

The North Western Deanery Medical Education Fellowships

Information for Key Stakeholders

Background

The North Western Deanery Medical Education Fellowship has been designed to facilitate the development of trainees who have a specific interest in medical education. The scheme aims to nurture the trainee's interest and develop their skills and knowledge base through collaboration with and support from the North Western Deanery.

There are currently 17 Medical Education Fellows (MEFs) in 2 cohorts within the scheme. 8 commenced in August 2009 and 9 in August 2010. Appointments are for an initial period of 1 year with a second year subject to satisfactory progress.

The scheme has been developed and led by Andy Jones, Associate Postgraduate Dean and Dr Vinodh Devakumar, Consultant Physician & Rheumatologist at The Royal Oldham Hospital. The project is managed and supported by Gill Phazey and Amanda Fox respectively.

Recruitment

MEFs are recruited through a competitive process overseen by the Deanery. Fellows make a presentation to a panel of Deanery staff and then have a short interview and undertake a scenario based written test. Throughout the selection process, the panel is looking for demonstration of knowledge, skills and in particular a keen interest in medical education.

Successful MEFs undertake the fellowship alongside their current training commitments. No additional training time is allocated.

The MEF role

There are a number of elements to the Medical Education Fellowship. As part of the role, each MEF will be supported to:

- Undertake an educational project which will span at least the first year of the fellowship.
 - This may be a collaborative Deanery project alongside Deanery colleagues, or it may be an educational project of the MEF's own choice.
 - This may or may not involve a research element dependent upon the individual MEF's skills and knowledge.
 - The MEF will be allocated a supervisor to oversee project developments and give support and guidance in relation to the chosen topic area.

- Complete 2 modules of the Postgraduate Certificate in Workplace Based Medical Education at Edge Hill University (in collaboration with the North Western Deanery).
 - MEFs will have course fees paid for 2 modules of the certificate programme.
- Attend educational conferences and present project work related to the MEF role at regional and national meetings.
 - Some funding is available to support costs associated with attending such events.
- Interact with other individuals in the educational environment to develop a network of colleagues and friends with a common interest for future support and advice.

MEF Development

To support the MEFs within their role, the Deanery host and support two networking and development days throughout the year. The dates for current scheduled events and activity can be seen in Appendix 1.

The aim of these meetings is to allow the MEFs to network, share project outcomes and concerns, together with the chance to catch up on their developments in the role and share their experiences. The development days are flexible in terms of their content. Project supervisors are invited but it is not essential that they attend.

Each MEF will be asked to produce a reflective statement after approximately 6 months and again at the end of each fellowship year (see Appendix 2 for this template). This statement will be submitted to the Deanery and reviewed by the project team. It will feed into any interim or end of year review meetings the MEFs may have with the Deanery team. For information, dates of submission of these reports are detailed on the timeline in Appendix 1.

MEF Projects

MEF's will be expected to undertake an educational project of their choice. They will be offered a choice of Deanery projects to become involved in or may choose something of their own interest. The Deanery related projects are normally related to an area of an Associate Dean's portfolio, but the MEF will be asked to decide on the direction of their project in relation to these areas.

Project decisions will be finalised at individual project meetings at the outset of the fellowships. The Deanery will then facilitate the initiation of the project and ensure that each MEF has an allocated supervisor to support them during the development of their project. The supervisor may be sourced by the MEF if they already have a contact for their area of interest, or the Deanery can facilitate matching to a suitable supervisor.

MEFs will be encouraged to present project work at national or regional meetings. Funding towards the cost of conference fees, travel and accommodation, and also the printing costs of posters or supporting material can be supported. Further information on this is detailed in Appendix 3.

The Deanery has devised a standard template for posters and presentations related to MEF project work. There is also a process for submitting any work intended for publication or presentation to the Deanery for review, prior to submission at relevant conferences or journals. This is to ensure factual accuracy of material attributable to the Deanery and to ensure the Deanery is recognised in publicising MEF related activity. This process document will be forwarded to you for information along with this document.

The Project Supervisor role

The Supervisor will relate to the project element of the fellowship, providing educational advice and guidance to the MEF.

The project supervisor role can range from simple project guidance to a mentoring type relationship. In essence, the role can be as hands-on or hands-off as the supervisor and MEF would like. The supervisor should be someone who is both interested in medical education and the topic area covered by the project. In some cases it may be advantageous for them to be in the same specialty or locale as the MEF, although this is not essential.

The Deanery will ask for a 6 month interim report and an end of year report from the project supervisor (please see the templates in Appendix 5). The templates provided are to encourage a review between the supervisor and the MEF and provide evidence for the Deanery to monitor progress. .

MEF's will retain their normal educational supervisor for their clinical training and be allocated both academic and clinical tutors for the PG certificate course at Edge Hill University. The project supervisor will not be expected to become involved in these aspects of an MEF's development.

Appendices

- Appendix 1: Timeline for MEF Activity
- Appendix 2: Reflective Statement Templates
- Appendix 3: Process for Financial Claims for Conference Attendance and Related Fees
- Appendix 4: Educational Supervisor Report Templates (interim and end of year)

Appendix 1: Timeline for MEF activity 2010-2011

Dates	Activity or Event
29 th July 2010	Networking Event Cohort 1 and 2. Induction for newly appointed Cohort 2.
9 th September 2010	Initial Project Meetings for Cohort 2.
September 2010 – December 2010	<p>Cohort 1 – Continuation of Cohort 1 projects</p> <p>Cohort 2 – Follow up communications between the Deanery and individual MEFs to ensure smooth transition into development of educational project. This will include the formal identification of, and introductions to associated project supervisors.</p>
7 th January 2011	<p>Deadline for interim supervisor report. A reminder for this report will be sent to all supervisors (for both Cohort 1 and Cohort 2) in December 2010.</p> <p>Deadline for reflective statement and revised project plan from MEF (both Cohort 1 and Cohort 2). A reminder will be sent to all MEFs in December 2010</p>
19 th January 2011	<p>Date set aside for any follow up meetings needed for either cohort following interim report submission.</p> <p>Cohort 2 – Date set aside for 1:1 meetings with Deanery team for any project issues/guidance/advice.</p> <p><i>Please note that you may not need/want to attend on this date. It is provisionally booked to ensure that the Deanery team have time set aside to address any queries or issues following interim reports and project progression. You will be asked to confirm whether you need to meet with the Deanery team when you submit your reflective statement. In addition, if the Deanery team feel it is necessary to meet with individual MEFs on this day, the project manager will contact the MEF individually to inform them about this.</i></p>
1 st April 2011	<p>MEF Deanery Day (Cohort 1&2 in attendance - programme to follow)</p> <p>Supervisors are also invited to attend (this is not essential but supervisors are very welcome)</p>
5 th August 2011	Deadline for end of year supervisor report. A reminder for this report will be sent to all supervisors (for both Cohort 1 and Cohort 2) in July 2011.

Deadline for reflective statement from MEF (both Cohort 1 and Cohort 2). A reminder will be sent to all MEFs in July 2011.

16th September 2011

MEF Deanery day (Cohort 2&3 in attendance. Cohort 1 optional)

Cohort 2 – End of Year review meeting

Cohort 3 – Initial Induction and Project meetings

Please note Cohort 1 will be very welcome to attend this meeting as alumni of the fellowships, however, this is not mandatory.

Appendix 2: Reflective Statement

MEDICAL EDUCATION FELLOWS

SUMMARY OF ACHIEVEMENTS

Please complete the following questions related to the MEF period from to

Name:

Year of Training (e.g ST4):

Trust where clinically based:

Trust where MEF Project conducted:

MEF Supervisor:

Please reflect on your time as an MEF. Describe what benefits and challenges you have encountered, and what you have learned to date from participating in the fellowship.

You may wish to include your thoughts on the Postgraduate Certificate, your MEF projects, audits, publications, group membership/participation etc. When writing about your experiences please highlight any benefits as a result of your work (e.g. to training/patients/Trusts/service/policies etc).

Please do not exceed one side of A4.

Appendix 3: Process for Financial Claims for Conferences and Related Fees

Some funding has been allocated to support MEFs in attending relevant educational conferences, to present work associated with their MEF project and role.

The Deanery will fund travel, accommodation and subsistence in line with the North Western Deanery study leave policy for trainees. Please refer to this for more detailed information. The policy can be accessed at <http://www.nwpgmd.nhs.uk/hospmed/studyleave/studyleave.htm>. Each MEF will have approximately £1000 to support conference attendance across the 2 years of the fellowship.

The following process should be used:

1. Any MEF interested in presenting their work will need to follow the process detailed in the attached document; ***“Process for enabling the effective monitoring of factual accuracy of documentation produced by trainees involved with Deanery led projects (to include the Medical Education Fellows (MEF) and the Medical Leadership Programme trainees (MLT)”***.
2. When content has been approved, the MEF should inform the Deanery of the costs associated with attending the conference.
3. The Deanery will inform the MEF as to whether this is acceptable and how much of this cost can be reimbursed.
4. As with other study leave, the MEF will be required to pay for any costs incurred and then forward a claim form and proof of payment to the Deanery. This should be forwarded to Gill Phazey, MEF Project Manager 3rd Floor, 3 Piccadilly Place, Manchester M1 3BN. The claim form document can be accessed here:



NWD EXPENSE
CLAIM FORM.doc

5. The claim will be authorised and processed at the Deanery, and the MEF will be informed when it is forwarded to the finance department for payment. Payment may take up to 30 days from the day of receipt within the finance department.
6. The Deanery can also reimburse MEFs for other associated costs such as the printing of posters or handouts for conferences. Again, proof of payment will need to be forwarded to the Deanery in order for us to process your claim.

Please note, the Deanery must be aware of the associated costs before a claim is approved. MEFs must also be aware that the full costs associated with attendance at conferences may not be fully covered by the Deanery, if the amount exceeds what is available within the Deanery budget for this purpose.

Appendix 4: Project Supervisor Report Templates

MEDICAL EDUCATION FELLOWS

MEF SUPERVISOR MID YEAR FEEDBACK REPORT

MEF Name:		
MEF Supervisor Name:		
Title of Project:		
Feedback to cover period:	From:	To:

Please highlight any significant achievements during the period:
Recommendations:
Objectives for the next period:
Date of next period: From To

MEF Supervisor Signature:		Date:
MEF Signature:		Date:

MEDICAL EDUCATION FELLOWS

MEF SUPERVISOR END OF YEAR FEEDBACK REPORT

MEF Name:		
MEF Supervisor Name:		
Title of Project:		
Feedback to cover period:	From:	To:

Please highlight any significant developments since the Mid Year review:

Please highlight any significant achievements during the period defined above:

Please suggest any recommendations for future development:

MEF Supervisor recommendation for continuation onto MEF Year 2:

Please tick one of the following and give any justification for your decision:

A) Yes. I recommend the continuation onto MEF Year 2 without reservation.

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Please give your reasons/suggest particular developmental objectives supporting your decision:

B) Yes. I recommend the continuation onto MEF Year 2 with some reservations/objectives to be met.

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Please give details of your reservations/objectives to be met:

C) No. I do not recommend the continuation onto MEF Year 2 at the current time.

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Please give reasons:

MEF Supervisor Signature:		Date:
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MEF Signature:

Date: