



Sustainable Healthcare Education Network 12 month internship opportunity

One year part time internship offered – to provide administrative support for the Sustainable Healthcare Education network.

Host organisation:

Centre for Sustainable Healthcare
Cranbrook House,
287-291 Banbury Road,
Oxford OX2 7JQ
t: +44 (0)1865 515811
www.sustainablehealthcare.org.uk

CSH is an independent charity working with clinicians, healthcare managers, local community and patients to create a higher quality, cost-efficient, more sustainable health service. CSH has developed and pioneered the Sustainable Specialties approach to transforming healthcare, and hosts the Sustainable Healthcare Education network (SHE).

Contact person:

Dr Frances Mortimer
Medical Director
frances.mortimer@sustainablehealthcare.org.uk

Internship details

The Sustainable Healthcare Education network (SHE) aims to enable all students in health professional degrees to explain the relevance of planetary health to human health and healthcare and apply skills for improving the sustainability of healthcare. This knowledge informs the behaviours and activities of health professionals, who promote health by incorporating environmental sustainability in their workplaces and professional roles.

SHE has operated as an informal network of medical educators and students since 2009, working together to promote the integration of sustainable healthcare into undergraduate and postgraduate medical curricula and teaching. In 2018, SHE is being relaunched as a formal programme of CSH, including appointment of a national Steering Committee and development of a five-year plan. We are seeking to appoint an intern to provide administrative support during the transition to this new phase.

Start date: to start ASAP

Time commitment: Approximately 24 days over the course of one year, or two days per month. Busy periods are expected in June 2018 (set up) and September 2018 (launch event and training day).

Location: desk space can be provided in the CSH office in Oxford. Much of the work can be carried out from home if preferred.

Expenses (e.g. travel to meetings, phone calls) will be reimbursed.

Supervision

The intern will report to Dr Frances Mortimer, Medical Director of CSH, who will offer support by regular telephone and email contact (or face-to-face, if based in the CSH office).

Skills/attributes required

- Interest in and commitment to improving the sustainability of healthcare
- Excellent communication skills: written and telephone
- Creative approach to problem solving, shows initiative
- Evidence of ability to organise and manage own work
- IT skills - proficiency in:
 - web posting/ content management
 - use of data spreadsheets

Outline schedule of activities

Project stage	Date	Activities	Time commitment
Set up	June - July 2018	Develop contacts database for UK medical schools. Invite (by email) participation in SHE for 2018 / attendance at September training day/AGM; email follow up. Develop SHE membership database.	4d
	July – August 2018	Review SHE web resources; upload / organise resources as available	2d
Training day & launch event	September 2018	One-day “masterclass” held in Oxford/London open to educators/ students, followed by first meeting of Steering Committee: liaise with venue, confirm attendance, assist with organisation on the day; write up meeting notes and circulate by email.	4d
Consolidation	October 2018 – June 2019	Assist the newly appointed Steering Committee with tasks including: scheduling quarterly meetings and circulating agenda/relevant documents; taking minutes of meetings and	14d (approx. 1.5d per month)

		updating/posting these in summary on the online network; maintaining the membership database; posting online resources; contact with members.	
Optional additional activities	By arrangement	Development of case studies Survey of medical schools Scoping for a national accreditation scheme Writing articles or blogs	By arrangement

Benefits to intern

You will be contributing actively to an initiative at the leading edge of sustainability in healthcare and in education. You will work closely with leading experts in the field, will gain experience in project management and administration, website and event management, and will be responsible for liaising directly with external contacts. In addition, you will have the opportunity to develop academic skills in curriculum development, medical education research and academic writing.

How to apply

Please send CV and covering letter to frances.mortimer@sustainablehealthcare.org.uk by Monday 4th June 2018.

Interviews will be held in Oxford on Wednesday 6th / Monday 11th June. Please indicate in your covering letter whether you are able to attend on either or both of these dates. Interview by Skype is possible by arrangement.