

RESOURCING/

JOB DESCRIPTION:

GP Educator

Ref Number:	KMMS-026-20
Salary Scale:	Grade 9 (Clinical NHS Market Supplement where appropriate)
Contract:	For a fixed term period of 12 months and part-time 0.4 FTE *
School/Department:	Kent and Medway Medical School
Location:	Canterbury, Kent and Medway KMMS and NHS General Practice or Community Care service where clinical sessions are performed
Responsible to:	KMMS Lead for GP and Community Education
Closing Date for applications:	Tuesday 31 March 2020
Interviews are expected to be held on:	Wednesday 22 April 2020
Expected start date:	ASAP

*Matters relating to clinical contracts, accreditation and on-going clinical practice will be discussed on an individual basis with the successful candidate.

The Kent and Medway Medical School

Our vision for the Kent and Medway Medical School (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 will open in **September 2020**, offering **100 undergraduate medical places** on a yearly basis. The five-year undergraduate programme will be 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 was awarded a gold rating in the TEF and has an excellent track record in health training, research and innovation across a range of disciplines, including Biomedical Science, Pharmacy and the Social Sciences.

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.

Equality, Diversity and Inclusion

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.

The Role

The core focus for the role will be supporting the KMMS Lead for GP and Community Education and contributing to and influencing the development of the Community Based Learning and Teaching aspects of the KMMS medical undergraduate curriculum, using evidence-based contemporary teaching and learning theory and methods.

This is a significant aspect of the whole programme and this is a key post, as our new Medical School's curriculum will require curriculum and learning outcomes mapped to the skills, competencies and professional attributes required of a newly graduating Doctor described by the GMC in Outcomes for Graduates (2018) to be scoped and developed by the time the programme starts.

This will also require the development and implementation of quality management processes as well as developing, implementing and planning the ongoing support of the Practice areas and staff within for the Community Based Learning and Teaching aspects of the medical undergraduate curriculum. This aspect of the role will require close working with the KMMS Quality Manager, the Practice Learning Unit (PLU) and Senior Lecturers in Practice Learning at Canterbury Christ Church University.

The post holder will be a key role model for General Practice and Community Care for our students.

Additional Information:

- If the post holder is in clinical practice, they will undertake clinical sessions in a primary care post in Kent and Medway. Matters relating to honorary clinical contracts, accreditation and on-going clinical practice will be discussed on an individual basis with the successful candidate.
- **Clinical accountabilities and responsibilities** - It is recognised that candidates for this post will come from a range General Practice and Community posts.

The job holder will be required to participate in annual appraisal within KMMS (as well as their annual NHS appraisal).

Key Duties

The key duties of the GP Educator will be as follows:

1. Strategic development of KMMS Programmes:

- Work under the direction of the Lead for GP and Community Education, to ensure excellent integration of community-based learning within the KMMS programme.
- Contribute to and influence the development of Primary Practice and Community Care placements for the BM BS programme, ensuring that the programme satisfies GMC requirements for a Primary Medical Qualification, that it maps appropriately to the Brighton and Sussex Medical School assessment system and that internal and external academic quality and governance processes and systems will be effective, with particular regard to the GMC School accreditation process.
- Work with the Practice Learning Unit at Canterbury Christ Church University, under the direction of the Lead for GP and Community Education, and with the Training Hubs of Kent and Medway, in recruiting GP practices to take medical students, providing expert guidance, advice and direction in ensuring that recruited GP practices are ready to welcome and support students on placements appropriate to each year of the programme.
- Work with the Practice Learning Unit at Canterbury Christ Church University, under the direction of the Lead for Quality and Governance, and with the Training Hubs of Kent and Medway, in the implementation of the quality management processes of the comprehensive community learning and teaching activities required for the programme, including the deployment of the template Service Level Agreement (SLA) that KMMS will have with Community and Primary Care placement providers, to ensure that the SLA addresses all the requirements of GMC, national and local institutional policies, standards and guidelines.
- Work with the Canterbury Christ Church University Practice Learning Unit/Senior Lecturers in Practice Learning and other colleagues involved in faculty development to identify, create and support the delivery of any additional training for GP Educational Supervisors and Clinical Supervisors.
- Draft proposals, guidelines and reports for meetings, as appropriate.

2. School Management Team:

- Be a member of the KMMS Placements Committee.
- To provide specialist advice to academic and administrative colleagues on Primary and Community Care placements, policy development and implementation in accordance with the Teaching and Learning Strategy.
- To support programme validation events and Periodic Subject Reviews.
- Attend relevant meetings concerned with undergraduate management and development including visits from the General Medical Council and other internal or external bodies.
- To contribute to the school's learning and teaching strategy and to subject level Teaching Excellence Framework submission.

3. University and NHS representation and liaison

- To represent KMMS at local, regional and national meetings relevant to medical education with internal and external bodies and develop leadership in this domain.

- Participate in and develop external networks, for example to contribute to student recruitment, outreach work, income generation, consultancy projects and building external relationships for future activities.

General: The above is not intended to be exhaustive and sets out the current duties of the post that may vary from time to time without changing the general character of the post or level of responsibility entailed.

The role also includes teaching and student supervision responsibilities, such as acting as Personal Academic Tutor to students, participating in MMIs, OSCEs as an examiner, as well as face-to-face teaching and supervision of students. They will also, as appropriate, have a role in the delivery of other health and health-related programmes in the partner institutions. The post-holder may be required to cover other necessary duties appropriate to their level and skills.

You must handle personal and other electronic and manual data in accordance with the Data Protection Act 1998, 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.

Health, Safety & Wellbeing Considerations

This role involves undertaking duties which include the Health, Safety and wellbeing issues outlined below. Please be aware of these, when considering your suitability for the role.

- Regular use of Screen Display Equipment
- Working with chemicals (including requirement to wear latex gloves and including work with CO₂ or N₂ gasses)
- Biological Agents/Scientific Hazards (experiments/lasers etc., and waste/sewage)
- Manual handling
- Conflict resolution
- Pressure to meet important deadlines such as might be inherent in high profile projects

Internal & External Relationships

Internal: All academic/research/admin/support staff/ students within KMMS. Quality and Governance teams and staff across both partner Universities, Faculty Director of Practice Learning (FDPL) and Practice Learning Unit (PLU) at CCCU, KMMS Lead for GP and Community Education, other members of the KMMS programme leadership and management team

External:

Training Hub Leads across Kent and Medway, GPs and other community educators, at regional centres, Trusts, LEPs and other placement providers. Appropriate colleagues at our partner medical school, Brighton and Sussex Medical School

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.

Qualifications / Training	Essential	Desirable	Assessed via*
Primary UK medical qualification (or equivalent) and appropriate postgraduate medical qualification (e.g. MRCGP or equivalent) and maintenance of appropriate CPD within an appropriate framework	✓		A
Research or professional doctoral degree (PhD or MD) / Higher degree or equivalent qualification in a related field		✓	A
In current clinical practice in primary care and on GMC register with current licence to practise	✓		A
A post graduate teaching qualification (e.g. Grad Cert) or Membership or Fellowship of the HEA or AoME or approval as a GP trainer ¹		✓	A
Academic credibility with a track record of excellence in teaching	✓		A

Experience / Knowledge	Essential	Desirable	Assessed via*
In depth understanding of current issues in undergraduate medical education	✓		A, I, P
Experience of leadership/development in a postgraduate and undergraduate teaching role such as course design, tutoring industrial/professional training year students and external examining	✓		A, I
Experience of and commitment to University education and research	✓		A, I
Experience of successful curriculum design, implementation and evaluation		✓	A, I
Sound understanding of national and international expectations of good curriculum design and development		✓	A, I, P
Sound understanding of recruitment and admissions, retention and widening participation		✓	I

¹ If the successful applicant is not in possession of such a qualification, they will be expected to obtain this as part of a typical academic probation period, within the scope of the duration of the contract and the time commitment KMMS can support

Sound understanding of quality assurance and enhancement issues	✓		I
Ability to innovate in relation to the development of the School's taught programmes		✓	I
Understanding of current issues in higher education	✓		I
Understanding of current issues and context of primary care in Kent and Medway	✓		A, I

Skills / Abilities	Essential	Desirable	Assessed via*
A proven ability to work co-operatively and collaboratively with colleagues and contribute to multi-disciplinary projects	✓		A, I, P
Clear evidence of organisational, administrative and IT skills	✓		A, P
Excellent inter-personal and communications skills	✓		I, P
Adaptable to change and resilient under pressure	✓		I

Additional Attributes	Essential	Desirable	Assessed via*
Willingness to take on their share of responsibility in the Kent and Medway Medical School	✓		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

***Criterion to be assessed via:**

A = application form or CV/cover letter
I = interview questions
P = presentation and/or group discussion