



UNIVERSITY OF
LINCOLN

UNIVERSITY OF LINCOLN JOB DESCRIPTION

JOB TITLE	GP Lecturer in Clinical Skills (2 x 0.1 FTE, 4 hours per week) (2 posts available)				
DEPARTMENT	Lincoln Medical School – Universities of Nottingham and Lincoln				
LOCATION	University of Lincoln, Brayford Pool, Lincoln				
JOB NUMBER	COS612	GRADE	Clin5 GP Current salary match	DATE	December 2018
REPORTS TO	Director of Clinical Skills				
STATUS	Fixed term for 1 year				

CONTEXT

The first cohort of eighty medical students will start their course in September 2019 at the Lincoln Medical School. The syllabus they will follow will mirror that of medical students at Nottingham and, on completion, the students will be awarded a Nottingham BM BS degree.

Clinical Skills teaching will be undertaken in the Sarah Swift building until the purpose built medical school is ready in 2020-21. The Clinical Skills department will comprise, the Director of Clinical Skills, a Clinical Lecturer's in Clinical Skills and a Technician in Clinical Skills.

JOB PURPOSE

The appointee will deliver teaching activities associated with clinical skills to the early years undergraduate medical students, contribute to development of clinical skills teaching at the University of Nottingham Lincoln Medical School and to supervision of the Medical Education Fellows in Clinical Skills. They will also be expected to develop a particular area of expertise in clinical skills teaching.

The post will be based at the University of Lincoln campus, but travel to other sites such as NHS facilities and occasionally the University of Nottingham will be required.

Whilst no clinical component is offered with this role, it is a requirement that the role holder has a regular clinical commitment to enable revalidation with the GMC.

KEY RESPONSIBILITIES

Teaching delivery (70%)
This will take the form of seminars and clinical skills teaching for the early years medical students based at the University of Lincoln. This includes timetabled activity and drop-in sessions throughout the year.
Teaching Preparation and Course Documentation (5%)
The Lecturers in Clinical Skills are encouraged to discuss and adapt the resources provided to suit his/her own personal teaching style within the objectives of the individual sessions. The materials provided should serve as the main preparation for each teaching session. Course convenors provide course guides for students and tutors that clearly outline the course objectives and methods of assessment. Where appropriate, the clinical lecturers may work with course convenors to enhance aspects of the programme.
Assessment (5%)
<p>The Lecturers in Clinical Skills will contribute to the assessment of students. This involvement varies according to the year group involved. This may take several different forms including:</p> <ul style="list-style-type: none">• Assessing clinical skills• Marking written work (workbooks or projects)
Evaluation and Quality Assurance (10%)
A system of internal evaluation is in place for each year group to evaluate the teaching, and students are invited to contribute to medical school meetings and questionnaires. After sessions, the lecturers is expected to debrief students informally to assess their reaction to the work they have been set. The lecturers will be responsible for collating all feedback information, oral and written, at regular intervals and the findings discussed with the Director of Clinical Skills before a report is prepared as part of an annual process of review of each course. The curriculum content and teaching materials will be reconsidered each year in light of the comments received and if appropriate special items are included in the teaching staff training programme to address any particular concerns or curriculum changes.

Peer Review, Appraisal and Continuing Professional Development (5%)
The Lecturers in Clinical skills are invited to contribute to peer review processes working with a chosen colleague on the development of their teaching skills. They will take part in the annual internal appraisal scheme to consider progress and career development as appropriate. A range of teaching development activities are arranged throughout the year (some compulsory and some optional).
Monitoring of Attendance and Student Support and Guidance (5%)
As part of the internal system of support and as part of the assessment process, Lecturers in Clinical Skills should monitor student attendance at teaching sessions, contact students and to notify the support team and Course Convenor if there are any problems. This responsibility is seen as part of the way the lecturer can provide ongoing support and direct students to gain appropriate guidance if they experience difficulties.

In addition to the above, undertake such duties as may reasonably be requested and that are commensurate with the nature and grade of the post.

ADDITIONAL INFORMATION

Scope and dimensions of the role

Teaching sessions will normally be timetabled on a set half day in the week (TBC) and will take place mainly in the Sarah Swift Building, University of Lincoln. Some activities may be scheduled in other campus buildings. Post holders will be expected to participate in the students' clinical skills examinations, which will be held at the University of Nottingham Medical School.

The Lecturers in Clinical skills are expected to deputise for the Director of Clinical Skills in their absence, to attend other training and feedback sessions, as appropriate. Upon appointment, they will agree their teaching timetable for induction, face-to-face teaching and student assessment with the Director of Clinical Skills.

Key working relationships/networks

Internal	External
<ul style="list-style-type: none">• Director of Clinical Skills• Academic and Clinical Academic staff within the medical school• Clinical Skills Technicians• Medical school administration team• Associate Dean of Medicine in Lincoln	<ul style="list-style-type: none">• Director of Clinical Skills, University of Nottingham• Clinical Teaching Fellows, University of Nottingham

UNIVERSITY OF LINCOLN PERSON SPECIFICATION



JOB TITLE	GP Lecturer in Clinical Skills (2 x 0.1 FTE, 4 hours per week) (2 posts available)	JOB NUMBER	COS612
------------------	--	-------------------	--------

Selection Criteria	Essential (E) or Desirable (D)	Where Evidenced Application (A) Interview (I) Presentation (P) References (R)
Qualifications:		
Primary medical qualification (e.g. BMBS)	E	A
Certificate, diploma or similar in education, or equivalent	D	A
Membership of the Royal College of General Practitioners	E	A
Experience:		
Currently practising as a doctor	E	A
Previous experience of having undertaken teaching and/or assessment at undergraduate or postgraduate level	E	A
Experience of coordinating the development or delivery of teaching or training programmes	D	A
Experience of participation in teaching evaluation	D	A
Skills and Knowledge:		
Good understanding of relevant educational principles and approaches	E	I
Ability to set own objectives, prioritise and plan own workload and meet set objectives	E	I
Excellent verbal and written communication skills	E	I
Excellent planning and organisational skills	E	I
Excellent Interpersonal Skills	E	I
Good IT skills- email, Microsoft office tools and use of the internet	E	A
Competencies and Personal Attributes:		
Demonstrated commitment to undergraduate medical education	E	I
Demonstrated ability to work in a team supporting colleagues and sharing expertise	E	A/I
Willingness to adopt the ethos and principles of the University of Lincoln to improve the student experience	E	I
Statutory qualifications		
Full GMC registration with a license to practice at time of appointment	E	A
Satisfactory enhanced disclosure from the Disclosure and Barring Service	E	I
Business Requirements		
Available to deliver teaching on the timetabled sessions for the medical school programme	E	A/I
Willingness to travel to other sites (eg University of Nottingham) to support student assessment when required	E	A/I

Essential Requirements are those, without which, a candidate would not be able to do the job. **Desirable Requirements** are those which would be useful for the post holder to possess and will be considered when more than one applicant meets the essential requirements.

Author	GG	HRBP	SP
---------------	----	-------------	----