

# Job Description



<b>Job Title:</b>	Campus Day Facilitator / Academic Advisor for Year 3 MBBS
<b>School/Service:</b>	School of Medicine
<b>Grade:</b>	Clinical Academic pay scale – Senior Lecturer grade (at consultant rate if eligible)
<b>Responsible to:</b>	Head of Phase 2

## Job Purpose:

To support small collaborative group learning on Year 3 Campus Day of the MBBS undergraduate programme, and to undertake the role of Academic Advisor for a group of students, including review and assessment of the students' portfolios. You will support students in developing self-directed learning skills, team group working skills and in developing suitable attitudes and behaviours. You will facilitate students to manage their own learning and to explore and understand the breadth and depth of the course topics in an integrative way.

The post involves facilitation for half a day per week including Case Based Learning, professionalism, clinical reasoning and basic and social sciences in a clinical context. Time is allocated for preparation and assessment work, and review of students' portfolios. The postholder will also be involved in wider School activities such as OSCE examinations and student selection.

The post will be predominantly based at UCLan Westlakes Campus on a Tuesday but some attendance at UCLan Preston and Burnley campus will also be required.

## Main Duties and Responsibilities:

1. To facilitate small group teaching sessions such as case based learning, clinical debrief, basic and social science (applied in a clinical context), communication skills and professionalism.
2. To plan, prepare and deliver small group teaching relating to the above
3. To act as an academic advisor to students, including review of the student e-portfolio.
4. To participate in assessment including written coursework, OSCEs and e-portfolio as an examiner or assessor.
5. To contribute to curriculum development and innovation activities.
6. To undertake administration in relation to specified teaching activities.
7. If appropriate, to provide mentoring and support for more junior or less experienced members of the Campus Day teaching team
8. To engage, in conjunction with the Head of Phase 2, in review and evaluation of teaching in response to feedback.
9. To participate in student recruitment and selection activities.
10. To attend any relevant meetings with the UCLan team
11. To undertake any training relevant to the role
12. To undertake any other duties commensurate with the role, as directed by the Head Phase 2 or the Head of School

<b>Signed:</b>		<b>Date:</b>	
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# Person Specification

<b>Job Title:</b>	Campus Day Facilitator / Academic Advisor
<b>School/Service:</b>	UCLan School of Medicine
<b>Grade:</b>	Clinical Academic pay scale – Senior Lecturer grade (at consultant rate if eligible)

Attributes	Essential	Desirable	Measured By
<b>Work Experience</b>	<p>Substantial experience of having recently worked as a medical practitioner within a clinical setting</p> <p>Experience of teaching undergraduate medical students</p> <p>Evidence of medical student facilitation within small groups</p> <p>Evidence of providing mentoring or support to students or trainees</p>	<p>Experience of working within the NHS</p> <p>Experience of supervision of medical students</p> <p>Experience of portfolio delivery and assessment in medical education</p>	CV/Interview
<b>Education/Qualifications</b>	To be fully registered with the General Medical Council	<p>Teaching qualification such as certificate in HE, or Fellow of the Higher Education Academy, or willingness to undertake</p> <p>Higher degree in relevant subject</p>	CV
<b>Skills/ Abilities</b>	<p>Self-motivated and proactive in approach to challenges and opportunities</p> <p>Excellent communication skills in both verbal and written form and ability to generate clear and concise documentation</p> <p>IT literate – able to use standard Microsoft office packages</p> <p>Able to work on own initiative or as part of a team</p> <p>Demonstrable commitment to and role modelling of, the UCLan Values.</p>	Experience of using electronic portfolio for teaching purposes	CV/Interview

<b>Compiled by:</b>	Head of Phase 2	<b>Date:</b>	Jan 2019
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