**Training Hub Locum Lead Job Description**

**Title:** Training Hub Locum Lead

**Salary:** £285 per session

**Hours of work:** 2 sessions per month (24 sessions over a 12 months fixed term)

**Location**: Cambridgeshire and Peterborough

**Accountability:** Training Hub Project Manager

**Job Summary**

The key focus for this role is to provide professional support and leadership to GPs who choose to work as GP locums and to support the wider workforce locums as appropriate.

The wider purpose of the role is, together with other initiatives, to increase the retention of GPs in the Cambridgeshire and Peterborough system.

**Main Duties and Responsibilities**

* Liaise with all locums to understand the specific and particular challenges, needs and barriers they may face
* Working with locums to develop bespoke, local solutions and support strategies to meet these challenges, needs and barriers
* Provide professional and, where necessary, pastoral support to locums to increase the personal resilience of individual staff, enabling them to deliver their role more effectively
* Linking locums with CPTH initiatives at career transitions (such as fellowships or joining the C&P staff flexi bank)
* Develop or enhance local peer support network to support locums working in C&P
* Liaise with doctors on the VTS to provide them with information and advice on working as a GP locum after they qualify
* Identify and liaise with other, existing networks and ‘Champions’ to ensure that the specific needs, challenges and barriers faced by GP locums are understood more widely
* Ensure that locums are aware of local, regional and national sources of support
* Liaising with the Training Hub to ensure that locums are included in ongoing education programmes
* Make a positive difference in the career and personal experiences of locums, working in primary care.
* Liaise with local, regional and national colleagues to raise local issues and to identify potential initiatives, projects and programmes aimed at improving the experiences of locums. This might include, for example, the development of locum welcome packs, information sheets and website content.

**Communication**

* Maintain constructive relationships with a broad range of internal and external stakeholders
* Ensure that all Practices in C&P are aware of the support available to locums

**Education and research**

* Support the development and delivery of Education for locums
* The role holder will maintain and be aware of current/up to date evidence/research from a variety of credible sources to inform appropriate actions and initiatives.
* Contribute to Cambridgeshire and Peterborough overall approach to developing its workforce strategy.
* Attend relevant training sessions to maintain own mandatory and professional knowledge and skills.

**Monitoring and reporting**

* The role holder will provide written feedback to the Training Hub, on a bi-monthly basis, on the activities and work undertaken in the previous period. This feedback should, where possible, include an assessment of the impact of the role.

**Organisational responsibilities**

* Confidentiality – the role-holder must maintain confidentiality of information relating to patients, staff and other Health Service business.
* Health and Safety – the role-holder must have a general awareness of their responsibilities under relevant health and safety legislation
* Risk Management – the role-holder is responsible to report all clinical and non-clinical accidents that they come across in the course of carrying out their role
* Equal Opportunities – the role-holder should comply with both statutory equal opportunities legislation and the specific policies of C&P ICS.
* Conflict of Interest – the role-holder is required to declare any relevant conflicts of interest that relate to this role
* Variation – this role outline is not intended to be a complete list of duties and responsibilities but as a guide for information to the role and may be reviewed in the light of changed needs and as part of an individual’s personal development plan. Any changes will be made following discussion with the role holder.

**Supporting Evidence**

**Person Specification: Training Hub Locum Lead**

In your expression of interest, you must demonstrate your experiences by giving specific examples for the criteria within the role outline.

|  |  |  |
| --- | --- | --- |
|  | **ESSENTIAL** | **DESIRABLE** |
| **QUALIFICATIONS / REGISTRATION** | * A General Practitioner on the current National Performers List and working as a locum in the Cambridgeshire and Peterborough area * Full Driving Licence * In date DBS certificate |  |
| **EXPERIENCE/ KNOWLEDGE** | * A good awareness and knowledge of the challenges facing General Practice in Cambridgeshire and Peterborough and GP locums in particular * An interest in and understanding of issues and challenges facing GP locums * Excellent interpersonal, influencing and negotiating skills * Excellent written and verbal communication skills * Experience of using skills for nurturing key relationships and maintaining networks * Work effectively independently and as a team member | * Strong interest in developing GP education * Experience in communications and stakeholder management * A good understanding of the health and social care environment and roles and responsibilities within it * Previous record of successful local project or initiative support * Demonstrable facilitation and presentation skills * Links/memberships of regional/national groups * Previous education or leadership experience * Social media including platforms such as Twitter, Facebook, WhatsApp, Teams |
| **APTITUDES** | * Able to work under pressure and to meet deadlines and produce timely and informative reports * Gain acceptance for recommendations and influence/motivate/ persuade the audience to comply with the recommendations/agreed course of action where there may be significant barriers * Understanding of and commitment to equality of opportunity and good working relationships * Ability to engender trust and confidence and demonstrate integrity in the provision of advice and support | * Ability to analyse and interpret information, pre-empt and evaluate issues, and recommend an appropriate course of action to address the issues * Presentation skills including PowerPoint. * Small group work skills |
| **PERSONAL QUALITIES** | * Enthusiasm, adaptable and ’can do’ attitude with professional calm & efficient manner * Ability to listen to needs of others and ability to maintain confidentiality & trust * Used to working in a busy environment who is self-motivated & a motivator of others * Commitment to continuing professional development * Effective organiser * Demonstrate a strong desire to improve performance and make a difference by focusing on goals. |  |