

## RESOURCING/

### JOB DESCRIPTION:

## Head of Medical Biosciences and Academic Lead for Year 1 BMBS



Ref Number:	KMMS-014-19
Salary Scale (University of Kent):	Grade 9 (Clinical NHS Market Supplement where appropriate)
Contract:	Ongoing and full-time 1.0 FTE
School/Department:	Kent and Medway Medical School
Location:	Canterbury, Kent and Medway
Responsible to:	Undergraduate Programme Director
Administrative Support:	Curriculum and Assessment Manager and Course Coordinator
Expected start date:	Immediate start or by negotiation

### 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 medical sciences and health professions' 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

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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 Roles**

We are seeking an inspirational role model for the combined roles of Head of Medical Biosciences and Academic Lead for Year 1 (1 FTE).

This role will involve working on the campus sites of both the partner universities 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 undergraduate medical education in Medical Biosciences throughout the programme and in providing leadership of all aspects of the first year of the programme. It is open to suitably-qualified individuals who have a specific interest and background in health sciences and healthcare education.

We welcome applications from both those who are clinically registered and practising and from those working in clinical or academic roles within universities. The successful applicant will have significant evidence of contemporary expertise in undergraduate clinical education in curriculum delivery and evaluation. Ideally, they will also have experience within the following range of activities: student selection, assessment including admissions and portfolios in medical education, electronic learning and assessment, student support, supervision and inter-professional learning and assessment.

### **Head of Medical Biosciences**

The post holder will lead the development and delivery of biomedical and preclinical learning and teaching under the direction of the Undergraduate Programme Director and in close partnership with the Head of Anatomy and Academic Lead for Year 2. Whilst the major biosciences input is within the first two years of the course, there is important input throughout its length, notably in the third and fourth years (the final year being predominantly apprenticeship based).

The post holder will be expected to play a significant role in curriculum oversight, being part of the Curriculum Development Group. They will provide academic leadership to the team of biomedical and preclinical scientists involved in the learning and teaching provision of the BMBS programme, line-managing and implementing best practice throughout.

They will work in partnership with senior academic staff to contribute to the strategic development and management of undergraduate medical education and build a scientific

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community within the School which elementally collaborates with colleagues across both university partners and the wider NHS in Kent and Medway.

### **Academic Lead for Year 1**

The KMMS curriculum is based on the equivalent programme from our contingency medical school, Brighton and Sussex Medical School (BSMS). 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.

The Academic Lead for Year 1 has a key role in coordinating development and delivery of teaching and assessment at KMMS in Year 1. The Academic Lead for Year 1 will also contribute to an ongoing accreditation process of the programme lead by the General Medical Council.

### **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.
- 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 two fixed programmed activities (one day a week).

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**

#### **Head of Medical Biosciences**

The Head of Medical Biosciences will be expected to:

- Co-ordinate all aspects of medical bioscience teaching to undergraduate medical students. This will involve the biomedical disciplines as they relate to our programme.
- Advise module leaders throughout the programme in the identification of appropriately qualified faculty to teach the relevant content for their module;
- Under the direction of the Academic Lead for Student Choice, work on the development of other undergraduate and postgraduate programmes and learning opportunities in the medical biosciences.
- Supervise the projects of intercalating BSc students and training and supervising postgraduate MSc and PhD students as these opportunities are developed.

The Academic Lead for Year 1 will be expected to:

- Develop and organise the teaching of all content within Year 1 of 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.
- Maintain and develop high quality teaching and assessment in Year 1 of the programme.
- Liaise with and support Module, Subject and Vertical Theme Leads to ensure delivery of curriculum and associated assessments.
- Work closely alongside other Year Leads and with the Undergraduate Programme Director.
- Be a point of contact for feedback to and from students.
- Work to support and advise students with academic difficulties, working alongside student support, Personal Academic Tutors and Educational Supervisors.
- Work with the Academic Lead for Student Choice on the development of Student Selected Components (SSCs) in Year 1 to ensure that they provide excellent opportunities to develop the attributes of scholarly practice.
- Work with colleagues from within both parent 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 Year 1 of the programme. Collaborate with colleagues involved with faculty development to ensure that all KMMS Year 1 teaching staff have the appropriate materials, competencies and knowledge to deliver teaching relating to this domain.
- Support the Learning and Teaching Strategy of the School and contribute to the delivery and further development of research and teaching in medical education across the School, ensuring that KMMS students have an excellent experience 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 Exams 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 post will be as follows:

### 1. Strategic development of KMMS Programmes:

- To contribute and influence the development of medical biosciences and Year 1 of the KMMS 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 support the Year 1 and subject module leaders and administrative staff in development, maintenance and delivery of all related modules.

- To support the Year 1 and subject module leaders and administrative staff in delivery of assessments, including standard setting, moderation /verification and mark checking processes.
- To work with colleagues in the assessment team and module leaders in the development and delivery of written, practical and oral assessments, including maintenance of an electronic exam question database, question writing, question review, examiner recruitment to ensure that assessments are of high quality, valid and responsive to internal and external feedback.
- To support the quality assurance processes within Year 1 of the KMMS programme via review of module and year evaluation data, review of external examiner reports, evaluation of assessment results, attendance at module review boards and participation in peer observation of teaching staff.
- To assist with the timely recruitment of SSC leaders to ensure that all Year 1 modules have enough places to offer each academic year in a variety of SSCs.
- To work closely with the Undergraduate Programme Director, other KMMS Educators and Academic Year Leads as they are appointed to ensure excellence within the educational strategy of KMMS.
- To contribute to and influence preparations for the effective implementation of the undergraduate 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 KMMS management organisation and attend and participate in the work of KMMS boards, committees and sub-committees as directed by the Dean and Undergraduate Programme Director
- 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.

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You must handle personal and other electronic and manual data in accordance with the General Data Protection Regulation (GDPR) as it applies in the UK, tailored by the Data Protection Act 2018 as well as 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
- Biological Agents/Scientific Hazards (experiments/lasers etc., and waste/sewage)
- 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:** This post requires close working relationships with the other Year Leaders, NHS and KMMS staff, researchers, Quality and Governance teams and administrative staff. Awareness of the impact of the medical school within the two partner universities is necessary and therefore this post requires good working relationships with staff and colleagues 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.

Overall responsibility is to the Undergraduate Programme Director.

### 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) in Medical Biosciences. 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
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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 development and delivery	✓		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	✓		I, 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:**

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