

CANDIDATE INFORMATION

JOB TITLE: Clinical Lecturer (Education) in Neurology REF: 26/113419
<p>DEPARTMENT/SCHOOL/UNIT: Academic role: Centre for Medical Education, School of Medicine, Dentistry and Biomedical Science, Queen's University Belfast Clinical role: Honorary Consultant, Neurology, Royal Victoria Hospital, Belfast Health and Social Care Trust.</p>
<p>REPORT TO: Academic role: Director, Centre for Medical Education Clinical role: Clinical Director, Neurology, BHSCT</p>
<p>JOB PURPOSE: To strengthen the clinical academic base of Neurology and Neurosciences 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 contribute to the delivery of Strategy 2030 (QUB). To undertake significant teaching at undergraduate and postgraduate levels, engage in scholarly activity and contribute to Centre/School administration/outreach activity. To deliver and enhance clinical service in neurology within the Belfast Trust.</p> <p>Please note that DCC will be 3.75 for the first 3 months to help with a settling in period and then the DCC will increase to 4.25. The SPA will be 2.5 (1.25 QUB and 1.25 Trust) initially and then will drop to 1.5 (0.75 QUB and 0.75 Trust) after 3 months.</p>
<p>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.</p>
<p>1. Teaching</p> <ul style="list-style-type: none"> • Develop teaching methods, design course units and deliver a range of teaching and assessment activities including lectures, coursework, practicals, and Student Selected Components in Neuroscience • 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.
<p>2. Scholarly Activity</p> <ul style="list-style-type: none"> • Develop links with relevant professional bodies to ensure that teaching reflects current best practice in neurology. • 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.
- Participate in the School recruitment and widening participation activities

4. Clinical

- Hold an Honorary Consultant contract in Neurology with the Belfast Health and Social Care Trust (BHSCT) which will involve a maximum of 5 Programmed Activities agreed through the annual, integrated job plan.
- To maintain neurology services including inpatients and outpatients within the Belfast Trust as agreed on appointment/in the integrated annual job plan.
- To work with team members to ensure continuity of care for patients within the service and agree activity objectives.
- Undertake supervision, management and training of junior medical staff along with other professions associated with his / her specialist area, ensuring this is of the highest quality.
- 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 joint 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.

Clinical Management Responsibilities:

- Undertake administrative duties associated with the care of their patients and the running of the department in conjunction with colleagues
- Be expected to be involved in the planning, implementation and management of the General Medicine Outpatient Services.
- Delegate appropriate responsibility and authority to the level of staff within their control, consistent with effective decision making, while retaining overall responsibility and accountability for results.
- Identify objectives with the Clinical Director and agree an action plan ensuring personal development.

General Clinical Responsibilities:

Employees of the Trust are required to promote and support the mission and vision of the service for which they are responsible and:

- At all times provide a caring service and to treat those with whom they come into contact in a courteous and respectful manner.

- Demonstrate their commitment by their regular attendance and the efficient completion of all tasks allocated to them.
- Comply with the Trust's Smoke Free Policy.
- Carry out their duties and responsibilities in compliance with the Health and Safety Policies and Statutory Regulations.
- Adhere to Equality and Good Relations duties throughout the course of their employment.
- Ensure the ongoing confidence of the public in-service provision.
- Maintain high standards of personal accountability.
- Comply with the HSC Code of Conduct.

The post-holder will provide general and subspecialist neurology care. This post will be based in the Royal Victoria and Belfast City Hospital sites. It would be desirable for the applicant to have an interest or desire to develop an interest in a subspecialty area.

This post will comprise 10 programmed activities, of which 5 will be NHS PAs and 5 will be academic. For the first 3 months of the job (if an induction period is required), Clinical PAs will include a maximum of 3.75 DCC and 1.25 SPA; the academic PAs will also include 1.25 SPA. Following induction, clinical PAs will comprise 4.25 DCC and 0.75 SPA; the academic PAs will 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 exact timings within the week will be determined in line with the successful candidate's research and teaching areas. The successful applicant will have clinical sessions as agreed on appointment in the integrated annual job plan.

Suitable office space and facilities with IT access will be made available at both the Belfast HSC Trust and University sites as required. University office space is located within 5 minutes walking distance of clinical sites. The consultant will have appropriate secretarial support within both aspects of their job.

Further information on the clinical responsibilities of the post, including prospective job plan, can be accessed by clicking here [Clinical&ProfessionalResponsibilitieswithinBelfastTrust.pdf](#).

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 (e.g. finance, people, equipment, etc.):

- 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:

- A member of the School Board and Examination Board(s), where appropriate, and such committees relevant to his/her 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:

1. Primary Medical Degree.
2. Higher degree (Masters or equivalent in a relevant subject area).
3. Full Registration with the General Medical Council.
4. Be on or be eligible to be on the Specialist Register (Neurology) via:
 - CCT (proposed CCT date must be within 6 months of interview date)
 - CESR
 - European Community Rights
5. Post registration qualification (MRCP).
6. Experience, achievement and growing reputation in the discipline, commensurate with stage of career e.g. involvement in national educational events.
7. Evidence of scholarly activity e.g. conference paper presentations, external funding secured, book reviews published, writing practice manuals, publication of professional materials.
8. Relevant teaching experience at University level.
9. Ability to develop and devise new programmes, modules, techniques and methods.
10. Relevant academic administrative/management experience.
11. Clinical experience in Neurology and evidence of progression appropriate to career stage.
12. Experience in the management of clinical service in the relevant specialty.
13. Ability to devise, advise on and manage teaching programmes.
14. Ability to manage resources and understanding of management processes.
15. Good presentation skills with the ability to communicate complex information effectively.
16. Good communicator, written and oral.
17. The ability to organise workload and prioritise competing demands.
18. Ability to manage resources and staff.
19. A team player who can develop effective internal and external links.
20. Leadership capability.
21. 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/Criminal Records Bureau Check.
22. 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:

1. Completion of a PGCHET (or equivalent) or HEA membership.
2. Higher degree (PhD, MD or equivalent).
3. Evidence of innovation in clinical care or health service development.

