

## Candidate Information

**Position:** GP Placement Community Module Lead  
**School/Department:** Centre for Medical Education  
**Reference:** 24/112083  
**Closing Date:** Sunday 28 July 2024  
**Salary:** Clinical Lecturer scale with an additional market supplement making the total salary package equivalent to a clinical consultant level salary.  
**Anticipated Interview Date:** Friday 9 August 2024  
**Duration:** 2 years

### JOB PURPOSE:

The GP Placement Community Module Lead (CML) is responsible for the delivery of aspects of the QUB clinical curriculum delivered in association with clinical placements in General Practice. The main purpose of the job is to ensure the effective delivery of the respective part of the undergraduate curriculum.

Post-holders will be expected to be involved with QUB years 3,4 and/or 5 GP Placements but will work in close collaboration with other GP CMLs for QUB and in conjunction with a GP Sub-Deanery temporarily hosted within QUB and Ulster University. The CMLs are expected to deputise for each other /cross-cover leave and represent their specialty at relevant university meetings and become part of the GP clinical teaching undergraduate team.

These newly created posts are for a fixed term period of 2 years within QUB. After this point, it is expected that this role will be carried out through an external GP Sub-Deanery. The time commitment per post is for 1 or 2 sessions (of 4 hours) per week on a term time basis, and a minimum time commitment of 2 sessions per week is preferred. Most of the sessions for student contact will be scheduled for the latter part of the week (Wednesday to Friday). Successful applicants will be expected to be able to make themselves available for training and role development on the morning of the first Wednesday of each month (term time).

### MAJOR DUTIES:

1. Support the GP academic team to deliver the clinical curriculum across Years 3, 4 and 5 of the undergraduate Medicine Degree (MD):
  - Provide in-Practice workplace-based assessments support for host GP Practices and GP Tutors.
  - Contribute to the annual review processes ensuring the quality of delivering GP placements by the Teaching Practices.
  - Attend and engage with the University education meetings as appropriate.
  - Regular meeting with the QUBGP team, initially to plan for Years 3,4 & 5 students commencing placements and thereafter respond to student evaluation and facilitate improvements across involved teaching practices and develop further capacity.
2. Oversee Year 3, 4 or 5 MD students on GP placement in multiple practices in conjunction with the GP Academic team (and the relevant GP Year lead in particular) to include:
  - Ensuring they receive full orientation and induction to their GP Placement and are made aware of what is expected of them and what they can expect from us.
  - Making students aware of module, timetable and placement expectations aligned to their curriculum
  - Ensuring they receive clinical opportunities to support their learning outcomes including opportunity to complete any required WBPAs/EPAs
  - Ensuring that formal mid- and end-of-placement reviews are completed and recorded on student e-portfolio (My Progress)
  - Ensuring that students submit and have opportunity to discuss clinical cases
  - Encouraging student engagement with their placements and ensuring that are supported with alternative learning activities if something unforeseen arises in the designated host practice.
  - Providing support to those who are identified as under-performing / in need of support, and ensuring that they receive appropriate mentoring/pastoral care and that this is clearly communicated with QUB.

3. Support Teaching Practices and tutors to deliver the GP curriculum during the GP placement.
4. Carry out administrative duties and processes associated with the role in accordance with relevant guidelines, liaising with relevant academic and professional support staff as appropriate.
5. Work as a team with other GP CMLs deputising and covering for each other as required.

#### **ESSENTIAL CRITERIA:**

1. Primary Medical Degree.
2. Full Registration with the General Medical Council as a General Practitioner with a current license to practise.
3. Post registration qualification (Membership of Royal College of General Practice).
4. Registered (or eligible for registration) on the Northern Ireland Primary Medical Performers List.
5. Clinical experience in General Practice.
6. Experience in medical education and familiarity with the undergraduate medical curriculum.
7. Demonstrable practical and theoretical knowledge of teaching skills, how to assess and give feedback, and how students learn.
8. Recent experience of teaching and assessment of medical students.
9. Proven interest in undergraduate medical education (e.g. involvement in teaching students, OSCEs).
10. Ability to manage resources and understanding of management processes.
11. Experience using a wide range of IT systems including Word, PowerPoint, Excel, e-mail, MS Teams and internet and demonstrable proficiency in learning to use new systems and digital tools.
12. Good presentation skills with the ability to communicate complex information effectively.
13. Good written and verbal communication skills.
14. Leadership capability.
15. Demonstrates willingness and ability to flexibly arrange working.
16. The ability to organise workload and prioritise competing demands.
17. A team player who can develop effective internal and external links.
18. Empathetic and approachable, with demonstrable ability to provide mentorship and support to students.
19. Ability and willingness to meet travel requirements of the post.

#### **DESIRABLE CRITERIA:**

1. Qualification or training in medical education (e.g. Deanery (NIMDTA) 'Teach the Teachers' course, or equivalent (e.g. NIMDTA Learning and Teaching, PgCert Medical Education).
2. Experience of small-group teaching.

#### **ADDITIONAL INFORMATION:**

Informal enquiries can be directed to: Dr Louise Sands - [louise.sands@qub.ac.uk](mailto:louise.sands@qub.ac.uk)