Candidate Brief

Clinical Teaching Fellow (3 posts)

Reference: R180209

Salary: Grade 8 or 9, £32,548 to £47,722 per annum

Contract Type: Fixed term for 1 year renewable for 1 year

Basis: Full Time

Closing Date: 23.59 hours BST on Thursday 24 May 2018

Interview Date: To be confirmed
Job description

Job Purpose:

The overall aim of these posts is to support the delivery and development of excellent, evidence informed medical education, to meet the standards set by the General Medical Council and the Quality Assurance Agency and to support the post-holders’ professional development and scholarship within medical education.

More specifically the post-holder will be responsible (with support and guidance) for facilitating small group learning sets, delivering anatomy and clinical skills workshops, contributing to assessments, personal tutoring, quality management and the enhancement of undergraduate medical education within the Medical School. One of the principal aims is to develop the post-holders’ skills and scholarship within medical education through experiential learning and mentoring, and by undertaking the PG Certificate in Higher Education.

It is envisaged that the post-holder will continue to undertake a session of clinical practice per week in a local trust.

Main Duties/Responsibilities:

Teaching

- Teaches Year 1 in 2018-19 and Years 1 and 2 students in 2019-20 if contract renewed for a second year.
- Facilitates small group tutorials designed to help students integrate and apply their multi-disciplinary learning, to make them engaging, enjoyable and effective. Tackles issues impacting on the quality of delivery, and balances competing pressures to ensure teaching sessions are well organised, pedagogically sound and making good use of resources.
- Supports, develops and assesses students’ group working skills, providing some immediate pastoral support referring on as appropriate.
- Teaches anatomy, clinical and communication skills through workshops, using online materials as required.
- Contributes to lecturing, developing and implementing online resources as required.
- Contributes to quality management processes and curriculum development to continuously enhance the programme.
- Designs, creates and marks formative and summative assessments including examination papers, Objective Structured Clinical Examinations (OSCEs) and Multiple Mini Interviews (MMIs) for admissions and provides constructive feedback.
- 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 advice, support and supervision to teaching colleagues, particularly new staff and those with less experience.

Research/Scholarship

- Contributes to scholarship/research in medical education in collaboration with colleagues.
- Fosters interdisciplinary networks and engages in transfer of knowledge and scholarship, taking opportunities to present own research across the University, nationally and internationally, and to publish in internationally renowned journals.
Other related activity and functions

- Continues with clinical duties one session a week, where applicable.
- Undertakes such other duties as may be reasonably requested and that are commensurate with the nature and grade of the post, such as personal tutoring, timetabling, and assisting with admissions and Open Days.
- 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 e.g. peer observation of teaching.
- Develops networks within the University, nationally and internationally to develop scholarship and influence decisions.
- Ensures and promotes 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 supports diversity and inclusion as well as working to support the University’s environmental sustainability agenda and practices.
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<th><strong>Person specification</strong></th>
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<th><strong>Essential</strong></th>
<th><strong>Method of assessment</strong></th>
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| **Education and qualifications** | Medical degree.  
Full GMC registration with a license to practice.  
Completion of FY2 and/or Core Training but not embarking on further training in August 2018. | Application form |
| **Experience** | Experience of delivering high quality teaching of applied theory, communication and clinical skills to medical students, within a higher education, hospital, or primary care environment.  
Experience of using interactive approaches, especially with small groups. | Application form, interview and presentation |
| **Aptitude and skills** | Able to take initiative, work flexibly to meet deadlines within tight time schedules and solve problems.  
Highly developed interpersonal skills, demonstrating empathy as a collaborative and supportive team member, with an ability to motivate colleagues and students and form effective and positive teams and inter-team working.  
Competence in IT and internet usage appropriate for an academic environment and e-learning.  
Excellent communication and presentation skills, with the ability to train less experienced colleagues in education matters and to communicate complex ideas through a variety of media including written proposals and reports. | Application form, interview and presentation |
| **Training and development** | A willingness to undertake peer review of teaching, respond constructively to feedback, undertake further training as appropriate and adopt new procedures as required.  
A willingness to undertake a Postgraduate Certificate/Diploma in Teaching and Learning in Higher Education, or equivalent qualification such as Fellowship of the Higher Education Academy, if not already obtained.  
A commitment to maintaining sessions in clinical practice and to return to compete clinical training at the end of the fellowship. | Application form, interview and presentation |
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<td><strong>Other</strong></td>
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<td>Has a satisfactory Enhanced Disclosure and Barring Services check with current certificate if necessary.</td>
<td>Application form, interview and presentation</td>
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<td>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.</td>
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<td>Willing to take annual leave outside of term time.</td>
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<td><strong>Education and qualifications</strong></td>
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<td>PG qualification such as Membership or Fellowship of one of the Royal Colleges.</td>
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<td>A masters or doctorate in a relevant academic discipline.</td>
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<td>Postgraduate Certificate in Teaching &amp; Learning in Higher Education, or equivalent qualification such as Fellowship of the Higher Education Academy.</td>
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<td>Continues with 1 session per week in clinical practice at a time to be approved by the Phase 1 Lead and to seek approval of the line manager before undertaking any additional clinical work.</td>
<td>Application form, interview and presentation</td>
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<td>Teaching simple practical clinical skills such as Basic Life Support and procedures such as lung function tests.</td>
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<td>Using a range of teaching methods from lectures to interactive e-learning.</td>
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<td>Designing and delivering assessment, including clinical examinations, ideally within an undergraduate medical programme.</td>
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<td>Scholarship and publishing within medicine or medical education.</td>
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How to apply

You can apply for this role online via our website www.aston.ac.uk/jobs. Applications should be submitted by 23.59pm on the advertised closing date. All applicants must complete an application form, along with your CV.

Any CV sent direct to the Recruitment Team and Recruiting Manager will not be accepted. If you require a manual application form then please contact the Recruitment Team via recruitment@aston.ac.uk.

Contact Information

We encourage informal discussion of the post. Please contact:

Name: Mrs Janet Drury
Job Title: Academic Administrator
Tel: 0121 204 4585
Email: j.m.drury@aston.ac.uk to make arrangements with Professor Helen Cameron

Appointment will be made at Grade 9 if CT2 has been successfully completed

Shortlisted candidates will be asked to give a short presentation. A tour of facilities will be arranged for the day of the interview.

Enquiries about the application process, shortlisting or interviews:
Recruitment Team via recruitment@aston.ac.uk or 0121 204 4500.

Additional Information

Visit our website www.aston.ac.uk/hr for full details of our salary scales and benefits Aston University staff enjoy

Salary Scales: http://www.aston.ac.uk/staff/hr/payroll-pensions-and-benefits/salary-scales/

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

Working in 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)