



Faculty of
**Medical Leadership
and Management**



Chief Sustainability Officer's Clinical Fellow Scheme 2023/24

Information pack

March 2023

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About the scheme

Greener NHS and FMLM are acutely aware of current pressures on staff and the system and as a result we are extending the application window until 5pm GMT on Wednesday 29 March 2023, to allow more time for candidates to complete applications.

The next step of your leadership career

The Chief Sustainability Officer's Clinical Fellow Scheme offers exceptional clinicians with a passion for sustainability a unique opportunity to hone their leadership skills by engaging directly with the most senior leaders in the NHS, through immersion at the centre of teams who are working to embed net zero carbon principles into the delivery of care across the system. In the past, these teams have included the Chief Nursing Officer's team, the Chief Allied Health Professional Officer's team, the Primary Care team, the Transformation Directorate, the Medicines Policy Unit, Clinical Policy Unit, and external host organisations e.g. The British Medical Journal.

The scheme values the skills and experiences of all healthcare professionals and is looking to recruit a diverse range of clinicians to these roles to ensure the wider multi-professional team is represented. The scheme welcomes applications from allied health professionals, dentists, doctors in training [including public health specialty trainees], healthcare scientists, nurses, midwives, and pharmacists from across England. Sponsored by the Chief Sustainability Officer of NHS England, the scheme is aimed at aspiring future clinical leaders and is managed by the Faculty of Medical Leadership and Management, the UK professional home for medical leadership for doctors and dentists.

This scheme is not an academic programme; it is an experiential leadership development opportunity that immerses clinical fellows at the centre of national healthcare organisations, stepping out of clinical roles for 12 months to lead on key projects that will fundamentally change the way that care is designed, developed, and delivered across the system. With the opportunity to meet regularly with senior members of the Greener NHS team, wider NHSE policy teams and stakeholders, clinical fellows will gain an unparalleled understanding of sustainability principles, a range of leadership and management, policy development, project management, research and analysis, communications, and collaboration skills.

Comments from clinical fellow alumni about their experience of the scheme are found on page 13.

Clinical fellows are selected through a single recruitment process, details of which can be found in this document. Leadership development is supported through a comprehensive development programme that seeks to enhance clinical fellows' leadership capabilities. Over the year, clinical fellows will gain opportunities for joint working with fellows from other professions and UK counterpart schemes in Wales, Scotland and Northern Ireland.

Posts commence from September 2023 for 12 months. Full details about the recruitment process and candidates' responsibilities can be found in this document. At the end of the scheme, fellows will join a community of diverse and highly skilled alumni. The Clinical Fellow Alumni Programme provides a formal network for fellows to stay connected and to engage with ongoing leadership development opportunities.

Please ensure that you read the information in this guidance document before applying.

Good luck with your application.

Eligibility and selection criteria

The scheme is open to allied health professionals, dentists, doctors in training including public health specialist registrar trainees, healthcare scientists, nurses, midwives, and pharmacists that meet the following **eligibility requirements**:

Eligibility Criteria ⁱ
Qualifications ⁱⁱ
<ul style="list-style-type: none"> • Applicants must have primary professional qualification in medicine, nursing, midwifery, relevant allied health profession, dentistry, healthcare science, pharmacyⁱ • For public health specialty trainees from a background other than medicine (only): First degree (1st or 2:1 or equivalent grade)ⁱ • Full registration, and in good standing, with relevant professional body: eg AHS, GDC, GMC, GOC, GPhC, HCPC, NMCⁱ <ul style="list-style-type: none"> ○ Doctors: have 12 months' experience after full GMC registration, and evidence of achievement of foundation competencies with resultant award of a FACD5.2 or equivalent, in line with GMC standards / Good Medical Practice by intended start dateⁱ ○ Public health specialty trainees from a background other than medicine must be on the UK public health specialty training scheme and enrolled with the Faculty of Public Healthⁱ
Career progression
<ul style="list-style-type: none"> • Doctors must: <ul style="list-style-type: none"> ○ have completed both years of foundation trainingⁱⁱ ○ not have gained a Certificate of Completion of Training (CCT)ⁱⁱ • Other clinical professionals must: have experience at team leader level equivalent to an NHS Band 7 roleⁱ • Must demonstrate experience working clinically within the NHSⁱ • Must not hold/held a formal, established senior leadership role equivalent to Head of Department, consultant etcⁱ
Language skills ⁱⁱ
<ul style="list-style-type: none"> • Demonstrable skills in written and spoken English, adequate to enable effective communication • Clinical or public health training undertaken in English; or the following scores achieved in the academic International English Language Testing System (IELTS), in a single sitting, no more than 24 months prior to the date of application: <ul style="list-style-type: none"> ○ overall 7.0, Speaking 7.0, Listening 7.0, Reading 7.0, Writing 7.0 • Adequate communication skills, but where evidence is not in one of the above forms, alternative supporting evidence of language skills must be provided
Application completion
All sections of the application form completed fully according to written guidelines.

ⁱ By the date of application submission.

ⁱⁱ By the date the fellowship commences, 1 September 2023.

The **personal specification** will be used as part of the assessment process at the application and interview stages of the recruitment process, in addition to eligibility requirements.

Personal specification
Knowledge and experience
<p>Essential:</p> <ul style="list-style-type: none"> • Passion for and understanding of sustainable approaches to health, care, and wellbeing • Good understanding of climate change and its impacts on and interactions with human health • Evidence of involvement in leadership and management commensurate with experience, with reflection of personal impact • Demonstrates the values and behaviours articulated in FMLM's Leadership and Management Standards for Medical Professionals in all aspects of practice • Demonstrates an understanding of NHS management and resources • Evidence of effective team working and leadership, supported by multi-source feedback or other workplace-based assessments • Good knowledge of the English healthcare system including education, research, service provision, regulation, career structures, medical politics and ethical issues • Interest in/knowledge of the delivery of safe effective healthcare services • Evidence of post qualifying and continuing professional development • Demonstrates clear leadership aspirations • Demonstrates understanding of the basic principles of audit, clinical risk management, evidence-based practice, patient safety, and clinical QI initiatives • Evidence of involvement in quality improvement (QI) or completed audit cycle with impact • Experience of teaching in a formal setting • Experience of providing coaching and mentoring • Evidence of clinical excellence through prizes, awards, presentations, and papers. <p>Desirable:</p> <ul style="list-style-type: none"> • Undertaken training in climate change • Evidence of being actively involved in work to embed sustainability into professional life • Additional qualifications, e.g., intercalated degree, BSc, BA, Masters, MBA, PhD or equivalent • Evidence of achievement outside of clinical specialty • Evidence of effective leadership in and outside clinical/medical, e.g., voluntary work • Insight into issues facing English healthcare services • Understanding of population health • Experience of using QI tools to deliver measurable QI • Experience of regular teaching, formal teaching role or organisation of teaching programmes • Experience of guideline or policy development.
Skills, values and behaviours
<p>Essential:</p> <ul style="list-style-type: none"> • Shows initiative, drive, and enthusiasm • Commitment to personal and professional development • Seeks and acts on feedback regarding own effectiveness and areas for development • Values diversity and difference operates with integrity and openness • Reflects on past performance, and applies learning to current practice • Ability to work, and lead, effectively in multi-professional teams. • Is organised and is able to plan and manage/prioritise time and information effectively • Capability to work with long time scales for delivery within agencies with differing priorities • Ability to cope under pressure and to manage uncertainty, demonstrates initiative and resilience

- Capacity to take responsibility for own actions
- Quick to understand new information and adapt to new environment
- Excellent oral and written communication skills, demonstrating clarity and prioritisation in written/spoken communication
- Capacity to adapt language to the situation, build rapport, listen, persuade, and negotiate
- Good problem solving and decision-making skills
- Demonstrates probity in all aspects of professional life
- Good IT skills.

Desirable:

- Seeks and acts on feedback regarding own effectiveness and areas for development
- Reflects on past performance and applies learning to current practice
- Writing experience in clinical and/or non-clinical topics or peer reviewed publications and/or other communication medium (e.g., blog, letters etc.)
- Experience of presenting complex information
- Leadership skills gained within the NHS or elsewhere.

Recruitment timeline

The recruitment timeline* for the 2023/24 scheme is as follows:

Dates*	Stage
1 February 2023	Applications open
29 March 2023, 5pm GMT	Applications close
w/c 17 April 2023	Candidates notified of shortlisting outcomes
26 April 2023, 6-8pm GMT	Virtual Host Evening – SAVE THE DATE
28 April 2023, 5pm GMT	Shortlisted candidates to submit post preferences
3 and 4 May 2023	Virtual Interviews – SAVE THE DATE
w/c 9 May 2023	Candidates notified of interview outcomes
May 2023 – June 2023	Contract arrangement window (guidance will be issued)
1 September 2023	Fellowship commences

**Dates may be subject to change.*

Application guidance

Application stage

Applications must be received online by 5pm GMT on Wednesday 29 March 2023. Applications received beyond this time will not be accepted.

Accessing the application portal

Applications must be made online through the application portal. To apply, please visit the [clinical fellow scheme webpage](#).

You will be prompted to sign in or create an account on the FMLM website to access the portal.

- FMLM members that already have an account: You will need to log in using your registered email and password.
- Non-FMLM members: You will need to create a new user account. Proceed to 'create new account' and complete the details. Once completed, you will have access to the application portal. (Please note: You do not require FMLM membership to apply to the scheme.)

If you wish to become a member of FMLM, you will need to complete the full membership section of the [membership application](#). Membership is not required to apply to this scheme.

Completing your application

Candidates will provide personal and professional information. Candidates should refer to the selection criteria in this document and the [FMLM Leadership and Management Standards for Medical Professionals](#) when answering all questions.

- Successful candidates should be able to express important information concisely.
- Your application form answers will be assessed against the selection criteria, and evidence will be sought to demonstrate this throughout applications, interviews and references.
- All criteria will be assessed appropriately against each candidate's career level.
- Shortlisting is conducted against rigorous criteria and is undertaken anonymously.
- Please ensure that you do not unsubscribe to bulk emails. This will prevent us from sending you correspondence regarding your application.

You are able to save a draft of your application should you wish to complete it at another time. If you save a draft application, please ensure that you return to your application to complete and submit this before the deadline. FMLM will not accept draft applications.

You can access your saved draft or submitted applications under 'My applications' through your profile on the FMLM website at the top of the page.

Data protection

- The data we collect is held by the Chief Sustainability Officer's Clinical Fellow Scheme, a joint partnership between the Faculty of Medical Leadership and Management (FMLM) and NHS England.
- The information you supply, including, where relevant, sensitive personal data relating to you will only be shared to other individuals and organisations involved in the running and administration of the scheme.

Interview stage

Interviews will be held virtually on 3 and 4 May 2023.

Before the interview

- Shortlisted candidates will be sent a link to self-select and book interview slots which are available on a first come, first served basis. Interviews will be held virtually for maximum accessibility; therefore, alternative dates are not available.
- Shortlisted candidates will be sent a link to the interview platform and will need to submit the following information on the platform at least 72 hours before the interview:
 1. Submit **photo ID** including a passport or driving licence to confirm your identity.
 2. Complete a **tech test** to ensure that your camera and microphone work.
 3. Those IN a training programme – provide written **support/consent of Out-of-Programme-Experience (OOPE)** from your Training Programme Director, or equivalent.
 4. Those NOT IN a training programme or without a successive training post (e.g. FY2) – provide written **support that a contract extension** will be approved.

Non-UK/EU applicants will be contacted separately with regards to confirming their right to work status.

During the interview

- The interview process will last for no longer than 45 minutes and is comprised of a scenario task and a question and answer-based panel interview.
- The scenario task will be released to candidates 24 hours before the interview.

After the interview

All candidates will be notified of the outcome within three weeks of interviews.

Successful candidates

- Successful candidates will be sent guidance on next steps.
- Candidates will need to submit a reference within two weeks of accepting the post from their most recent employer. Appointment is subject to satisfactory receipt of a reference.
- Successful candidates will not receive feedback from the interview; this is due to capacity and the high volume of candidates.

Unsuccessful candidates

- Unsuccessful candidates will be sent feedback on their interview within six weeks of interview.

Appointment conditions

Salary arrangements

- The salary is between Agenda for Change 8A or equivalent salary range for those paid outside of the Agenda for Change model.
- Doctors in a training programme will be paid according to the appropriate NHS graded base pay scale in place as of 1 September 2023 at the next training grade that you would have progressed to, should you have remained in a training post. A flat 20% salary uplift will be applied to the base salary as further banding or uplifts are not applied or carried forward.
- Posts in London attract London weighting.
- Applicants with existing pay protection are encouraged to contact FMLM to discuss salary arrangements as the scheme is subject to an overall salary cap.
- Once in post, work-related travel expenses are normally reimbursed by the host organisation. Relocation and daily commuting fees are not covered.

The salary arrangements for doctors in training and those on the Agenda for Change model are different and the salary for this post reflects this. The salary model adopts the arrangement in place for all nationally run NHSE clinical fellow schemes, managed by FMLM.

Contractual arrangements

- Successful applicants will be appointed to the scheme by way of a secondment arrangement from existing employer/Lead Employer.
It is the responsibility of the appointed candidate to ensure contractual arrangements between employers and the host organisation are in place prior to the scheme commencing on 1 September 2023.
- Fixed term contracts are not available for this post.
- Doctors in training, please refer to information below on time out of training.

For doctors in training between training programmes/completed foundation training (FY2) without a successive training post:

- Trainees who will not be in a training programme as of 1 September 2023 (e.g. current FY2) must still be employed by an NHS trust, Lead Employer or organisation for the purpose of participating in the scheme. Successful candidates are therefore responsible for arranging a contract extension with their current employer to cover their entire secondment period. Early discussions should have already taken place (see above).
- The fellowship will be arranged as a secondment from the employing organisation, therefore candidates NOT in a training programme should make contact with their Training Programme Director/educational supervisor and local HR contact or partner immediately upon application to seek support in principle for gaining a contract extension for one year to facilitate a place on the scheme, in lieu of a successive employer.

Contract arrangements are negotiable between successful candidates, employing organisations and host organisations. FMLM and NHS England are not responsible for contract or salary arrangements.

Seeking support from your employer

FMLM has provided a short overview document that candidates may find useful when discussing their interest in applying to the scheme with employers. This might be particularly useful if seeking support for a secondment arrangement. The overview highlights the benefits of the scheme for clinicians and employers. Candidates can access the *Guidance for Employers* supporting document in the Downloads section of the [Chief Sustainability Officer's Clinical Fellow Scheme webpage](#).

Out of programme arrangements

For candidates IN training programmes:

- Applicants in training programmes must inform their respective LETB or Deanery and employers of a possible out-of-programme experience on application to allow timely conversations regarding arrangements for secondment.
- Candidates will need to declare that they have discussed support for possible out-of-programme experience with the relevant Training Programme Director, or equivalent, on the application form.
- Applicants invited to interview are required to submit written approval/support of OOPE.
- Successful candidates must contact their nominated HR leads to notify them of appointment at the very earliest opportunity and will need to arrange a secondment contract. Full guidance will be provided to successful candidates upon appointment.
- For GP trainees with an expected CCT completion date around or before 1 September 2023, an appointment to the scheme would extend training at the grade they have reached to ensure completion of the scheme within the shorter training window. This should be discussed with the relevant training supervisor upon application.

Host organisations and posts

The scheme is proud to work with a range of outstanding NHS and arm's length bodies that provide excellent opportunities for clinical fellows.

A provisional list of host organisations for 2023/24 is provided below. A finalised list of 2023/24 host organisations will be made available to shortlisted candidates.

Host organisations for 2023/24*	Location	Working pattern
Bath and North East Somerset, Swindon and Wiltshire Integrated Care Board	Chippenham	Hybrid
Bedfordshire, Luton and Milton Keynes Integrated Care Board	Luton; other offices in Milton Keynes, Bedford Borough, Shefford	Hybrid
Black Country Integrated Care Board	Wolverhampton	Hybrid
British Medical Journal	London	Hybrid
Cambridgeshire and Peterborough Integrated Care System	Ely	Virtual
Hampshire and Isle of Wight Integrated Care Board	Eastleigh	Hybrid
NHS Cheshire and Merseyside Integrated Care Board	Liverpool	Hybrid
NHS Greater Manchester Integrated Care Partnership	Manchester	Hybrid
NHS Kent and Medway Integrated Care Board	Ashford	Hybrid
NHS South Yorkshire Integrated Care Board	Sheffield	Hybrid
NHS Sussex Integrated Care System	Worthing	Virtual
Norfolk and Waveney Integrated Care Board	Norwich	Hybrid
South East London Integrated Care System	London	Hybrid
Suffolk and North East Essex Integrated Care Board	Ipswich, Colchester	Hybrid
The Health Foundation	London	Hybrid
West Yorkshire Health and Care Partnership	Wakefield	Hybrid

*Please note that not all Integrated Care Boards will host fellows, with a maximum of one fellow placed in each NHS Region.

Distanced working/requirements and frequency of travel

Host organisations will specify the distanced working arrangements/requirements and frequency of travel for each post in the job description. Please note that you should be prepared to travel to and from host organisation offices as required. For clinical fellows appointed to national posts (e.g. British Medical Journal), frequency of office attendance is expected to be 2-3 times per week in London; for clinical fellows appointed to ICB/ICS posts, this will be dependent on local working patterns. Full details will be made available in job descriptions.

Less than full time posts

- Some posts will be available as less than full time (LTFT) or flexible. This will be detailed in the job descriptions for each host organisation.
- Due to the intensive nature of the scheme and the window being limited to 12 months, LTFT posts are offered at a minimum of 0.6 FTE.
- All requests for LTFT or flexible working will be considered by host organisations on a post-by-post basis and the decision as to whether this can be accommodated will reside with them.
- A schedule for the development programme will be made available in summer 2023. Full attendance is required, regardless of LTFT post status.

Host evening and post preferences

- Shortlisted candidates are invited to an online host evening, where they will have the opportunity to meet with senior leaders and clinical fellows from each host organisation to find out more about the organisation and opportunities available. Job descriptions will be released to shortlisted candidates before the host evening.
- The host evening event will take place on **26 April 2023 between 6–8pm GMT**. As a helpful networking session for prospective fellows to learn about the type of work you might be involved in as part of your fellowship, you will meet in small groups with each host representative(s) to hear about the organisation and ask questions to the host and current clinical fellows.
- After the host evening, shortlisted candidates will be asked to rank the host organisations that they would be prepared to work at. This must be completed prior to the interview.
- If successfully appointed to the scheme, there will then be a matching process based on performance at interview and ranking preferences.
- Candidates should only rank placements that they are prepared to accept as it may mean that they need to relocate. For example, if you live in Norfolk and you successfully secure a place in a host organisation in Manchester, you should be willing to relocate to Manchester for the duration of the scheme.
- Some organisations have more than one site/office across the UK. You may be expected to travel between sites by your host organisation so ensure that you read the job descriptions thoroughly before submitting your preferences.
- Successful candidates will only be offered the post that is allocated; there is no scope to change posts so preferences should be carefully considered.
- FMLM is unable to facilitate changing posts or movement between offices.

Insights from clinical fellows

“This fellowship is an incredible opportunity! Moving from working at a local to a national level has been an exciting challenge. I have been able to work on projects with the nursing directorate around the co-benefits of sustainability for both patients and staff.

I'm also bringing my clinical experience to projects within the Greener NHS team with a focus on Food and Nutrition. I feel privileged to be mentored by inspiring leaders who are true role models.

I would encourage nurses and midwives with a passion for sustainability and who want to develop their leadership skills to apply for this clinical fellow scheme - there is so much we can do as a profession to embed sustainability into our work and contribute to creating a healthier planet and communities.”

Ms Emma Pascale Blakey – Chief Sustainability Officer’s Clinical Fellow 2021/22



“My Clinical Fellowship has been amazing and enjoyable. I can say honestly that it’s been my dream job. I worked at a more senior level than I was expecting prior to the start of the fellowship, and I have learnt how lead in this field in new ways; how to consider sustainable healthcare nationally and strategically across a variety of areas; how to engage with different Allied Health Professional bodies; and how to project manage and deliver concurrent large projects.

The clinical fellows have helped to bring a different perspective to the Greener NHS team, and our host teams. We have also brought our time, energy, and enthusiasm to areas of sustainable practice that might not otherwise have been fully explored.”

Mr Ben Whittaker – Chief Sustainability Officer’s Clinical Fellow 2021/22



“The sustainability scheme was a fantastic opportunity to be a leader at a national level and have the insight into NHS England and the role it plays in commissioning the NHS. I had the opportunity to meet some fantastic people and gain skills and contacts that will help me greatly in my career in the future.”

Dr Veena Aggarwal – Chief Sustainability Officer’s Clinical Fellow 2021/22



Frequently asked questions

1. I have senior leadership experience. Does that enhance my application?

The scheme is aimed at aspiring future leaders and is not suitable for those that hold or have held established or senior leadership roles.

2. I am a healthcare professional, but not listed in one of the eligible categories. Can I apply?

This scheme is open to those listed only as it is developed for the specific leadership development needs of these clinical groups. Other healthcare professionals are able to access a wide range of leadership development programmes through the [NHS Leadership Academy](#).

3. Can international or EEA candidates apply?

The scheme is open to all applicants that satisfy the eligibility and selection criteria, and are eligible to work in the UK or participate in this scheme according to visa requirements.

If you are uncertain whether your visa entitles you to work in the UK and participate freely in this scheme, please seek further information from the UK Visas and Immigration website at www.gov.uk/government/organisations/uk-visas-and-immigration.

Please note that participating organisations, including FMLM, the Office of the Chief Sustainability Officer (NHSE) or host organisations, are unable to provide sponsorship to international candidates.

4. If successful, can I defer my post?

We are unable to accept applications for deferred entry to the scheme. All posts will commence from 1 September 2023.

5. I am unable to attend the interview date(s). Is there an alternative?

Due to the nature of the selection process, we are unable to offer alternative interview dates. Candidates are able to book interview slots on the allocated day(s), and times in the morning and afternoon will be made available. Interviews will be held virtually for maximum accessibility.

6. I am a past Chief Sustainability Officer's Clinical Fellow. Can I reapply?

Clinicians that have been through the scheme are not permitted to reapply. Advanced developmental opportunities are available through the Clinical Fellow Alumni Scheme; please contact the FMLM team at alumni@fmlm.ac.uk for further details.

7. Can I speak to any of the current clinical fellows or host organisations in person or over the telephone?


Given the number of applicants for this scheme, we are unable to provide contact details for current clinical fellows or host organisations.


Contact us

For further information or queries, please contact:

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 <https://www.fmlm.ac.uk/cfs>

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