Clinical Specialty Lead in Student Professionalism, Support and Concerns



Reference: 1716-26

Grade: YC72 NHS 2003 Consultant Contract (pro-rata)

Contract Type: Permanent

Basis: Part Time

Job description

Job Purpose:

To provide strategic and operational leadership of the Medical School's Support and Concerns Process, ensuring that concerns relating to medical student health, conduct, behaviour, professionalism, performance and fitness to practise are managed fairly, proportionately, consistently and in accordance with GMC requirements, University regulations and Medical School policies.

The postholder, with the joint lead, will lead the Support and Concerns Committee and respective panels, oversee the investigation and management of concerns, ensure appropriate support for students, promote a culture of professionalism, and safeguard patients, students, staff and the public.

Time commitment

Two sessions per week worked flexibly

Main Duties/Responsibilities

Leadership and Governance

- Chair the Medical School Support and Concerns Committee.
- Chair the Professionalism sub-Board providing recommendations on professionalism to the Boards of Examiners
- Provide leadership for the management of professionalism and conduct concerns across the MBChB programme.
- Ensure the operation of the Support and Concerns Process is fair, transparent and consistent.
- Ensure compliance with GMC standards, University regulations and Medical School policies.
- Provide expert advice to the Dean of Medical Education, Board of Studies and Programme Executive on matters relating to professionalism and fitness to practise.
- Produce annual reports on Support and Concerns activity and outcomes and the annual fitness to practice returns to the GMC.
- Liaise with academic and clinical colleagues as necessary

Case Management

- Review concerns raised regarding medical students from academic staff, placement providers, students, patients, members of the public and external agencies.
- Determine the appropriate level of response for concerns received.
- Lead the initial investigation and assessment of concerns.
- Evaluate available evidence and mitigating circumstances.
- Ensure concerns are managed proportionately and consistently.
- Maintain oversight of active cases and monitor student progression through action plans and remediation processes.
- Ensure accurate, confidential and legally compliant record keeping.

Student Support and Remediation

- Work collaboratively with Personal Tutors, Year Leads, Phase Leads, Head of Student Support, Safeguarding Lead, university wellbeing services and occupational health professionals.
- Promote early intervention and supportive approaches to student difficulties.
- Ensure students understand professional expectations and responsibilities.

Fitness to Practise

- Identify cases requiring escalation to Fitness to Practise procedures.
- Monitor issues of breaches of university discipline and academic offences
- Prepare referrals to Fitness to Practise Committees where required including returns to GMC.
- Recommend cases for precautionary exclusion where there is potential risk to patients, staff, students or the public.

Quality Assurance and Improvement

- Ensure robust documentation to support regulatory review and assurance processes.
- Engage in the quality cycle and in scholarly activity relating to student professionalism

Additional responsibilities

- Engage in continuous personal and professional development in line with the demands of the role, including undertaking relevant training and development activities.
- Ensure and promote the personal health, safety and wellbeing of staff and students.
- Carry out duties in a way which promotes fairness in all matters and which engenders trust.
- Promote 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
Education and qualifications	**Qualifications** • Primary medical qualification registrable with the GMC. • Full GMC registration with licence to practise and in good standing.	Application form and interview
Experience	**Experience** • At least 5 years' experience after completion of higher training • Significant experience in undergraduate medical education. • Experience of supporting and managing students experiencing academic, professional or wellbeing difficulties. • Experience of making complex professional judgements in sensitive circumstances. • Experience of applying professional, ethical and regulatory standards within healthcare or higher education settings.	Application form and interview
Aptitude and skills	**Skills and Abilities** • Excellent judgement and decision-making skills. • Ability to balance student support with patient safety considerations. • Excellent interpersonal and communication skills.	Application form and interview

	Essential	Method of assessment
	• Ability to manage difficult and sensitive conversations. **Personal Attributes** • Demonstrates integrity and professionalism. • Fair, impartial and consistent in decision making.	

	Desirable	Method of assessment
Education and qualifications	• Postgraduate qualification in Medical Education, Leadership or Professionalism.	Application form
Experience	**Experience** • Experience of Fitness to Practise panels, investigation panels or professional conduct processes.	Application form and interview
Aptitude and Skills	**Knowledge** • Knowledge of GMC quality assurance processes. • Knowledge of higher education regulations and student conduct frameworks. • Understanding of remediation and professionalism assessment methodologies.	Application form and interview

University values

All staff are expected to demonstrate/promote the University's values and expectations, which are an integral part of our strategy and underpin the culture of the University. In addition, our leaders are expected to be accountable, help to execute strategic visions of the University and share and set clear expectations that inspire those around them.

Values + Behaviours



Innovation

We strive for excellence within ourselves and others, providing solutions to new and existing challenges.



Collaboration

We work best when we are collaborative, working together to contribute to the Aston community.



Ambition

We strive together for improvement and innovation looking ahead to see the bigger picture.



Inclusion

We treat everyone in our community equally and how they would like to be treated.



Integrity

We are open, honest and fair. We take ownership of the way we work and how we treat each other.

How to apply

You can apply for this role online via our website https://www2.aston.ac.uk/staff-public/hr/jobs.

Applications should be submitted by 23.59 on the advertised closing date: 5 working days from publishing.
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

Enquiries about the vacancy:

Name: Shagaf Bakour
Job Title: Director of Medical Education
Email: s.bakour@aston.ac.uk

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

Additional information

Visit our website https://www2.aston.ac.uk/staff-public/hr for full details of our salary scales and benefits Aston University staff enjoy.

Salary scales: https://www2.aston.ac.uk/staff-public/hr/payroll-and-pensions/salary-scales/index

Benefits: Benefits and Rewards | Aston University

Working in Birmingham: https://www2.aston.ac.uk/birmingham

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: Where an individual is subject to UK immigration control, they will require a visa to work in the UK.

The following individuals do not need a visa for the UK, but do still have to prove their right to work before employment can commence:

- **British Citizens or Irish Nationals**
- **EU/EEA/Swiss nationals with Settled or Pre-settled status under the EU Settlement Scheme**
- **Non-EEA nationals with Indefinite Leave to Remain/Settlement in the UK**

The main routes available for those who need a visa to work in the UK are **Skilled Worker**, **Global Talent** and the **Graduate Route**.

Please see UKVI guidance for further information on eligibility, knowledge of English requirements and approved test centres https://www.gov.uk/skilled-worker-visa You can also find further information on our candidate immigration web page.

If you will conduct research in your role, you may need to apply for and obtain ATAS clearance before Aston can issue a Certificate of Sponsorship for your visa application. Please see our candidate immigration web page for further details.

Before you start and Right to Work

Right to Work Check
All employees must complete a Right to Work check before they commence work at Aston. HR will contact you during the onboarding process to arrange your check.

Cost of Living - Estate and Letting Agents
There are numerous Estate and Letting Agents that can help you find suitable accommodation. Useful websites for support and guidance https://www.gov.uk/government/publications/how-to-rent/how-to-rent-the-checklist-for-renting-in-england and https://www.citizensadvice.org.uk/housing/
You can also use property search websites such as Rightmove or Zoopla.

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 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.

Data Protection
Your personal data will be processed in compliance with the Data Protection Act 2018 and the General Data Protection Regulation ((EU) 2016/679) ("GDPR"). The University's Data Protection Policy and Privacy Notices, including the Job Applicant Privacy Notice can be found at https://www2.aston.ac.uk/data-protection. 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.
Full details of our terms and conditions of service and associated policies and procedures are available online at https://www2.aston.ac.uk/staff-public/hr/policies

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