmes you are considering.

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| **Closing date for Applications:**  Applications must be submitted *by e-mail* to Ms Yvonne McGowan, NDTP at [yvonne.mcgowan@hse.ie](mailto:yvonne.mcgowan@hse.ie) no than  **5pm on Wednesday 14th February 2018**  Informal enquiries to Dr. Conor Malone at [conor.malone@hse.ie](mailto:conor.malone@hse.ie)  or by phone 0877907989 or to Jared Gormly, at [jared.gormly@hse.ie](mailto:jared.gormly@hse.ie)  or by phone 07669 59906. |

**The Selection Process**

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

Consideration will include:

* The candidate’s experience
* The candidate’s experience of:
  + Contributing to change programmes
  + Engaging with stakeholders in the health service including NCHD colleagues
* 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

*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.

**Interviews will take place on Tuesday 27th February 2018**.

Applicants will be informed of the outcome of the selection process as soon as possible thereafter.