

## RESOURCING/

### JOB DESCRIPTION:

## Senior Lecturer and Academic Lead for Year 5 BMBS (Education, Scholarship and Professional Practice)



<b>Ref Number:</b>	<b>KMMS-165-23</b>
<b>Salary Scale:</b>	<b>Grade 9: £53,353 - £60,027 pro rata per annum</b> <i>Plus, where applicable, a Market Supplement, benchmarked to the NHS pay scale appropriate to the successful candidate's clinical discipline</i>
<b>Contract:</b>	<b>Part-time 0.4 FTE (4PAs) and ongoing</b>
<b>School/Department:</b>	<b>Kent and Medway Medical School (KMMS)</b>
<b>Location:</b>	<b>Canterbury, Kent and Medway</b>
<b>Responsible to:</b>	<b>Undergraduate Programme Director or nominee</b>
<b>Administrative Support:</b>	<b>Course Co-ordinator Year 5</b>
<b>Expected start date:</b>	<b>Immediate start or by negotiation</b>

### The Kent and Medway Medical School

Kent and Medway Medical School (KMMS) opened in September 2020 and is now teaching the first three years of our five-year programme. Our vision for 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 offers 100 Home/EU and up to 8 international undergraduate medical places on a yearly basis. The undergraduate programme is 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 has an excellent track record in health training, research and innovation across a range of disciplines, including Biomedical Science, Pharmacy and the Social Sciences. The University of Kent is also one of two equal partners in the Medway School of Pharmacy (MSOP) which opened in 2004 and graduated its first MPharm students in 2008. The MSOP is underpinned by the University of Kent and the University of Greenwich and is based on a shared campus in Medway.

**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

We welcome applications from members of all the non-majority parts of our community and 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

We are seeking an inspirational educator and role model to contribute to teaching and lead the design, delivery and quality assurance of clinical placements across year four of the school's undergraduate medicine programme. The post holder will also be expected to undertake the additional leadership role within the school of being the academic lead for year 5.

This role will involve working on the campus sites of both the partner universities in Canterbury and Medway and extensive liaison work with all our clinical placement providers based across Kent 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 throughout the programme. It is open to suitably qualified individuals who have a specific interest and background in undergraduate medical, health sciences or healthcare education.

The successful applicant will have significant evidence of contemporary expertise in curriculum delivery and evaluation in undergraduate clinical, healthcare and/or medical education. 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.

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. In years three to five of the programme our students will undertake Longitudinal Integrated Placements (LIPs) which will mean that they spend protracted periods of uninterrupted time on placement at clinical placement provider sites across Kent and Medway.

Our contingency school, BSMS, is entirely supportive of KMMS and we have open channels of communication at all levels of both schools. Sharing of formal curriculum and programme information, as well as of tacit expertise held by our partner school is the norm. It is part of the GMC's accreditation quality assurance process that we can demonstrate that KMMS students have been taught the same content to the same level and have undergone the same rigour of assessment as those of our contingency school. By ensuring this equivalency, the GMC will ensure that KMMS graduates are safe, competent and fulfil the requirements of Outcomes for Graduates (2019).

As part of a fast-paced, start-up project, the successful candidate will be a member of both Universities and will be able to access the professional and personal services of either institution. The candidate will have a bespoke onboarding process at KMMS and will benefit from the support of their equivalent at BSMS upon appointment for the duration of our contingency agreement.

We welcome applications from both those who are clinically registered and practising and from those working in clinical or academic roles within universities.

#### **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 this is the case, 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.
- 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 Academic Lead for Year 5 will be expected to:

- Lead the development and organisation of the teaching of all content within Year 5 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.

- Liaise with and support Module, Subject, Student Selected Component and Vertical Theme Leads to ensure delivery of curriculum and associated assessments to a high standard.
- Work closely alongside other Year Leads and with the Undergraduate Programme Director.
- Be a point of contact for feedback to and from students, supporting and advising students with academic difficulties, working alongside student support, Personal Academic Tutors and Educational Supervisors.
- 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 5 of the programme. Collaborate with colleagues involved with faculty development to ensure that all KMMS Year 5 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.

#### Senior Lecturer KMMS

- Teach as a member of a teaching team and deliver high quality undergraduate level learning and teaching activities.
- Identify learning needs of students and define appropriate learning objectives.
- Collaborate with colleagues in the school on course development, delivery and assessment, taking on appropriate management and administrative responsibilities.
- Ensure that content, methods of delivery and learning materials will meet the defined learning objectives.
- Develop own teaching materials, methods and approaches.
- Challenge thinking, foster debate and develop the ability of students to engage in critical discourse and rational thinking.
- Supervise the work of students, provide advice on study skills and help them with learning problems.
- Select appropriate assessment instruments and criteria, assess the work and progress of students by reference to the criteria and provide constructive feedback to students.
- Seek ways of improving performance by reflecting on teaching design and delivery and obtaining and analysing feedback.
- Take part in the enterprise activities of the School and undertake administrative duties assigned by the Dean or their nominee.

## 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 Year 5 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 5 and subject module leaders and administrative staff in development, maintenance and delivery of all related modules.
- To support the Year 5 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 5 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 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, especially regarding 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.

Such other duties, commensurate with the grading of the post that may be assigned by the Undergraduate Programme Director or their nominee.

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
- 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.

If the successful applicant is not in possession of a post graduate teaching qualification (e.g. Grad Cert) or Membership or Fellowship of the HEA or AoME or equivalent, they will be supported in obtaining this as part of their academic probation period.

Qualifications / Training	Essential	Desirable	Assessed via*
A UK recognised primary medical qualification and current registration and licence to practise with the GMC	✓		A
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

\*If the successful applicant is not in possession of a post graduate teaching qualification (e.g. Grad Cert) or Membership or Fellowship of the HEA or AoME or equivalent, they will be supported in obtaining this as part of their academic probation period.

Experience / Knowledge	Essential	Desirable	Assessed via*
Academic credibility with a track record of excellence in teaching	✓		A,I
Experience of teaching undergraduate or postgraduate students in a clinical or academic setting	✓		A,I

Significant evidence of contemporary expertise and experience in curriculum and assessment design, implementation and evaluation in undergraduate clinical, healthcare or medical education	✓		A,I
Extensive recent experience and understanding of current issues in undergraduate healthcare programmes		✓	A,I,P
Recent experience of and commitment to academic leadership and management		✓	A,I
Experience of national and international expectations of good curriculum development and delivery		✓	A,I,P
Sound understanding of recruitment and admissions, retention and widening participation in undergraduate medical education		✓	A,I,P
Recent experience and sound understanding of quality assurance and enhancement issues in undergraduate healthcare education		✓	A,I,P

Skills / Abilities	Essential	Desirable	Assessed via*
Ability to innovate in relation to the development of the School's taught programmes	✓		I, P
A proven ability to work co-operatively and collaboratively 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
Adaptable to change and resilient under pressure	✓		I

Additional Attributes	Essential	Desirable	Assessed via*
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 articulate the School's objectives in a way that encourages others to engage with the vision	✓		I,P
Ability to undertake frequent travel across the Kent and Medway area	✓		I
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>