

RESOURCING/

JOB DESCRIPTION:

Lead for Leadership Systems and Management BMBS, KMMS

Ref Number:	KMMS-006-19
Salary Scale (University of Kent):	Grade 9: £50,132 - £58,089 per annum (Clinical NHS Market Supplement where appropriate)
Contract:	Part-time 0.3 FTE and ongoing
School/Department:	Kent and Medway Medical School
Location:	Canterbury, Kent and Medway
Responsible to:	UG Programme Director
Closing Date for applications:	Sunday 25 August 2019
Interviews are expected to be held on:	17 or 19 September 2019
Expected start date:	As soon as possible

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, Social Sciences and the Humanities.

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 KMMS curriculum is based on the equivalent programme from our contingency medical school, Brighton and Sussex Medical School (BSMS). We must satisfy certain conditions and an ongoing accreditation process led by the General Medical Council so that our students will not be disadvantaged should they need to transfer to the BSMS programme for any reason. The curriculum model is a spiral curriculum whereby students build upon the principles and concepts taught year by year, increasing the depth and range of topics learnt.

We have introduced nine innovative major themes that will cut across the horizontal integration of basic sciences and clinical practice in the curriculum. These nine vertical themes provide the vehicle for introducing some of the additional curricular elements that will distinguish the KMMS programme in its vision of producing graduates who will have the curiosity, academic, professional and clinical skills to find global solutions to local challenges and whose training will have prepared them to lead, manage and innovate in 21st Century healthcare.

For each vertical theme, a 'mini' spiral curriculum will need to be developed, that demonstrates the building of learning outcomes from Framework for Higher Education Qualifications (FHEQ) Level 4 to Level 7 in breadth and depth across the five-year course.

Most will be based on the reorganisation and championing of existing core curriculum learning outcomes, but students will also get opportunities to study some of these vertical themes in greater depth through student choice options such as Student Selected Components, Independent Research Projects and Intercalated Degrees.

We are seeking an inspirational role model for the role of Lead for Leadership, Systems and Management. We would expect this to be at Senior Lecturer level, but consideration will be given to appointments at applicants' current academic rank if that is higher. This role will involve working on both the University of Kent and the Canterbury Christ Church University campuses in Canterbury and Medway. The role will make a major contribution to the development of the KMMS undergraduate medical programme, introducing teaching innovation to the development and delivery of Leadership, Systems and Management education throughout the programme. It is open to suitably-qualified individuals who have a specific interest and background in Leadership, Systems and Management and education.'

We welcome applications from both those who are clinically registered and practising and from those working in clinical and non-clinical roles within Universities. The successful applicant(s) will have significant evidence of recent expertise in medical education in the Leadership, Systems and Management. Ideally, they will also have experience within the following range of activities: student selection, curriculum design, assessment including admissions, use of portfolios in medical education, electronic learning and assessment, and inter-professional learning and assessment.

Additional Information:

- If the post holder is in clinical practice, they will undertake clinical sessions under the auspices of an NHS organisation 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 could come from a range of specialist academic and clinical disciplines within healthcare. If the appointment is as a Clinical Academic, as for any clinical academic post, it will be necessary for detailed discussions to take place between the Trust or other NHS employer and the successful candidate to determine the nature of any clinical contract. However, any clinical activity will not normally exceed seven fixed programmed activities.

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

Key Accountabilities / Primary Responsibilities

The Lead for Leadership, Systems and Management will be expected to:

- Develop the curriculum content and organise the teaching of Leadership, Systems and Management within the BM BS programme, ensuring that it is expressed in informative, interactive and assessable learning and teaching for our medical students, and integrated with their core learning throughout. This will range from designing and implementing specific Learning Outcomes for student choice options from the first year of our programme, through to ensuring that our students are properly prepared for the forthcoming national Medical Licensing Assessment, and in line with GMC requirements for undergraduate medical education.
- Leading on work to ensure that the KMMS programme obtains accreditation from the Faculty of Medical Leadership and Management and ensuring that the learning outcomes relating to this domain also take into account the indicative undergraduate curriculum published by the Faculty of Medical Leadership and Management.
- Work with the academic Lead for Student Choice on the development of intercalated programmes in Medical Leadership and Management. This will offer intercalating BM BS students the opportunity to develop a deeper understanding and special interest in these topics during an additional year of study after the 3rd year of their medical degree programme, i.e. the programmes will be available for students to enrol from Sept 2023 onwards.
- Work with colleagues from within our universities, as well as the wider health education community, to encourage and enable colleagues across Kent and Medway to engage with the undergraduate teaching programme as it relates to Medical Leadership and Management. Collaborate with colleagues involved with faculty development to ensure

that all KMMS teaching staff have the appropriate materials, competencies and knowledge to deliver teaching relating to this domain.

- Contribute to the delivery and further development of research and teaching in medical education in the leadership, systems and management across the School, ensuring that our undergraduate KMMS students have an excellent experience of Medical Leadership, Systems and Management education across the curriculum, and are prepared according to GMC standards for future professional practice.
- Undertake teaching and student supervision responsibilities, such as acting as Personal Academic Tutor to students, participating in Multiple Mini Interviews, Objective Structured Clinical Exam as an examiner, as well as face-to-face teaching and supervision of students. Contribute to the delivery of other health and health-related programmes in the partner institutions, as applicable.

Key Duties

The key duties of the Lead will be as follows:

1. Strategic development of KMMS Programmes:

- To contribute and influence the development of Medical Leadership, Systems and Management education for the BM BS programme, ensuring that the programme satisfies GMC requirements for a Primary Medical Qualification and that it maps appropriately to the Brighton and Sussex Medical School assessment system.
- To work closely with the UG Programme Director, other KMMS Educators and Academic Year Leads as they are appointed to ensure excellent integration of Medical Leadership, Systems and Management education within the educational strategy of KMMS.
- To contribute to and influence preparations for the effective implementation of the UG Programme, in liaison with the Programme Director and other key staff, ensuring that it supports and is aligned with the learning and teaching strategy of the School.
- To contribute to and influence preparations for effective internal and external academic quality and governance processes and systems, including those associated with professional, statutory and regulatory bodies and other accrediting organisations, with particular regard to the GMC School accreditation process.
- To draft proposals, guidelines and reports for meetings, as appropriate.

2. School Management Team:

- Be a member of the Programme Board and the Curriculum Committee.
- To provide specialist advice to academic and administrative colleagues on Medical Humanities education, 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 TEF 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 list 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.

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)
- Working with radiation
- Contact with Human fluids (blood, saliva etc.)
- 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.

External: Leads for (Undergraduate) General Practice and Community Medical Education (or their equivalents) at regional centres, Trusts, LEPs and placement providers. External bodies such as Office for Students, Medical Schools Council, GMC, Academy of Medical Educators, Higher Education Academy, Health Education England, UK Foundation Programme Office.

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. Successful candidates will complement existing expertise within KMMS.

Qualifications / Training	Essential	Desirable	Assessed via*
A research or professional doctoral degree (PhD or MD) or equivalent experience. If the candidate has completed a research degree information about allied metrics of success, such as publications and grant applications, should be provided.		✓	A
A Higher degree or equivalent qualification in a related field, or equivalent experience, or Membership or Fellowship of a Royal college, or equivalent	✓		A
A post graduate teaching qualification (e.g. Grad Cert) or Membership or Fellowship of the HEA or AoME or equivalent. Candidates with a predominantly teaching background should highlight impactful scholarship activity e.g. curriculum reviewing, development of new delivery/assessment/feedback methods, external advisory roles etc.		✓	A

Experience / Knowledge	Essential	Desirable	Assessed via*
In depth understanding of current issues in undergraduate medical education	✓		A,I,P
Experience of and commitment to University education and research	✓		A,I
Experience of and commitment to academic leadership and management	✓		A,I
Experience of successful curriculum design, implementation and evaluation	✓		A,I
Experience of national and international expectations of good curriculum design and development	✓		I,P
Sound understanding of recruitment and admissions, retention and widening participation		✓	I,P
Sound understanding of quality assurance and enhancement issues	✓		I,P
Ability to innovate in relation to the development of the School's taught programmes	✓		I,P

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

Additional Attributes	Essential	Desirable	Assessed via*
Willingness to take on their share of responsibility in the Kent and Medway Medical School	✓		I, P
Ability to exercise discretion and tact and maintain confidentiality	✓		I, P
Ability to help shape an environment where less experienced colleagues can learn and develop	✓		I, P
Ability to work on own initiative, prioritising and managing time effectively	✓		I, P
Innovative problem solver with the ability to optimise the use of existing resources at both institutions	✓		I, P
Ability to articulate the School's objectives in a way that encourages others to engage with the vision	✓		I, P
Comfortable with frequent travel across the Kent and Medway area	✓		I
Resilient under pressure and willingness to embrace change	✓		I, P
Flexible, adaptable and able to manage conflicting priorities and demands and work in partnership across different institutions and stakeholders	✓		I, P
A strong commitment to equality, diversity and inclusion	✓		I, P

***Criterion to be assessed via:**

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