

## CANDIDATE BRIEF:

Job Title: Lead for Primary Care Education (Clinical Senior Lecturer)

Reference: R170574

Salary: £56,525 to £103,490

Closing Date: 17 January 2018

Interview Date: Provisionally week beginning 22 or 29 January 2018

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DIFFERENT  
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## **Job description**

### **Job Purpose:**

The overall aims of the post are to support the development and implementation of excellent, evidence informed medical education, to meet the standards set by the General Medical Council and the Quality Assurance Agency and to support Scholarship within the Medical School.

More specifically to be responsible for leading the design, delivery, quality management and enhancement of undergraduate medical education within the primary care setting and related teaching that takes place within the Medical School. To lead the training of GPs and other primary care tutors on relevant educational matters. To teach students clinical skills and communication. And to contribute to scholarship/ research within medical education or other current areas of enquiry within the Medical School.

### **Main Duties/Responsibilities:**

#### **Teaching**

- ▶ Plans and teaches clinical skills and communication to students in the Medical School through lectures, small group tutorials, practical skills workshops, and online materials. Initially these responsibilities will focus on years 1 and 2 students in the MBChB programme.
- ▶ Leads the operational planning and management of primary care/general practice placements across the 5-year programme, including the teaching and assessment sessions, taking account of health and safety issues, tackles the issues relating to quality of delivery, and balances competing pressures to ensure teaching sessions are well organised, pedagogically sound and make good use of resources.
- ▶ Leads on the quality management processes that ensure our primary care placements and practitioner tutors are of a high standard, suitably trained and can be recognised by Aston Medical School (AMS) and approved by the General Medical Council (GMC). This will require setting policy, liaising with Health Education England setting standards for those placements not already approved by HEE, delivering staff training to ensure GMC and AMS requirements are met, undertaking regular quality management visits to placements and responding to queries and issues raised through informal and formal evaluation.
- ▶ Leads curriculum development and innovation in teaching, learning and assessment within primary care, within the guidance set by the Programme Committee, and works with colleagues to create an effective integrated curriculum and to engage students in enjoyable, effective learning methods. Collaborates with colleagues, particularly clinical staff within our primary care placements and university staff, to achieve these ends.
- ▶ Leads on quality management of the primary care curriculum, placements and related teaching to ensure continuous quality improvement particularly with respect to the student learning experience and achievements. This will include sharing responsibility for the regular evaluation and development of the curriculum in terms of stated learning outcomes, the content, delivery and assessment. Communicates written review findings and planned responses or enhancements clearly in a timely manner to students and colleagues. Contributes to quality management of the whole MBChB and the dissemination of enhancements and good practice particularly through the work of curriculum committees.
- ▶ Develops and supervises a student selected component within the MBChB programme as required.
- ▶ Designs, creates and marks formative and summative assessments and examination papers and provides constructive feedback. Makes a major contribution to the design of the Objective Structured Clinical Examinations (OSCEs) throughout the 5-year programme and the Multiple Mini Interviews (MMIs) for admissions.

- ▶ Acts as an assessor in Objective Structured Clinical Examinations (OSCEs) and Multiple Mini Interviews (MMIs).
- ▶ Invigilates assessments and end of year examinations as required.
- ▶ Provides academic support and advice to medical school students.
- ▶ Undertakes academic administration relevant to the needs of the post.
- ▶ Offers expert advice, mentoring support and supervision to teaching colleagues, particularly new staff and those with less experience.

### **Research/Scholarship**

- ▶ Contributes to scholarship/research in medical education or other areas of enquiry within the Medical School such as maternal health, mental health and vascular diseases, in collaboration with colleagues.
- ▶ Fosters interdisciplinary networks and engages in transfer of knowledge and scholarship nationally and internationally, presents at international meetings and publishes in internationally renowned journals.
- ▶ Manages and supervises student projects.

### **Other related activity and functions**

- ▶ Continues with clinical duties as a general practitioner as a condition of this post.
- ▶ Carries out specific strategic, management and teaching roles in the School as may be reasonably required e.g. preparing accreditation documents for the General Medical Council, new course development, line management, block lead, personal tutor, timetabling, admissions.
- ▶ Contributes to and Chairs School and University committees, as required.
- ▶ Undertakes and contributes to continuous training and development programmes in the University (e.g. peer observation of teaching, staff development) and attends external conferences and training courses that are consistent with the professional needs and aspirations of the post-holder and the Medical School.
- ▶ Maintains awareness of current trends in undergraduate medical education, updates own subject knowledge, and develops own teaching expertise.
- ▶ Contributes to and manages, as required, staff seminars or cross-School activities, functions and events such as Open Days, undergraduate and postgraduate recruitment.
- ▶ Undertakes such other duties as may be reasonably requested as the School develops, and that are commensurate with the nature and grade of the post.

### **Additional responsibilities**

- ▶ Engages in continuous personal and professional development in line with the demands of the role, including undertaking relevant training and development activities to develop themselves and support the development of others.
- ▶ Ensures and promote the personal health, safety and wellbeing of staff and students.
- ▶ Carries out duties in a way which promotes fairness in all matters and which engenders trust.
- ▶ Promotes equality of opportunity and support diversity and inclusion as well as working to support the University's environmental sustainability agenda and practices.

## Person Specification

	Essential	Method of assessment
<b>Education and qualifications</b>	<ul style="list-style-type: none"> <li>• A medical degree and Membership of the Royal College of General Practitioners.</li> <li>• Full GMC registration with a licence to practise.</li> </ul>	Application form
<b>Experience</b>	<ul style="list-style-type: none"> <li>• A General Practitioner in clinical practice, committed to maintaining sessions in clinical practice.</li> <li>• High quality enthusiastic teaching of theory, communication and clinical skills to medical students, within the setting of primary care using evidence-informed interactive approaches.</li> <li>• Curriculum development and educational team management that has ensured well-organised delivery with continuous quality improvement.</li> <li>• Assessment design, including Clinical Examinations, ideally within an undergraduate medical programme.</li> <li>• Evidence of ongoing scholarship/research in medical education including evaluation or quality management.</li> </ul>	Application form, interview and presentation
<b>Aptitude and skills</b>	<ul style="list-style-type: none"> <li>• A flexible approach to working to meet deadlines within tight time schedules, able to take the initiative but seeks advice as necessary, prioritises, and copes with pressure.</li> <li>• Ability to think strategically and to innovate, for example to develop the School's teaching and/or scholarship portfolio.</li> <li>• Excellent interpersonal skills, demonstrating empathic, collaborative and supportive leadership with an ability to motivate colleagues and students and form effective and positive teams and inter-team working.</li> <li>• Competence in IT and internet usage appropriate for an academic environment and e-learning.</li> </ul>	Application form, interview and presentation

	Essential	Method of assessment
	<ul style="list-style-type: none"> <li>Excellent communication and presentation skills, with ability to train colleagues in education matters and to communicate complex ideas through a variety of media including written proposals and reports.</li> </ul>	Application form, interview and presentation
<b>Training and Development</b>	<ul style="list-style-type: none"> <li>A willingness to undertake peer review of teaching, respond constructively to feedback, undertake further training as appropriate and adopt new procedures as required.</li> <li>A willingness to undertake a Postgraduate Certificate in Teaching and Learning in Higher Education, or equivalent qualification including Fellowship of the Higher Education Academy, if not already obtained.</li> </ul>	Application form, interview and presentation
<b>Other</b>	<ul style="list-style-type: none"> <li>A commitment to University Citizenship, to further the good standing of Aston University, and to observe all the University's policies including the Equal Opportunities Policy.</li> <li>Ability to attend the University as and when required for scheduled teaching, relevant meetings and student support, and able to undertake travel to our teaching general practices.</li> <li>Has a satisfactory Enhanced Disclosure and Barring Services check with current certificate</li> </ul>	Application form, Interview and presentation

	Desirable	Method of assessment
<b>Education and qualifications</b>	<ul style="list-style-type: none"> <li>Fellowship of the Royal College of General Practitioners.</li> <li>Approved by General Medical Council as a GP trainer.</li> <li>A masters or doctorate in a relevant academic discipline.</li> <li>Postgraduate Certificate in Teaching &amp; Learning in Higher Education, or</li> </ul>	Application form

	Desirable	Method of assessment
	equivalent qualification including Fellowship of the Higher Education Academy.	
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Familiar with General Practice and primary care services in the West Midlands or surrounding districts and the complex relationship between the NHS and Higher Education, particularly with respect to undergraduate medical education.</li> <li>• Teaching practical clinical procedures such as venepuncture.</li> <li>• Using a range of teaching methods from lectures to interactive e-learning.</li> <li>• Teaching GP trainees.</li> <li>• Multiple Mini Interviews for admissions.</li> <li>• A track record of research and publications in international journals.</li> </ul>	Application form, interview and presentation

## How to apply

You can apply for this role online via our website [www.aston.ac.uk/jobs](http://www.aston.ac.uk/jobs). Applications should be submitted by 23.59pm on the advertised closing date. All applicants must complete an application form and include an up to date copy of their CV. If you require a manual application form then please contact the Recruitment Team via [recruitment@aston.ac.uk](mailto:recruitment@aston.ac.uk).

## Contact Information

### Enquiries about the vacancy:

Name: Ms Janet Drury  
Job Title: Academic Administrator  
Tel: +44 (0) 121 204 4585  
Email: [j.m.drury@aston.ac.uk](mailto:j.m.drury@aston.ac.uk)

### Enquiries about the application process, shortlisting or interviews:

Recruitment Team via [recruitment@aston.ac.uk](mailto:recruitment@aston.ac.uk) or 0121 204 4306

## Additional Information

Visit our website [www.aston.ac.uk/hr](http://www.aston.ac.uk/hr) for full details of our salary scales and benefits Aston University staff enjoy

**Benefits:** <http://www.aston.ac.uk/staff/hr/payroll-pensions-and-benefits/>

**Working at Birmingham:** <http://www.aston.ac.uk/birmingham/city-living/>

**Employment of Ex-Offenders:** Under the Rehabilitation of Offenders Act 1974, a person with a criminal record is not required to disclose any spent convictions unless the positions they applying for is listed an exception under the act.

**Eligibility to work in the UK:** Candidates who are not citizens of the United Kingdom, or another EEA member country, should check their eligibility to enter or remain the UK in advance of making any job application via the UKVI website <https://www.gov.uk/browse/visas-immigration/work-visas>. Before applying you should ensure that you meet the requirements, including meeting the English language standards. If you do not meet the eligibility criteria, any application for a work visa would be unsuccessful

**Equal Opportunities:** Aston University promotes equality and diversity in all aspects of its work. We aim to ensure, through our admissions policies for students, and our staff recruitment and selection processes that we encourage applications from all groups represented in the wider community at a local, national and international level.

The University will endeavour not to discriminate unfairly or illegally, directly or indirectly, against student or potential students, staff or potential staff. This commitment applies to all functions of the University and to any stage of an individual's career.



An Equal Opportunities Monitoring Form is included within the application form.

**Data Protection Act 1998:** Your application will only be used to inform the selection process, unless you are successful, in which case it will form the basis of your personal record with the University which will be stored in manual and/or electronic files. Information in statistical form on present and former employees is given to appropriate outside bodies.

Data you provide on the Equal Opportunities Monitoring Form will be included in a general database, for statistical monitoring purposes, enabling the University to monitor the effectiveness of its Policy, Codes of Practice and Guidelines on Equal Opportunities in Employment. Individuals will not be identified by name

Full details of our terms and conditions of service and associated policies and procedures are available online at [www.aston.ac.uk/hr](http://www.aston.ac.uk/hr).





