

# Job Description

<b>Job Title:</b>	Clinical Module Lead for Year 5 Community Module
<b>School/Service:</b>	School of Medicine
<b>Grade:</b>	Clinical Academic payscale – Senior Lecturer grade (at Consultant grade if eligible)
<b>Responsible to:</b>	Head of Work-Based Learning
<p><b>Job Purpose:</b></p> <p>The Year 5 programme includes an eight week Community module with a focus on preparation for practice as well as the skills particular to General Practice and Integrated Primary Care. This is a new module with the first iteration due to commence in October 2019; three iterations of the module will take place each academic year. The post holder will work under the direction of the Head of Phase 2, the Head of Work-Based Learning, and the Module Lead.</p> <p>Prior to October 2019 the post holder will be responsible, in conjunction with other relevant UCLan staff, for developing the placement opportunities, taught curriculum and assessment strategy for the module. Once operational, the post holder will be responsible for the day to day management, organization and delivery of the Community Block including placements, teaching and assessment. The post holder will oversee the Campus Day sessions related to the module, coordinating the activities of those developing and delivering the teaching and assessment material. They will manage the student Blackboard space for the module, ensuring this is populated and up to date. The post holder will undertake a number of duties regarding assessment, including working with the UCLan team to develop appropriate assessment of skills-based competencies. The post holder will also work as part of the Work-Based Learning team to continue to recruit, train and quality assure the community placements providers required for the delivery of the module. They will attend relevant committee and board meetings at UCLan and review student progress.</p> <p>The post is appropriate for a clinician but a significant part of the post holder's time will be required to be spent at UCLan as part of the senior academic team</p>	
<p><b>Main Duties and Responsibilities:</b></p>	
<p><b>Main Duties and Responsibilities:</b></p> <ol style="list-style-type: none"> <li>1. As part of the Phase 2 curriculum team, develop the learning outcomes, taught curriculum and assessment strategy for the module.</li> <li>2. Oversee the teaching programme related to the placement, to ensure that the content is appropriate, up to date and comprehensive to allow fulfillment of the students' learning outcomes</li> <li>3. Ensure staff and other resources are identified and available for delivery of the teaching programme.</li> <li>4. Co-ordinate the development of the relevant teaching materials required for teaching.</li> <li>5. Work with the Work-Based Learning team to ensure suitable placement opportunities are available for students to enable fulfillment of the learning outcomes.</li> <li>6. Deliver appropriate training to placement providers.</li> <li>7. With the Work-Based Learning team, undertake quality assurance monitoring of placement providers and act on the results as appropriate.</li> <li>8. Liaise with the Clinical Module Leads of the other Year 5 blocks to ensure an integrated approach.</li> <li>9. Liaise with Clinical Module Leads at WCMEC or other sites where Year 5 delivery takes place to ensure parity of approach.</li> <li>10. Set up and maintain the student Blackboard space for the module, ensuring this contains comprehensive materials and is kept up to date.</li> <li>11. Contribute to documentation such as student handbooks.</li> </ol>	

12. Co-ordinate activities by clinical staff to develop any material required for in-house assessment and for contribution to external banks subscribed to by UCLan. Ensure staff have accessed appropriate training and monitor the quality of the material produced.
13. Work in close conjunction with the Head of Phase 2, Module Leader and Examinations Officer at UCLan to ensure the assessment strategy is delivered effectively.
14. Ensure that marking, moderation and provision of feedback to students for coursework complies with the assessment and feedback policies of the University
15. As part of the assessment team at UCLan, lead on activities such as blueprinting, item selection and standard setting as required for the assessments relevant to the placement in liaison with the Examinations Officer.
16. Sit on the UCLan Assessment Sub-Committee.
17. Attend relevant Phase 2 meeting.
18. Engage, in conjunction with the Head of Phase 2 and Phase 2 team, in review and evaluation and further development of the module.
19. Contribute to module review and participate in the annual course review process.
20. Undertake training relevant to the role.
21. Undertake any other duties commensurate with the role, as directed by the Head Phase 2 or the Head of School.

**Signed:**

**Date:**

# Person Specification



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Attributes	Essential	Desirable	Measured By
<b>Work Experience</b>	Substantial experience of having worked as a medical practitioner within a clinical setting relevant to the module	Experience of working within the NHS	CV / interview
	Experience of working within Undergraduate Medical Education	Experience of quality assurance / enhancement processes	
	Experience of assessment within Medical Education		
<b>Education/ Qualifications</b>	To be fully registered with the General Medical Council	Teaching qualification such as certificate in HE, or Fellow of the Higher Education Academy or willingness to work towards	CV
		Higher degree in relevant subject	
<b>Skills/ Abilities</b>	Self motivated and proactive in approach to challenges and opportunities		CV / interview
	Excellent communication skills in both verbal and written form and ability to generate clear and concise documentation		
	IT literate – able to use standard Microsoft office packages		
<b>Other</b>	Able to work on own initiative or as part of a team.		

<b>Compiled by:</b>		<b>Date:</b>	
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