

## Long Covid Education Champion for South East London

### **JOB DESCRIPTION & PERSON SPECIFICATION**

**JOB TITLE:** Long Covid Education Champion

**PROFESSIONAL GROUP:** Registered Healthcare Professional working in primary care

**PAY:** commensurate with experience

**JOB TYPE:** Interim

**COMMITMENT:** initially 1 session per week (around 16 hours per month), with flexibility

**ACCOUNTABLE TO:** Health Education England, SE London Training Hub collaborative

**WORKING RELATIONSHIPS:** Health Education England, SEL ICS, SE London Training Hub Collaborative, Primary Care Clinicians, community providers, mental health providers.

### **BACKGROUND**

The Covid-19 pandemic has had a prolific impact on the healthcare system, particularly with the difference in infection rates, severity and longevity. The long-term impacts of Covid-19 are not well understood and care is likely to become a primary care remit.

We are looking to appoint a healthcare professional with an interest in Long Covid to establish a community of practice for primary care in SE London.

The community of practice has the potential to influence the development of education materials and resources such as E- Learning for Health. These materials are designed to support primary care clinicians with the management of Long Covid within primary and community care.

The (Long Covid) community of practice will report to the SEL Training Hub Board which is accountable to the London Primary Care School Board.

The position will be 'interim' and hosted by the Southwark Training Hub on behalf of HEE.

### **JOB SUMMARY & OUTCOMES**

The role will include (but not limited to):

1. Identification of key stakeholders from the local system involved in the Long Covid pathway (community, mental health providers).
2. Establishing and leading the Long Covid community of practice to:
  - a. Promote action learning
  - b. Recognise expertise and experiential learning
  - c. Monitor uptake of training offers
  - d. Consider any escalate any learning needs/revisions to material
  - e. Liaise with ICS and CCG colleagues in any service provision gaps and link into local pathways
  - f. Identify other enablers
3. Providing local promotion & advertising through locality Training Hubs. This may include but not limited to:
  - a. Newsletters and communications across primary, community and voluntary sector organisations
  - b. Information webinars
  - c. Sessions for GP Trainer groups and local faculty groups
  - d. Utilisation of regular educational webinars training hubs run
4. Providing feedback and insight to influence the regional training offer

5. Ongoing liaison with CLCH to feedback on the need and utilisation of educational materials.
6. ICS Long Covid working groups to report on activities through their ICS TH to Primary Care School Board to ensure quality of programme across London.

### Support within the role

- Peer support/ advice from the community of practice
- Administrative support: Southwark Training Hub team
- Website updates: Southwark Training Hub team
- Report writing: Southwark Training Hub team
- Survey development: Southwark Training Hub team
- Mentimeter: Southwark Training Hub team

### Relevant Team Tools

- OneDrive (shared IT repository)
- Asana (shared project tracking)
- Clockify (timesheets / workload tracking)
- WIX (website)
- Survey Monkey
- Mentimeter (presentations which allow live time audience interaction)
- WhatsApp

### Relevant Meetings with ad hoc attendance

- SEL Training Hub Operational Meeting (1 hours, monthly)
- SEL practice nurse lead meetings (2 hours, bimonthly)
- WTH team meeting, fortnightly (4 hours per month)
- WTH Education Committee (2 hours, bi-monthly)
- SEL Training Hub Board (2 hours, bi-monthly)
- London Primary Care School Board (2 hours, bi-monthly)
- Other multi-professional clinical meetings

### Reporting Requirements

- SEL Training Hub Board, written update paper
- London Primary Care School Board, written update paper
- Education Committee , written update paper
- Input/ contribute thoughts to- SEL Investment & Activity Plan
- Input/ contribute thoughts to- CPD and workforce development funding planning
- Input/ contribute thoughts to- Annual Report

PERSON SPECIFICATION			
Long Covid Education Champion			
ATTRIBUTES	ESSENTIAL	DESIRABLE	ASSESSMENT*
Education / Qualifications	1.1 Registered Healthcare Professional 1.2 Not subject to interim suspension or investigations		1.1 AF & HR 1.2 AF & HR

<b>Experience</b>	<p>2.1 Experience in organising peer support, working groups or similar</p> <p>2.2 Experience in liaising with key contacts across primary care.</p> <p>2.3 Using webinars to communicate the groups and audiences</p> <p>2.4 Meeting management, including agendas and note taking</p> <p>2.5 Developing communications materials - power point presentations to convey information</p>	2.5 Experience of working with peers in an educational context	2.1 AF & IV 2.2 AF & IV 2.3 AF & IV
<b>Knowledge</b>	<p>3.1 Good working knowledge of educational support in primary care training, and health systems.</p> <p>3.2 Knowledge of the NHS, its structures and processes, including an understanding of the multi-professional workforce agenda</p> <p>3.3 Awareness and understanding of the healthcare landscape in South East London.</p> <p>3.4 A working interest in Covid care.</p>		3.1 AF & IV 3.2 AF & IV 3.3 AF & IV
<b>Skills &amp; Aptitudes</b>	<p>4.1 Proactive, ability to think and plan ahead prioritising own workload.</p> <p>4.2 Excellent verbal and written communication skills, including using MS Teams</p> <p>4.3 Ability to work as part of a team as well as independently.</p> <p>4.4 Attention to detail and high level of accuracy.</p> <p>4.5 Excellent analytical skills.</p> <p>4.6 Ability to adapt working to changing programme requirements.</p> <p>4.7 Educational expertise and small group facilitation skills</p> <p>4.8 Commitment to new ways of working and workforce transformation</p>		4.1 AF & IV 4.2 AF & IV 4.3 AF & IV 4.4 AF & IV 4.5 AF & IV 4.6 AF & IV 4.7 AF & IV 4.8 AF & IV
<p><b>*Assessment</b>  <b>AF = Application Form</b>  <b>IV = Interview</b>  <b>HR = Human Resources</b></p>			