

## Job Description

### Lecturer in Medical Education (Primary Care), (Education, Scholarship and Professional Practice)

<b>Salary:</b>	Grade 7 - 8
<b>Contract:</b>	Part time and fixed term
<b>School/Department:</b>	Kent and Medway Medical School
<b>Location:</b>	Canterbury, Kent and Medway
<b>Responsible to:</b>	GP Senior Lecturer in Medical Education (TBC)

**KENT AND  
MEDWAY  
MEDICAL  
SCHOOL**



### Kent and Medway Medical School

Kent and Medway Medical School (KMMS) opened to our first cohort of students in September 2020. Our vision for KMMS is to create a new medical school for Kent and Medway that becomes a beacon for first-class medical education and research. The School will attract the most talented aspiring doctors from within the local community and beyond, offering training and development opportunities that will help to keep that talent in Kent and Medway.

KMMS brings together the existing centres of excellence in health and medical education provided by the University of Kent and Canterbury Christ Church University and local healthcare organisations, to offer a new model of person-centred medical education.

Lead by its Founding Dean, Professor Chris Holland, the School offers 109 Home and 7/8 international undergraduate medical places on a yearly basis. The five-year undergraduate programme is taught at the Canterbury campuses of both university partners with medical placements within Primary, Community and Secondary Care across Kent and Medway.

**The University of Kent** is a leading academic institution. It has an excellent track record in health training, research and innovation across a range of disciplines, including Biomedical Science, Pharmacy and the Social Sciences. The University of Kent is also one of two equal partners in the Medway School of Pharmacy (MSOP) which opened in 2004 and graduated its first MPharm students in 2008. The MSOP is underpinned by the University of Kent and the University of Greenwich and is based on a shared campus in Medway.

**Canterbury Christ Church University** has a significant portfolio of pre-registration healthcare programmes, underpinned by strong leadership, extensive relationships to support clinical placements, simulation facilities, and internationally recognised research promoting health and wellbeing.

### Equity, Diversity and Inclusion

We welcome applications from members of all the non-majority parts of our community and KMMS is committed to the fair treatment of all staff and students and ensuring that the learning and working environment are supportive and inclusive for all. Duties in the delivery of learning, teaching and supporting students and staff should be performed in a manner in keeping with the School's commitment to equality and diversity. KMMS will work towards attaining an appropriate Athena Swan award.

### Job purpose

We are seeking an inspirational educator and role model to contribute to the delivery of the Primary Care aspects of the School's undergraduate medical programme.

Working on the campus sites of both the partner universities in Canterbury and Medway (in addition to liaison with Primary Care placement providers), the role will make a major contribution to the development of the KMMS undergraduate medical programme, introducing teaching innovation to the development and delivery of undergraduate medical education throughout the programme.

Open to suitably qualified individuals who have a specific interest and background in undergraduate medical, health sciences or healthcare education, the successful applicant will have evidence of contemporary expertise in curriculum delivery and evaluation in undergraduate clinical, healthcare and/or medical education. An understanding of student selection, assessment including admissions and portfolios in medical education, electronic learning and assessment, student support, supervision and inter-professional learning and assessment would be advantageous.

The job holder will be required to participate in annual appraisal within KMMS.

## Key accountabilities

- Deliver and contribute to the design of high-quality undergraduate level learning and teaching activities.
- Ensure that content, methods of delivery and learning materials will meet the defined learning objectives.
- Collaborate with colleagues in the School on course development, delivery and assessment, taking on appropriate management and administrative responsibilities.
- Contribute fully to the other activities of the School, affiliate Division/Faculty and collaborating Universities by participating in meetings, working groups, committees and other activities.
- Challenge thinking, foster debate and develop the ability of students to engage in critical discourse and rational thinking.
- Supervise the work of students, provide advice on study skills and help them with learning problems.
- Seek ways of improving performance by reflecting on teaching design and delivery and obtaining and analysing feedback.

## Key duties

### 1. Teaching and learning support:

- Teach as a member of the GP teaching team and participate in the design, delivery and quality assurance of excellent undergraduate-level learning and teaching activities and placements for the undergraduate Bachelor of Medicine Bachelor of Surgery (BM BS) programme, including earlier years' learning and Student Selected Components (SSCs).
- Contribute to the development and organisation of the teaching of all content within the BM BS programme, ensuring that it is expressed in informative, interactive and assessable learning and teaching for our medical students, is integrated with students' core learning throughout, that it satisfies GMC requirements for a Primary Medical Qualification.
- Work with Primary Care Faculty colleagues, subject module leaders, administrative staff and colleagues in the assessment team in the development and delivery of written, practical and oral assessments - including maintenance of an electronic exam question database, question writing, question review, standard setting, moderation /verification and mark checking processes and examiner recruitment to ensure that assessments are of high quality, valid and responsive to internal and external feedback.
- Contribute to preparations for effective internal and external academic quality and governance processes and systems, including those associated with professional, statutory and regulatory bodies and other accrediting organisations, especially the GMC School accreditation process.

### 2. Research & Scholarship

- Engage in scholarly activities and develop further experience as a scholar or practitioner in your area of expertise and develop opportunities which contribute to the profile of KMMS.
- Develop links and collaborations, internally and internationally to enhance research and scholarly opportunities.
- Keep up to date in your area of expertise.

### 3. Administration and General Responsibilities

- Play an active role in all aspects of programme development and management, including (but not limited to) module design and development, recruitment and admissions, marketing, student support, planning and quality assurance.
- Undertake administrative roles in KMMS as required by the Lead for GP and Community Education - any administrative role will be assigned according to the level of your appointment, the subject's requirements and your teaching load.
- Engage in effective and professional communication with academic and administrative colleagues in KMMS, Kent, Christ Church and externally.
- Pro-actively contribute to administration, recruitment activities and to the collegial work environment; ensuring all administrative duties are carried out in an effective, efficient, and timely manner.
- Attend meetings and participate in other committees and working groups as required.
- Assist with organisation of research activities.
- Demonstrate commitment to, and support of, Equality, Diversity, and Inclusion.

Such other duties, commensurate with the grading of the post that may be assigned by the Lead for GP and Community Education or nominee.

You must handle personal and other electronic and manual data in accordance with the General Data Protection Regulation (GDPR) as it applies in the UK, tailored by the Data Protection Act 2018 as well as the Deanery Data Protection Policy and the IT Acceptable Use Policy. Data will be stored and handled confidentially and securely, utilised for only agreed purposes and be subject to the access rights of individuals.

### Internal & external relationships

**Internal:** This post requires close working relationships with the GP and Community Education team, Year Leaders, NHS and KMMS staff, researchers, Quality and Governance teams and administrative staff. Awareness of the impact of the medical school within the two partner universities is necessary and therefore this post requires good working relationships with staff and colleagues across both partner Universities.

**External:** Leads for General Practice and Community Medical Education in Kent and Medway, Primary Care placement providers. External bodies such as Office for Students, Medical Schools Council, GMC, Academy of Medical Educators, Higher Education Academy, Health Education England, UK Foundation Programme Office. Overall responsibility is to the Undergraduate Programme Director or nominee.

### Health, safety & wellbeing considerations

This job involves undertaking duties which include the following health, safety and wellbeing considerations:

- Regular use of Screen Display Equipment
- Conflict resolution
- Pressure to meet important deadlines such as might be inherent in high profile projects.

### Person specification

The Person Specification details the necessary skills, qualifications, experience or other attributes needed to carry out the job. Please be aware that your application will be measured against the criteria published below.

Selection panels will be looking for clear evidence and examples in your application, or in your cover letter where applicable, which back-up any assertions you make in relation to each criterion. Successful candidates will complement existing expertise within KMMS.

**Essential Criteria:**

- A registered healthcare professional currently practising in NHS General Practice (or able to evidence sufficient knowledge of contemporary clinical practice) (A)
- If GMC registered as a doctor, have a current entry on the GMC General Practice Register (or be on a GP Specialty Training Programme) and a current entry on the GP Performers list for England or on the GMC Physicians Associates Register, or registered as an allied health professional, to be currently employed in an NHS Primary Care setting. (A)
- A primary degree or equivalent in a subject related to the undergraduate medical programme at KMMS (A)
- A postgraduate degree or equivalent professional qualification or experience in a subject relevant to the BM BS programme (A)
- Possess sufficient breadth or depth of knowledge of NHS General Practice to work within the BM BS teaching programme (A,I)
- Experience of teaching Clinical Healthcare Professional learners to undergraduate or postgraduate level in a clinical or academic setting (A,I)
- Experience of effective teaching and assessment of medical students in a Higher Education setting (A,I)
- Sufficient subject knowledge to teach outside own specialisms/elsewhere on the programme (A,I,P)
- Ability to innovate in relation to the development of the School's taught programmes (I,P)
- A proven ability to work co-operatively and collaboratively with colleagues and contribute to multi-disciplinary projects (I,P)
- Clear evidence of organisational, administrative and IT skills (A,P)
- Excellent interpersonal and communications skills (I,P)
- Adaptable to change and resilient under pressure (I)
- Understanding of equal opportunity and diversity issues as they may impact on academic content and issues relating to student need (I)
- Ability to exercise discretion and tact and maintain confidentiality (I)
- Ability to help shape an environment where less experienced colleagues can learn and develop (I)
- Ability to articulate the School's objectives in a way that encourages others to engage with the vision (I)
- Firm commitment to achieving the University's vision and values, with a passion for a transformative student experience and multidisciplinary, impactful research (I)
- Commitment to deliver and promote equality, diversity and inclusivity in the day-to-day work of the role (I)

**Desirable Criteria:**

- A post graduate teaching qualification (e.g. Grad Cert) or Membership or Fellowship of the HEA or AoME or equivalent\* (A)
- Experience of module design and programme administration/management (A,I,P)
- Sound understanding of quality assurance and enhancement issues, procedures and practices (I)
- Willingness to engage in continuous professional development (I)

*\* If the successful applicant is not in possession of a post graduate teaching qualification (e.g. Grad Cert) or Membership or Fellowship of the HEA or AoME or equivalent, they will be supported in obtaining this as part of their academic probation period.*

*Assessment stage: A - Application; I - Interview; P - Presentation at interview stage*