

To apply for the post send a CV and covering letter to Maitland Lesley Lesley.Maitland@ouh.nhs.uk by **9am Monday 16th January 2017**. Interviews will be held in Oxford in the morning of Friday 3rd February 2017. Shortlisted candidates should also provide a letter of support from their Training Programme Director before or on the interview date.

To find out more about the post contact Dr Premila Webster premila.webster@dph.ox.ac.uk, or Dr Emma Plugge emma.plugge@cochrane.nhs.uk or one of the previous incumbents, Dr Harry Boardman henry.boardman@cardiov.ox.ac.uk or the current Fellow, Dr Faro Ndokera Rufaro.Ndokera@cochrane.nhs.uk

It is likely that in early January 2017, there will be a tweetchat enabling prospective applicants to chat with past and present fellows. Please look out for further details on the Cochrane UK website <http://uk.cochrane.org/trainees>

JOB DESCRIPTION

Job Title:	Cochrane Fellow
Base:	Cochrane UK
Grade/Scale and salary range (plus any other allowances):	
Hours of Work:	Part time (2-3 days a week) for 6 months to 1 year or Full time – 6 months <i>Part-time post holders will work Mondays at CUK but the other days are flexible</i>
Managerial and professional accountability	To Cochrane UK Senior Fellow in Public Health
Details of special conditions (e.g. fixed term contracts):	For a period of 6 months full time equivalent

CONTEXT:

The Cochrane Collaboration and Cochrane UK

Cochrane is a global independent network of researchers, professionals, patients, carers and people interested in health. We are a not-for-profit organisation with contributors from more than 120 countries working together to produce credible, accessible health information that is free from commercial sponsorship and other conflicts of interest. We do this by producing reviews that summarise the best available evidence generated through research to inform decisions about health.

Cochrane Reviews are systematic reviews of primary research in human health care and health policy and are internationally recognised as the highest standard in evidence-based health care. They investigate the effects of interventions for prevention, treatment, and rehabilitation. They also assess the accuracy of a diagnostic test for a given condition in a specific patient group and setting. The reviews are updated as needed, ensuring that treatment decisions can be based on the most up-to-date and reliable evidence. Cochrane Systematic Reviews are published online, in full text, in the Cochrane Database of Systematic Reviews in the Cochrane Library – www.cochranelibrary.com.

Cochrane reviews are widely used to inform healthcare guidance, best practice guidance in primary care and patient decision aids in shared decision making initiatives. In the UK, for example, Cochrane reviews are used to inform the National Institute for Health and Care Excellence (NICE) and the Scottish Intercollegiate Guidelines Network (SIGN) guidelines, NICE Clinical Knowledge Summaries and NHS Shared Decision Making – patient decision aids. The reviews also form an important source of knowledge within the NHS Evidence portal <https://www.evidence.nhs.uk>, supported by NICE.

Cochrane UK is one of 14 Cochrane Centres around the world supporting the global work of Cochrane and maximising the use and impact of Cochrane reviews for the UK and Ireland. Cochrane UK is funded by the National Institute for Health Research (NIHR) and hosted by the Oxford University Hospitals NHS Trust. The centre supports the production of Cochrane systematic reviews through a learning and development programme for Cochrane authors and other contributors. We aim to maximise the impact of Cochrane reviews by disseminating the findings widely to health professionals, researchers, commissioners, the public, charities and the media, through social media, events, presentations and partnerships.

Cochrane UK is located in Middle Way, off South Parade, North Oxford, about 2 miles (3.2 km) north of Oxford City Centre. The Centre has step-free access, lift, automatic doors and disabled toilets. The meeting room is equipped with an induction loop system, for the hearing impaired.

MAIN PURPOSE OF THE POST:

Working within Cochrane UK the post holder will be professionally and managerially accountable to the Cochrane UK Senior Fellow in Public Health. The Cochrane Fellow would be expected to:

- Develop skills in evidence based decision making, and the preparation and use of systematic reviews of health-care interventions.
- Share in the development and delivery of the Centre's Learning and Development Programme and the Trainee Engagement Programme.
- Develop leadership, organisational and team working skills.
- Contribute to the broader work of the Centre in line with the fellow's interests

Cochrane Fellows will:

- Gain practical experience in the preparing a Cochrane review or reviews relevant to their area of expertise or interest.
- Help establish, develop and evaluate a range of Learning and Development activities relating to preparation, evaluation, implementation and dissemination of systematic reviews. The Cochrane UK is developing a comprehensive range of activities for a wide range of stakeholders including hospital doctors, general practitioners, managers in purchasing authorities and provider units, as well as public health trainees and consultants.
- Under the supervision of the Cochrane UK Senior Fellow in Public Health, develop expertise in analysing evidence based materials, writing succinct reports and developing their communication skills.
- Contribute to the Centre's engagement activities, in particular, chairing and leading the Cochrane Trainees Steering Committee.

Key Job Responsibilities

Evidence synthesis

- Work with an appropriate Cochrane Review Group to prepare a Cochrane review

Leadership

- Work closely with the Cochrane UK Senior Fellow in Public Health and the leader of the Learning & Development programme in delivering training.
- Work closely with the Cochrane UK Senior Fellow in Public Health in engaging with a wide range of stakeholders but particularly doctors in training.
- Advance his/her specialist training by private study and attendance at appropriate lectures, courses and scientific meetings approved by the Cochrane UK Senior Fellow in Public Health.
- Undertake such other duties as may be directed by the Cochrane UK Senior Fellow in Public Health.

Performance & Financial Management:

- Set clear objectives that are agreed and regularly reviewed to ensure quality.

Quality and Evaluation:

- Continuously monitor progress against objectives agreed at the start of the Fellowship.
- Continue with clinical commitments and ensure that learning and work as part of the Cochrane Fellowship is in line with, and agreed with clinical Educational Supervisor.

Communication:

- Participate in regular communication with other Centres and entities within the collaboration and in meetings with the Cochrane UK Senior Fellow in Public Health and clinical Educational Supervisor.
- Be an advocate of Cochrane through attendance and a speaker and contributor at national and international events and delivery of ad hoc learning events to wider health research community as required.

Other duties

- Contribute as an active member of Cochrane UK team at learning and engagement events.

Additional Responsibilities

- To understand personal responsibility under the Health and Safety at Work Act 1974 and be aware of the fire policy relating to the work place.
- To attend training where necessary, eg manual handling, fire lectures.
- To positively contribute to effective teamwork undertaking and delegating work appropriately.
- To maintain confidentiality at all times.
- As a term of your employment with Cochrane UK, you may be required to undertake travel within the UK and internationally, and undertake, such other duties commensurate with your grade and/or hours of work at your initial place of work or at the Cochrane UK or Collaboration premises including event and conference locations, as may be reasonably required of you.

RISK MANAGEMENT

The management of risk is the responsibility of everyone and will be achieved within a progressive, honest and open environment.

Staff will be provided with the necessary education, training and support to enable them to meet this responsibility.

Staff should be familiar with the

- Major Incident Policy
- Fire Policy

and should make themselves familiar with the 'local response' plan and **their** role within that response.

RESPONSIBILITIES FOR HEALTH & SAFETY

The post holder is responsible for ensuring that all duties and responsibilities of this post are carried out in compliance with the Health & Safety at Work Act 1974, Statutory Regulations and Trust Policies and Procedures. This will be supported by the provision of training and specialist advice where required.

INFECTION CONTROL

Infection Control is everyone's responsibility. All staff, both clinical and non clinical, are required to adhere to the Trusts' Infection Prevention and Control Policies and make every effort to maintain high standards of infection control at all times thereby reducing the burden of Healthcare Associated Infections including MRSA.

All staff employed by the OUH Trust have the following key responsibilities:

- Staff must decontaminate their hands prior to and after direct patient contact or contact with the patient's surroundings.
- Staff members have a duty to attend mandatory infection control training provided for them by the Trust.
- Staff members who develop an infection (other than common colds and illness) that may be transmittable to patients have a duty to contact Occupational Health.

CHILDREN'S RIGHTS

The post holder will endeavour at all times to uphold the rights of children and young people in accordance with the UN Convention Rights of the Child.

SAFEGUARDING CHILDREN AND VULNERABLE ADULTS

The Trust is committed to safeguarding children and vulnerable adults throughout the organisation. As a member of the trust there is a duty to assist in protecting patients and their families from any form of harm when they are vulnerable.

INFORMATION GOVERNANCE

All staff must complete annual information governance training. If you have a Trust email account this can be completed on-line, otherwise you must attend a classroom session. For further details, go to the Information Governance intranet site.

PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE	WHEN EVALUATED ¹
ELIGIBILITY	<ul style="list-style-type: none"> - Evidence of achievement of Foundation competences - ST3 or higher (ST4 or higher for 7 year training programmes) with evidence of satisfactory progression. 	<ul style="list-style-type: none"> - Evidence of commitment to the specialty- - Intercalated honours for BSc and/or additional qualifications e.g. MSc etc - Distinction or honours during MBBS programme 	CV
KNOWLEDGE & ACHIEVEMENTS	<ul style="list-style-type: none"> - Demonstration of acquisition of the level of knowledge and skills necessary for the completion of F2 	<ul style="list-style-type: none"> - Demonstration of good general knowledge / broad interest in science and academic medicine - Prizes or distinctions - Presentation of work at a national or international meeting - Publications in peer reviewed journals - Additional degree or MSc in relevant subject area 	CV and interview
EDUCATIONAL & PERSONAL ASPECTS	<ul style="list-style-type: none"> - An enthusiasm for evidence-based medicine in general and the work of Cochrane in particular - A willingness to challenge convention and address uncertainty 	<ul style="list-style-type: none"> - Demonstration of educational reasons for applying - Demonstration of personal reasons for applying 	CV and interview
COMMUNICATION SKILLS	<ul style="list-style-type: none"> - Excellent communication skills 	<ul style="list-style-type: none"> - Evidence of team working skills - Evidence of leadership potential - Evidence through scientific publications and presentations 	CV and interview

¹ 'when evaluated' is indicative, but may be carried out at any time throughout the selection process