

Job Description

Job Title	Phase 1 Clinical Group Teaching Facilitator/Portfolio Tutor (Medical Skills and Quality Care Module)
School/Service	School of Medicine
Grade	Senior Lecturer grade Clinical academic pay scale Term time appointment
Responsible to	Professionalism Lead Phase 1
Responsible for	Teaching and Scholarly Activity within the School of Medicine
Job Purpose:	
<p>To work as a group facilitator for phase 1 students of medicine for the professional life curriculum, which consists of professionalism, portfolio and communication skills sessions among others on the MBBS/MPAS programmes. The post-holder will support students in gaining the skills necessary for professional, reflective and patient-centered clinical care.</p>	
Main Duties and Responsibilities:	
1. To act as a group facilitator for sessions related to professional life, professionalism, communication skills and portfolio within the Medical Skills / Quality Care Module of the MBBS and MPAS courses in phase 1, which is years 1 and 2.	
2. To act as a portfolio tutor for a group of students, including providing, support, feedback and assessment of their reflective e-portfolio.	
3. To undertake suitable planning and preparation for teaching and student support.	
4. To provide feedback to students during teaching sessions and formal assessments.	
5. To take part as examiner in student OSCE and other assessments	
6. To monitor student progress and provide updates to academic leads as needed.	
7. To take an active part in the MSQC Phase 1 Team.	
8. To attend and contribute to relevant meetings when required.	
9. To undertake academic administration in relation to teaching and related assessment.	
10. To continuously develop own teaching and learning skills and as part of this to engage with school and university training.	
11. To contribute to the planning of teaching and develop own teaching materials with assistance and support from other academic colleagues as needed.	
12. To participate in research/knowledge transfer activity within the school as needed.	
13. To carry out any other duties related to the academic life of the Faculty of Clinical and Biomedical Sciences and the School of Medicine when and where possible (such as taking part in student selection activity and supporting outreach activity).	

Person Specification

Job Title	Clinical Group Teaching Facilitator and Portfolio Tutor Phase 1 (MSQC Module)
School/Service	School of Medicine
Grade	Senior Lecturer at the Clinical Academic PayScale

Attributes	Essential	Desirable	Measured By
Work Experience	<p>Substantial experience of having worked as a medical practitioner in a clinical setting.</p> <p>Experience of working in the NHS.</p> <p>Experience in medical education.</p> <p>Experience in the facilitation of groups.</p> <p>Experience in the use of a reflective portfolio.</p>	<p>Experience in teaching undergraduate students of medicine using small group learning.</p> <p>Experience of supervision of undergraduate medical students or physician associate students.</p>	Application form / interview
Education/Qualifications	Primary Medical Qualification (MBBS, BMBS, MBChB) and full registration with the General Medical Council.	A formal medical education qualification, for example PG Cert in Medical Education, or recognition of achievement in education such as Fellowship of the Higher Education Academy.	Application form
Skills/Abilities	<p>Flexible, innovative approach to teaching.</p> <p>Excellent presentation and communication skills.</p> <p>Excellent group facilitation skills.</p> <p>Knowledge of critical appraisal and feedback methods.</p>	<p>Competency and skills in the delivery of teaching and learning activities to undergraduate students of medicine.</p> <p>Experience in teaching Communication Skills with role plays</p> <p>Experience of electronic portfolio assessment.</p>	Application Form / Interview

	<p>Ability in the use of IT, especially Microsoft Office 365, Teams and other relevant software packages in the support of teaching and learning.</p> <p>Excellent Team Working skills</p>	<p>Experience in assessment methods for students of medicine, for example OSCEs.</p> <p>Experience in the use of technology in teaching.</p> <p>Experience of delivering teaching via online tools, for example Teams or Zoom.</p>	
Other	<p>Flexibility to meet the demands of an educational environment.</p> <p>Commitment to promoting the student experience as reflected in the NSS</p> <p>An understanding of and demonstrable commitment to the University's Values of Common Sense, Compassion, Teamwork, Attention to Detail and Trust as a framework for decisions, actions and behaviours.</p>	<p>Commitment to Continued Professional Development</p> <p>Active member of appropriate Professional Bodies</p>	<p>Application Form / Interview</p>