



Chief Pharmaceutical Officer's Clinical Fellow Scheme 2023/24

Information pack

November 2022

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Introduction

The focus on medicines and the pharmacy profession is increasing, and to really make a difference for our patients and help them to get the best possible outcomes from their medicines, we need high quality leadership. The opportunities for pharmacists to step up and grasp these opportunities has never been greater.

The scheme is open to pharmacists from all sectors and is aimed at aspiring future leaders who have had limited leadership opportunities and have not held a senior leadership role in pharmacy.



The scheme works in an apprenticeship model, with clinical fellows stepping out of practice for 12 months, working closely with the most senior leaders and teams in national healthcare organisations. This offers an unparalleled opportunity to develop a range of skills including leadership and management, policy development, project management, research and analysis, communications, and collaboration.

Within their host organisations, clinical fellows lead on key projects which contribute to national healthcare priorities around patient safety, medicines optimisation, digitalisation, and pharmacy workforce training.

“The experience is so varied and valuable and gives opportunities to observe and work with senior leaders. You gain a better understanding into how the NHS and its arms-length bodies work together and are able to contribute to projects linking to current issues.”

Ravijyot Saggu, Chief Pharmaceutical Officer’s Clinical Fellow Alumni 2021/22

The Faculty of Medical Leadership and Management (FMLM) manages the scheme on behalf of NHS England. As part of the component development programme, FMLM brings together clinical fellows from pharmacy, medicine, dentistry, healthcare science, nursing, midwifery, and allied health professions, as well as clinical fellows in counterpart schemes from across the UK.

Good luck with your application,

A handwritten signature in black ink, appearing to read 'David Webb'. The signature is stylized and cursive.

David Webb
Chief Pharmaceutical Officer, NHS England

Eligibility and selection criteria

Candidates must meet the following **eligibility requirements** to apply for the scheme.

Eligibility Criteriaⁱ
Qualifications
<ul style="list-style-type: none">• Must hold a qualification of Master of Pharmacy degree
Eligibility
<ul style="list-style-type: none">• Registered and in good standing with the General Pharmaceutical Council as a pharmacist• Must not hold/have held a formal, established senior leadership role analogous to consultant, chief, director or equivalent role• Must be able to demonstrate a significant contribution to your specialism/practice, e.g. service improvement, innovation and expansion of service etc.• Eligible to work in the UK or participate in this scheme according to visa requirements
Language skills
<ul style="list-style-type: none">• Demonstrable skills in written and spoken English, adequate to enable effective communication• Medical 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 skillsⁱⁱ must be provided
Career progressionⁱ
Applicants must: <ul style="list-style-type: none">• Be able to provide complete details of their employment history• Have evidence that their present level of achievement and performance is commensurate with their career stage post.
Application completion
All sections of the application form completed fully according to written guidelines.

ⁱ 'When evaluated' is indicative but may be carried out at any time throughout the selection process.

ⁱⁱ An example of alternative evidence could be testimony from a clinical/educational supervisor, in the form of a signed letter (this will be subject to review by any organisation to which you apply).

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"> • Evidence of involvement in leadership and management commensurate with experience, with reflection of personal impact • Demonstrates an active undertaking of professional development post-registration • Demonstrates clear leadership aspirations for future leadership and career development • Understands the importance of developing appropriate behaviours and competencies in leadership and management <ul style="list-style-type: none"> ○ Applies the Royal Pharmaceutical Society Leadership Competency Framework for Pharmacy Professionals ○ Refers to other relevant frameworks such as FMLM's Leadership and Management Standards for Medical Professionals and NHS Leadership Academy Healthcare Leadership Model • 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, healthcare politics and ethical issues • Interest in/knowledge of the delivery of safe effective healthcare services • 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"> • Holds or is working towards additional related qualifications e.g. Postgraduate diploma, Masters, PhD or equivalent • Evidence of achievement outside of clinical speciality • Evidence of effective leadership in and outside pharmacy, 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, and 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 timescales 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
16 November 2022	Applications open
21 December 2022, 5pm GMT	Applications close
13 January 2023	Candidates notified of shortlisting outcomes
17 January 2023, 6–8pm GMT	Virtual Host Evening – SAVE THE DATE
20 January 2023, 5pm GMT	Shortlisted candidates to submit post preferences
24 and 25 January 2023	Virtual Interviews – SAVE THE DATE
w/c 30 January 2023	Candidates notified of interview outcomes
February 2023 – June 2023	Contract arrangement window (guidance will be issued)
1 September 2023	Scheme commences

**Dates may be subject to change.*

Application guidance

Application stage

Applications must be received online by 5pm GMT on Wednesday 21 December 2022. 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 Pharmaceutical 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 24 and 25 January 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.
- Complete post preferences, released after the host evening (see page 12 for full details).
- 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.

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 approximately one hour 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

- Salaries are between Agenda for Change 8A and 8B or equivalent salary range for those paid outside of the Agenda for Change model.
- The salary for each post will vary within this range between host organisations due to individual employment/contractual arrangements. Full details of posts and individual salaries will be available to shortlisted candidates in a job description pack.
- Once in post, agreed work-related travel expenses should be negotiated between the clinical fellow and the host organisation. Relocation and daily commuting fees are not covered. Secondment contracts vary so, if successful, individuals will need to consider their contract and discuss expenses with the employer and host organisation.

Contract arrangements

Successful candidates will be contracted by way of a secondment from a current employer on existing terms and conditions.

Some host organisations may offer a fixed-term contract; this will be made clear in the job description pack. There are no guarantees that fixed-term contract posts will be available at the time of publishing this guidance.

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. The overview highlights the benefits of the scheme for candidates and employers. Candidates can access the *Guidance for Employers* supporting document in the Downloads section of the [Chief Pharmaceutical Officer's Clinical Fellow Scheme webpage](#).

Host organisations and posts

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

A list of host organisations for 2022/23 is provided below for guidance. A full list of participation 2023/24 host organisations will be made available to shortlisted candidates.

Host organisations for 2022/23	Location
Care Quality Commission	London
Centre for Pharmacy Postgraduate Education	Manchester
General Pharmaceutical Council	London
NHS England	London and Leeds
NHS England – Office of the Chief Pharmaceutical Officer	London
NHS London Procurement Partnership	London
National Institute for Health and Care Excellence	Manchester
Public Health England	London
Royal Pharmaceutical Society	London
Specialist Pharmacy Service	Flexible
UK Health Security Agency	London

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. The nature of each post will change from year to year depending on each host organisation's workstreams; job descriptions will be released to shortlisted candidates prior to the host evening.

Less than full time and flexible working arrangements

- 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 usually offered as 0.8 FTE or 0.6 FTE as a minimum.
- 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 on a role needs basis.
- A schedule for the development programme will be circulated to successful candidates in summer 2023. Full attendance is required, regardless of LTFT post status.

Distanced working

Distanced or home working arrangements may continue in 2023. Host organisations will specify the distanced working arrangements for each post in the job description, i.e. if successful fellows will be able to work remotely during their fellowship and therefore relocation may not be necessary. Please note that due to the uncertain nature of distanced working requirements, you should be prepared to frequently travel to and from host organisation offices as required.

Host evening and post preferences

- A host evening event will take place virtually on Tuesday 17 January 2023 between 6–8pm GMT. This is a helpful networking session for prospective fellows to have the opportunity to talk to host organisations to understand more about each organisation and the type of work you might be involved in as part of your fellowship. You will meet in small groups with a host representative(s) to hear about the organisation and ask questions of 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 (caveat – see ‘distanced working’ guidance above).
- 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

We asked recently graduated clinical fellows about their experience of the scheme:

“The Chief Pharmaceutical Officer’s Clinical Fellow Scheme has been a brilliant experience which has provided me with insights into the complexities of healthcare related national policy, strategy and commissioning drivers. Having the opportunity to work in a national organisation alongside senior leaders within health and care has emphasised the importance of inclusive, compassionate and supportive leadership.



The support and opportunities I have been exposed to during this year have given me added confidence to push past self-imposed limitations and develop as a more effective leader. I have come away from this fellowship more invigorated, empowered and with a deeper understanding of the healthcare landscape whilst having developed better communication, networking and strategic decision-making skills.

I am grateful for this transformative opportunity and would highly recommend the fellowship scheme.”

Fatema Jessa, National Institute for Health and Care Excellence 2021/22

“The scheme is transformative in so many ways. It enables exposure to many different people and streams of work that are different to front line patient facing activities and encourages development of self-awareness and reflection.



I am so glad I was able to have this fellowship experience, I have met some wonderful colleagues and friends. I am more confident and changed for the better; I feel excited to take forward and build upon what I’ve learnt to make a bigger positive impact for patient care.”

Ravijyot Saggu, NHSEI Commercial Medicines Directorate 2021/22

“The fellowship year has been the highlight of my career which to date has been in a variety of provider and commissioning and independent contract roles.

The opportunities surpass expectation and the opportunity to be in getting involved in national projects and the skills learnt is beyond expectation. The year allows opportunities to learn about so much beyond health with opportunities to learn about health policies, meet MPs and the visit to parliament and how to influence policy.

Beyond the fellowship I hope to grow my network and seek an exciting role at a national level to utilise the skills and insights gained. A truly amazing year.”



Shazia Patel, Care Quality Commission 2021/22

“A whirlwind of new faces and connections, inspirational stories, golden nuggets of wisdom, thought-provoking conversations, and endless opportunities; the fellowship experience has been a dynamic journey.

Working on a variety of national projects at NHS England provided a deeper understanding of healthcare, a chance to contribute to the healthcare landscape and to observe and learn from great leaders.

The strategic skills, allowing time for introspection in partnership with extrospection and listening to and engaging with a wide range of views throughout a programme of work are the key skills for me to take forward in my working life and beyond.”



Marian Salek, Office of the Chief Pharmaceutical Officer 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 in pharmacy.

2. I am a pharmacy technician. Can I apply?

This scheme is open to fully qualified pharmacists only as it is developed for the specific leadership development needs of this clinical group. Other pharmacy professionals are able to access a wide range of leadership development programmes through the [NHS Leadership Academy](#).

3. Can international or EEA pharmacists apply?

The scheme is open to all qualified pharmacists that satisfy the eligibility and selection criteria who have full GPhC registration 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 in this scheme, please seek further information from the UK Visas and Immigration website at www.ukba.homeoffice.gov.uk.

Please note that participating organisations, including FMLM, NHS England or host organisations are unable to provide sponsorship to international candidates.

4. Can I defer entry?

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

5. I am a past Chief Pharmaceutical Officer's Clinical Fellow. Can I reapply?

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

6. I am unable to attend the interview date. Is there an alternative?

Interviews will be held virtually for maximum accessibility; therefore, alternative dates are not available.

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

Given the number of applicants for this scheme, we are unable to provide contact details for host organisations or current clinical fellows. However, if shortlisted, you will have the opportunity to meet them during a host evening (see timeline). If directly contacted via other channels, current clinical fellows will not discuss any specifics or provide additional details around the selection process.

Contact us

For more information, please [visit the scheme webpage.](#)

For further enquiries, please contact:

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