

## Job Description

<b>Posts:</b>	Clinical Fellow in Medical Education (linked to NHS Fife)
<b>School/Department:</b>	College of Medicine and Veterinary Medicine, Centre for Medical Education
<b>Line manager/s:</b>	Director Centre for Medical Education, and Director Medical Education – NHS Fife

### Job Purpose

To evaluate and research aspects of the current Edinburgh clinical programme, delivered in local hospitals and to undertake developments as agreed with line managers, taking into consideration current evidence and ongoing research. To disseminate research findings to the wider academic community through presentations and publication. To contribute to delivery of teaching dependent on post-holder's professional interests and background. To develop the post-holder's knowledge and skills in pedagogy related to medical education.

<b>Main Responsibilities</b>	<b>Approx % of time</b>
In relation to the 5-year MBChB programme, supports the work of the Centre for Medical Education and, the Director of Medical Education (NHS Fife). Provides curriculum and educational expertise to NHS and university colleagues to create a well-integrated, evidence-based curriculum which responds to changing needs, offers high quality learning opportunities to students, meets the standards set by regulatory bodies such as the General Medical Council and the Quality Assurance Agency, and can be delivered efficiently.	30
Contributes to the delivery of teaching and staff development in education matters, depending on professional interests and background: this is likely to include some skills teaching.	20
Plans, leads and contributes to research and development in medical education to improve the curriculum primarily in Fife	40
Undertakes one session of clinical practice, relevant to specialty training, within Fife.	10

### **Planning and Organising**

- Plans diary and prioritises workload within the priorities laid down by the Director of CME and the Director Medical Education (NHS Fife).
- Plans curriculum development in agreed areas of responsibility over 6-24 months taking a medium to longer-term view in response to statutory guidance and course quality measures and ensures changes are developed, approved and implemented in a timely manner.
- Leads the planning and organisation of staff development required to implement changes resulting from recent GMC reports and curricular reviews.
- Contributes to planning, designing and organising teaching and assessment in agreed areas of responsibility within the MBChB programme e.g. scheduling classes, arranging accommodation and resources.

### **Problem Solving**

- Problems raised by NHS or academic staff, students and collaborators may be academic, organisational or inter-personal or, within curriculum development, relate to concerns about course design and change management and are sometimes solved through application of University and Programme guidelines though often require individual

solutions and may necessitate consultation with senior colleagues or referral to College or University committees.

### **Decision Making**

- Determines strategy and methods for own projects in curriculum evaluation, research and development to address the priorities under the guidance of the Directors of CME and Medical Education (NHS Fife) where appropriate. Projects will be informed by recent GMC reports, other quality measures, external drivers, and educational theory.
- Contributes to curriculum policy through papers to College curriculum committees as required.
- Makes judgements about students' academic and professional competences and refers on as required.
- Acts autonomously within university, college and programme codes of practice and policies and seeks advice and support as required.

### **Key Contacts/Relationships**

- The Fellow will be based at the Centre for Medical Education, Little France, Edinburgh but after induction and initial training, and will spend 2-3 days a week in Fife hospitals researching and developing the teaching and curriculum relating to the Edinburgh programme.
- The Director of the Centre for Medical Education will line manage in conjunction with the Director Medical Education (NHS Fife).
- It is envisaged the Fellow's medical education project will be developed in Fife.
- The Fellow will relate to academic staff and colleagues in administration, learning technology, the library and the Institute for Academic Development on curriculum development matters. Contact is through committee work, email and dialogue.
- Liaises with all teaching staff but particularly NHS staff to evaluate aspects of the curriculum, develop solutions with them and provide the necessary staff development.
- Develops links with medical education experts in the UK and worldwide.

### **Person specification for Fellow in Medical Education**

#### *Essential:*

- MBChB or equivalent degree
- Full registration with the General Medical Council
- Ongoing clinical experience as a doctor and satisfactory progression through training to date.
- Satisfactory completion of core training or equivalent with intention to seek a training number for specialty training in the future; or at least one year experience in specialty training; or recent completion of training.
- Eligible for out of programme experience under current regulations, if still training
- Experience of teaching, learning and assessment in the healthcare setting
- Evidence of understanding an academic approach to medical education
- Ability to communicate effectively with individuals at all levels
- Flexible with ability to work well with a team of colleagues from different backgrounds and to adapt work patterns according to need
- Motivated, conscientious and innovative with ability to plan, organise and prioritise workload, to work under pressure and meet deadlines
- Computer literate
- Able to travel frequently to Fife or other hospitals as required.

*Desired:*

- A higher degree or training in education or medical education
- Experience of teaching medical students
- Experience of research and project management in medical education

### **Dimensions**

- Contributes to the teaching and learning experience of approximately 750 students in years 3-5 of which 480 students have attachments in Fife each year. Prepares teaching materials, facilitates and delivers small and large group teaching and may help supervise one undergraduate project per year.
- In contact with 5 Year Directors, approximately 50 module and vertical theme directors, and another 100 NHS and university staff to manage change in the curriculum influencing the education of all 5-years of the programme (1250 students.)
- Designs, sets standards and examines for medical examinations such as OSCEs.
- Expected to contribute to research and development projects and to publish a peer-reviewed paper per year and give presentations at national or international academic meetings.

### **Job Context and any other relevant information**

This is a fixed-term post for two years, subject to satisfactory performance and annual appraisal.

The post-holder is expected to undertake post-graduate study and research in clinical education ideally leading to an MD, but the Fellow may benefit from undertaking a PG Diploma first to ensure adequate theoretical underpinning. Funding will be sought but cannot be guaranteed.

It is expected the Fellow will continue one session of clinical practice per week; in Fife.

The postholder must guide, advise and implement innovation within a complex curriculum and institution without direct responsibility for or line management of those s/he seeks to influence.

This post does not carry prospective approval for training, but is supported in principle by the Postgraduate Dean (South East Scotland Deanery). It may be possible for time spent in clinical practice to contribute towards training, but this must be considered on an individual basis in conjunction with guidance from the applicant's Royal College. **Applicants must discuss their particular training requirements with their programme director prior to interview.**

This post is also open to those wishing to gain experience in education immediately after completion of their training.

### **Salary**

This post is graded at **AMN2** and attracts an annual salary of **£32,156 to £47,647** for **40** hours each week. It is anticipated that the initial appointment will be made at a level commensurate with experience and qualifications up to Point 7 (£43,868). Salary is paid monthly by direct transfer to your bank or building society account, normally on the 28th of the month. Salaries for part-time staff are calculated on the full-time scales, pro-rata to the Standard Working Week.

### **Protection of Vulnerable Groups Scheme (PVG)**

This post is subject to registration with the Protection of Vulnerable Groups scheme, for regulated work with children and/or vulnerable adults as appropriate. Employment in this post

is conditional on the successful post holder being able to obtain/holding PVG scheme membership. The successful candidate will not be permitted to commence employment until this has been confirmed. Information provided will be kept confidential and individuals will not be discriminated against unnecessarily due to non relevant offending background. If you require further information on the PVG scheme please visit: [www.disclosurescotland.co.uk](http://www.disclosurescotland.co.uk).

**Closing date/notification of interview**

The closing date is Sunday 7 December 2014. Interviews provisionally will be held Wednesday 17 December 2014.

**Application Procedure**

We encourage all applicants to apply online at <http://www.jobs.ed.ac.uk/>. It is essential that you submit a CV, including a statement addressing how your application meets the Person Specification, as well as completing the online application form.

Please provide the names and contact details of 2 referees, one of whom must be your current or most recent employer. Please include e-mail addresses and/or fax numbers for referees if possible.

The application process is quick and easy to follow, and you will receive email confirmation of safe receipt of your application.