



Faculty of
**Medical Leadership
and Management**



Chief Pharmaceutical Officer's Clinical Fellow Scheme 2024/25

Information pack

January 2024

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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 inclusive 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 also makes an important contribution to our inclusive pharmacy practice talent management approach.

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 fellowship has given me the unique opportunity to collaborate with senior healthcare leaders and actively contribute to pivotal health policy initiatives that hold the power to shape the future of our profession and drive substantial improvements in patient outcomes at scale.”

Chao Wang, Chief Pharmaceutical Officer’s Clinical Fellow Alumni 2022/23

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,
David Webb
Chief Pharmaceutical Officer, NHS England

Eligibility and selection criteria

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

Qualifications
- Must hold a Master of Pharmacy degree
Eligibility
- Registered and in good standing with the General Pharmaceutical Council as a pharmacist - Must not hold/have held a formal, established senior leadership role, e.g. consultant, chief, director or equivalent role - Must be able to demonstrate a significant contribution to your specialism/practice, e.g. service improvement, innovation, optimisation and expansion of service, etc. - Eligible to work in the UK or participate in this scheme according to visa requirements
Language skills
- Demonstrable skills in written and spoken English, adequate to enable effective communication - Clinical 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: 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 ⁱⁱ must be provided
Career progression ⁱ
- 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).

In addition to the eligibility requirements listed on the previous page, the **personal specification** found below will be used as part of the assessment process at the application and interview stages of the recruitment process:

Knowledge and experience

Essential:

- Evidence of involvement in leadership and management commensurate with experience, and 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
 - o Applies the [Royal Pharmaceutical Society Leadership Competency Framework for Pharmacy Professionals](#)
 - o 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 techniques 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
- Evidence of clinical excellence through prizes, awards, presentations and papers.

Desirable:

- Holds or is working towards additional related qualifications, e.g. postgraduate diploma, Masters, PhD or equivalent
- Evidence of achievement outside of clinical specialty
- 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 providing coaching and mentoring
- Experience of guideline or policy development.

Skills, values and behaviours

Essential:

- Demonstrates 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 variable 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 environments/situations
- Excellent oral and written communication skills, demonstrating clarity and prioritisation in written/spoken communications
- 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
- Competent IT skills.

Desirable:

- 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.

Recruitment timeline

The recruitment timeline* for the 2024/25 scheme is as follows:

Dates*	Stage
10 January 2024	Applications open
28 February 2024, 5pm GMT	Applications close
11 March 2024	Candidates notified of shortlisting outcomes
13 March 2024, 6–8pm GMT	Virtual Host Evening – SAVE THE DATE
15 March 2024, 5pm GMT	Shortlisted candidates to submit post preferences
19 and 20 March 2024	Virtual Interviews – SAVE THE DATE
Week commencing 25 March 2024	Candidates notified of interview outcomes
April 2024 – June 2024	Contract arrangement window (guidance will be issued)
1 September 2024	Scheme commences

**Dates may be subject to change.*

Application guidance

Application stage

Applications must be received online via the application portal by 5pm GMT on Wednesday 28 February 2024. Applications received beyond this time will not be accepted.

Accessing the application portal

Please visit the [clinical fellow scheme webpage](#) and click on the 'Apply Now' button.

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: Please 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.)

While not required to apply to the scheme, you are welcome to join FMLM by completing the [membership application](#). If you have any queries, please do not hesitate to contact membership@fmlm.ac.uk.

Drafting and submitting 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.
- Do not unsubscribe to bulk emails, as this will prevent us from contacting you regarding your application.

You are able to save a draft of your application. If you save a draft application, please ensure that you return to your application to complete and submit this before the deadline. FMLM cannot 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.

Shortlisting stage

Candidates will be notified of shortlisting outcomes on 11 March 2024.

Host evening

A virtual host evening event will take place via Zoom on Wednesday 13 March 2024 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 each host representative(s) to hear about the organisation and ask questions of the host and current clinical fellows. Job descriptions and event link will be released to shortlisted candidates before the host evening.

Secondment preferences

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 submitted by 5pm GMT on Friday 15 March 2024. If successfully appointed to the scheme, there will then be a matching process based on performance at interview and ranking preferences.

Please note:

- Candidates should only rank placements that they are prepared and able 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 ‘Remote working’ on page 12).
- 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.

Interview stage

Interviews will be held virtually on Tuesday 19 and Wednesday 20 March 2024.

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.
- Candidates must submit secondment preferences by 5pm GMT on Friday 15 March 2024 (see page 9 for full details).
- After booking their interview slots, 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** [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 the day before the scheduled 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 from their most recent employer within two weeks of accepting the post. 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 model for each post is offered at Agenda for Change 8A 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 secondment from a current employer on existing employment terms and conditions.

Some host organisations may offer a fixed-term contract; this will be made clear in the job description pack, as will posts offered at less than full time (LTFT). There are no guarantees that fixed-term contracts or LTFT posts will be available at the time of publishing this guidance.

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

Seeking support from your employer

FMLM has provided a short overview document that candidates should find useful when discussing with employers their interest in applying to the scheme. This guidance highlights the multiple benefits of the scheme for both the candidate and the employer. Candidates can access the *Guidance for Employers* supporting document in the Supporting Documents section of the [Chief Pharmaceutical Officer's Clinical Fellow Scheme webpage](#).

Host organisations and posts

A list of host organisations for 2023/24 is provided below for guidance. A full list of participating 2024/25 host organisations will be made available to shortlisted candidates.

Host organisations for 2023/24	Location
Care Quality Commission	London and/or flexible*
Centre for Pharmacy Postgraduate Education	Manchester
General Pharmaceutical Council	London
NHS England – Office of the Chief Pharmaceutical Officer	London and/or flexible*
NHS England Transformation Directorate	Leeds, London or Exeter
NHS London Procurement Partnership	London and/or flexible*
National Institute for Health and Care Excellence	Manchester
Royal Pharmaceutical Society	London and/or flexible*
Specialist Pharmacy Service	Flexible*
UK Health Security Agency	London and/or flexible*

* Hybrid and/or remote [specified in host job description], with travel when necessary / required.

Shortlisted candidates are invited to an online host evening; this provides an opportunity to meet with senior leaders and clinical fellows from each participating host organisation to find out more about the organisation and opportunities available. *Job descriptions will be released to shortlisted candidates only* prior to the host evening.

Less than full time posts

- Some posts may be available as less than full time (LTFT) or flexible. This will be detailed and confirmed 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.
- 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 circulated to successful candidates in summer 2024. Full attendance is required, regardless of LTFT post status.

Remote working

Remote working arrangements may continue in 2024/25, and host organisations will specify the working arrangements for each post in the job description [i.e. if successful fellows will be able to work remotely during the scheme and therefore relocation may not be necessary.] To take full advantage of the opportunities and access available, you should be prepared to travel to and from host organisation offices as required and when appropriate.

Insights from clinical fellows

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

“The fellowship has given me the unique opportunity to collaborate with senior healthcare leaders and actively contribute to pivotal health policy initiatives that hold the power to shape the future of our profession and drive substantial improvements in patient outcomes at scale.”

Chao Wang, NHS England 2022/23



“An unparalleled 12 months of personal and professional development which provided me with endless opportunities to work with and observe senior healthcare leaders, cultivate a network of committed healthcare professionals and experience system-wide change.

My fellowship provided me with the opportunity to contribute and lead on a number of national projects, which will help shape our future profession and improve access to timely and appropriate interventions for our patients.”

Kieran Reynolds, Specialist Pharmacy Service 2022/23



“The support and opportunities I have been exposed to during the Chief Pharmaceutical Officer’s Clinical Fellow Scheme have given me added confidence to push past self-imposed limitations and develop as a more effective leader.

I have graduated from this fellowship invigorated, empowered and with a deeper understanding of the healthcare system whilst having developed better communication, networking and strategic decision-making skills.”

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



Frequently asked questions

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

The scheme is aimed at developing 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 profession. 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 <https://www.gov.uk/government/organisations/uk-visas-and-immigration>.

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 2024.

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.

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 the scheduled host evening to gain information about the fellowship experience and to ask questions. If contacted directly 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:

✉ clinicalfellowscheme@fmlm.ac.uk

🌐 <https://www.fmlm.ac.uk/cfs>

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