

Candidate Information

Position:	Clinical Teaching Fellow (Part-Time)
School/Department:	Centre for Medical Education
Reference:	19/108012
Closing Date:	Thursday 2 January 2020
Salary:	£31,930 - £55,288 per annum pro rata plus a potential market supplement
Anticipated Interview Date:	Tuesday 14 January 2020

JOB PURPOSE:

To develop and deliver excellence in clinical skills education within the Centre for Medical Education (CME), School of Medicine, Dentistry and Biomedical Sciences (SMDBS) at Queen's University Belfast (QUB). There are no clinical service duties included in this role. However the essential criteria include the requirement for a medical qualification and to have a current licence to practise.

MAJOR DUTIES:

Teaching:

1. To provide clinical skills teaching to undergraduate medical students enrolled on a range of modules in the QUB medical degree programme.
2. Contribute to the design, development and delivery of modules in the medical degree programme at QUB. This may involve acting as a module co-ordinator.
3. Contribute to the design, development and delivery of assessment methods in the medical degree programme at QUB – including behavioural assessments such as the Objective Structured Clinical Examinations (OSCEs).
4. Provide constructive feedback to students following formative and summative assessments.
5. In line with CME's teaching, assessment and learning strategy - actively engage in continual multi-stake holder feedback, reflection, quality improvement and assurance of teaching programmes within CME.
6. Act as a portfolio tutor and as a mentor for medical students.

Research:

1. In line with CMEs teaching, assessment and learning strategy - actively engage in continual feedback, reflection and improvement in personal educational practice.
2. Integrate current best pedagogical knowledge into educational practice.

Administration/Contribution to the Community:

1. Work well with professional support staff in CME, and the wider university, in delivering strategic goals and business requirements.
2. 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.
3. Contribute to the Centre/School/Faculty's outreach strategy by developing external links and partnerships.
4. Carry out designated Centre / 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.
5. Be responsible for the record-keeping associated with teaching, assessment and learner related matters.

Planning and Organising:

1. Plan and manage teaching/assessment/learning activities as agreed with Centre Director.
2. Liaise and work well with others (such as professional support staff or academic colleagues) in the organization, set up and break down of teaching materials (e.g. clinical equipment, simulation manikins).
3. Design/update module materials in line with Centre/School teaching and learning strategy.
4. Plan for the use of teaching resources, laboratories and workshops as appropriate.
5. Plan and document Continuous Professional Development relevant to the post.

Resource Management Responsibilities:

1. Mentor colleagues with less experience and advise on professional development when appropriate.
2. Manage use of resources for teaching and assessment activities.
3. Manage own teaching and administrative demands under general supervision of Centre Director.
4. Assist in the development of skills and competencies in others (for example through the supervision of Teaching Assistants).
5. Participate in judgements regarding the use effective, efficient and cost effective use of resources within CME and the SMDBS.

Internal and External Relationships:

1. Communicate complex and conceptual ideas to students as well as to peers using high level skills and a range of media.
2. Collaborate with other staff within the Centre/School/Faculty in a progressive and supportive fashion.
3. 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.

ESSENTIAL CRITERIA:

1. Primary Medical Degree.
2. Full Registration with the General Medical Council and with a current license to practise.
3. Post registration qualification (Membership of relevant Royal College or equivalent by examination).
4. Evidence of integrating contemporaneous evidence into pedagogical practice .
5. Recent evidence of teaching and assessment of medical students.
6. Evidence of experience in contributing to the design and development of educational activities pertaining to medical education.
7. Evidence of seeking feedback and implementing development in educational related activities.
8. Relevant knowledge of academic administrative/management practices.
9. Currently clinically practicing / active.
10. Retains a current licence to practice.
11. Ability to devise, advise on and manage teaching programmes.
12. Ability to manage resources and understanding of management processes
13. Good presentation skills with the ability to communicate complex information effectively.
14. Good communicator, written and verbal.
15. The ability to organise workload and prioritise competing demands.
16. A team player who can develop effective internal and external links.
17. Leadership capability.
18. Demonstrates willingness and ability to flexibly arrange working.

DESIRABLE CRITERIA:

1. Higher postgraduate degree (Masters level and / or doctorate).
2. Completion of a PGCHET (or equivalent) or HEA membership.
3. Current ALS / ATLS certificate (or other equivalent qualifications).
4. Evidence of quality assurance and improvement in pedagogical practice.
5. Evidence of scholarly activity e.g. academic conference presentations, publication of a scientific paper, securing external funding for health profession educational research, publication of professional materials such as a book / book chapter.
6. Sustained contributions to the design, development and delivery of university based medical education modules.
7. Evidence of developing educational activities that promoted a positive student learning experience.
8. Contributing to the administrative and management processes in supporting the effectively delivery of medical student learning modules /activities.
9. Evidence of innovation in clinical care or health service development.

ADDITIONAL INFORMATION:

There are no clinical service duties included in this role. However the essential criteria include the requirement for a medical qualification and to have a current licence to practise.