

## Candidate Information

<b>Position:</b>	Clinical Lecturer (Education) in Chemical Pathology
<b>School/Department:</b>	Centre for Medical Education
<b>Reference:</b>	18/106908
<b>Closing Date:</b>	Wednesday 21 November 2018
<b>Salary:</b>	£76,001 - £102,466 per annum
<b>Anticipated Interview Date:</b>	Tuesday 8 January 2019

### JOB PURPOSE:

To strengthen the clinical academic base of Chemical Pathology within the Centre for Medical Education, School of Medicine, Dentistry and Biomedical Sciences at Queen's University Belfast (QUB) and the Belfast Health and Social Care Trust (BHSCT). To undertake significant teaching at undergraduate and postgraduate levels, engage in scholarly activity and contribute to Centre/School administration/outreach activity and to deliver and enhance clinical service in Medical Paediatrics.

### MAIN ACTIVITIES/RESPONSIBILITIES:

The following describes the type of work that is typically required of teaching staff at this level. It is not expected that anyone carries out all the activities mentioned below and some carry out additional duties.

#### 1. Teaching

- Develop teaching methods, design course units and deliver a range of teaching and assessment activities including lectures, coursework, practicals, and Student Selected Components in the subject.
- Design and be responsible for course/s delivered by others, preparing the teaching materials and being responsible for the assessment.
- Develop approaches to teaching and learning, which are appropriate for the subject area and may reflect developing practice.
- Contribute to the quality enhancement of teaching within the subject, Centre, School and Faculty.
- Develop and advise others on learning and teaching tasks and methods.
- Contribute to the design of innovative teaching programmes.
- Plan and review own approach to teaching.
- Act as a portfolio tutor and as a mentor for students
- Be responsible for practical work where applicable, and advise students on techniques.

#### 2. Scholarly Activity

- Develop links with relevant professional bodies to ensure that teaching reflects current best practice in own area of subject specialism.
- Develop proposals and prepare, in collaboration with others, funding bids for external contract work that might involve, for example, publishing materials for use within the profession.
- Engage in scholarly activity e.g. conference paper presentations, external funding secured, book reviews published, writing practice manuals, publication of professional materials.
- Maintain and develop teaching and subject expertise.

#### 3. Administration/Contribution to Community

- Contribute to the Centre/School outreach strategy by developing external links.
- Liaise with the relevant academic and clerical support staff within the Centre to ensure, as far as practicable, that all student support issues are dealt with in a timely, sympathetic and effective manner.
- Carry out designated School functions, including, for example, participation in committee work, assisting in the process of admissions, and preparation of submissions relating to quality assessments of teaching.
- Be responsible for the record-keeping associated with teaching and the preparation of teaching materials.

#### **4. Clinical**

- Hold an Honorary Consultant contract in the appropriate specialty with the BHSCT which will involve a maximum of 5 Programmed Activities agreed through the annual, integrated job plan.
- Undertake clinical sessions appropriate to the specialty and as agreed on appointment/in the integrated annual job plan.
- Provide a professional service in an area of subspecialist interest as agreed in the job planning process.
- Undertake supervision, management and training of junior medical staff along with other professions associated with his / her specialist area.
- Comply with all health and safety policies, participate in the clinical and research governance framework of the Department of Health and comply with all legislation relating to the handling and storage of human tissues.
- Provide leadership in the delivery and integration of education and research between colleagues in the Trust(s) and University and also with students at both undergraduate and postgraduate levels.
- Participate in the consultant appraisal process appropriate for clinical academics, take part in continuing professional development activities and additionally undertake medical and clinical audit and quality assurance activities as appropriate.
- Undertake administrative duties associated with ongoing teaching, research and related patient care.

#### **Sample Job Plan**

The successful applicant will have clinical sessions appropriate to the specialty and as agreed on appointment in the integrated annual job plan.

This post will comprise 10 programmed activities, of which 5 will be NHS PAs and 5 will be funded from academic sources. Clinical PAs will include a maximum of 4.25 DCC and 0.75 SPA. The academic PAs will also include 0.75 SPA. The DCCs will be made up of a combination of out-patient clinics, ward work and on-call, as appropriate. The sub-specialty area for clinics can be negotiated with the appropriate Clinical Lead. The exact timings within the week will be determined in line with the successful candidate's research and teaching areas.

Suitable office space and facilities with IT access will be made available at both the Belfast HSC Trust and University sites as required. The consultant will have appropriate secretarial support.

#### **General NHS Responsibilities:**

- Members of staff including clinical academic appointments are expected at all times to provide a caring service and to treat those with whom they come into contact in a courteous and respectful manner. As with other staff the appointee will be expected to demonstrate his / her commitment to the Trust by regular attendance and the efficient completion of all allocated tasks.
- All staff including clinical academics must comply with the Belfast Health and Social Care No Smoking Policy.
- All duties must be carried out in compliance with the Belfast Health and Social Care Trust Health and Safety Policy and statutory regulations.
- The Trust is an Equal Opportunities Employer. Appointees are required to adhere to the Trust's Equal Opportunities Policy throughout the course of their employment.
- To ensure the ongoing confidence of the public in officers of the Trust and to maintain high standards of personal accountability, staff including clinical academic appointments must abide by the Code of Business Conduct.
- Employees of the Trust including clinical academic appointments are required to support its Mission which states: - "It is our fundamental purpose in Belfast Health and Social Care Trust to provide the highest quality cost effective health care, as an outstanding acute general hospital and tertiary referral centre, through exceptional service to our patients, staff and community in an environment of education, teaching and research."
- "The Trust is committed to providing safe and effective care for patients. To ensure this there is an agreed procedure for medical staff that enables them to report, quickly and confidentially, concerns about the conduct, performance or health of medical colleagues. All medical staff, practising in the Trust, should ensure that they are familiar with the procedure and apply it."

#### **PLANNING AND ORGANISING:**

- Plan and manage own teaching and tutorials as agreed with Centre Director.
- As module coordinator, liaise with others (such as support staff or academic colleagues) to ensure student needs and

expectations are met.

- Design/update modules in line with Centre/School teaching strategy.
- Plan for the use of teaching resources, laboratories and workshops as appropriate.
- Manage projects relating to own area of work.
- Undertake Continuous Professional Development relevant to both the academic and clinical components of the post.

### **RESOURCE MANAGEMENT RESPONSIBILITIES**

- Mentor colleagues with less experience and advise on personal development.
- Depending on the area of work, may supervise the work of others.
- Manage own teaching and administrative demands under general supervision of Centre Director.
- Assist in the development of skills and competence in others (for example through the supervision of Teaching Assistants).
- Manage use of resources for teaching.
- Participate in judgements regarding the use of resources within Centre/School.

### **INTERNAL AND EXTERNAL RELATIONSHIPS:**

- Communicate complex and conceptual ideas to students as well as to peers using high level skills and a range of media.
- A member of the School Board and Examination Board(s), where appropriate, and such committees relevant to their administrative duties.
- Collaborate with other staff within Centre/School/Faculty.
- Participate in and develop networks, for example to identify sources of funding, contribute to student recruitment, secure student placements, market the institution, facilitate outreach work, generate income, obtain consultancy projects, or build relationships for future activities.
- Contribute to the Centre/School outreach programme by establishing links with, for example, local community groups, industries.

### **ESSENTIAL CRITERIA**

- Primary Medical Degree
- Higher degree (Masters or equivalent in a relevant subject area)
- Full and Specialist registration (and with a licence to practise) with the General Medical Council (GMC), or be eligible for registration within six months of interview.
- Applicants that are UK trained, must ALSO be a holder of a Certificate of Completion of Training (CCT), or be within six months of award of CCT by date of interview. Applicants that are non-UK trained, will be required to show evidence of equivalence to the UK CCT
- FRCPATH or show evidence of equivalent qualification
- Experience, achievement and growing reputation in the discipline, commensurate with stage of career e.g. involvement in national educational events.
- Evidence of scholarly activity e.g. conference paper presentations, external funding secured, book reviews published, writing practice manuals, publication of professional materials.
- Relevant teaching experience at University level.
- Ability to develop and devise new programmes, modules, techniques and methods.
- Relevant academic administrative/management experience
- Clinical experience in Chemical Pathology and evidence of progression appropriate to career stage.
- Experience in the management of clinical service in the relevant specialty.
- Ability to devise, advise on and manage teaching programmes.
- Ability to manage resources and understanding of management processes
- Good presentation skills with the ability to communicate complex information effectively.
- Good communicator, written and oral
- The ability to organise workload and prioritise competing demands.
- Ability to manage resources and staff
- A team player who can develop effective internal and external links.

- Leadership capability
- This position is exempted from the Rehabilitation of Offenders (Exceptions) Order (Northern Ireland) 1979 and any applicant who is offered employment will be subject to an Enhanced Disclosure Check/NI Access
- Applicants must comply with the Terms and Conditions of the University's substantive Clinical Academic contract be able to undertake clinical duties at a consultant level and comply with the Honorary Consultant contract of the relevant HSC organisation.

**DESIRABLE CRITERIA**

- Completion of a PGCHET (or equivalent) or HEA membership
- Evidence of innovation in clinical care or health service development.