

RESOURCING/

JOB DESCRIPTION:

KMMS Teaching Fellow (Associate Lecturer)



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| Ref Number: | KMMS-231-24 |
| Salary Scale: | Grade 7: £37,386 - £41,931 pro rata per annum |
| Contract: | Full time, Fixed term for 24 months |
| Location: | Canterbury, Kent and Medway |
| Responsible to: | Lead for Assessment, Head of Anatomy, Lead for Clinical Skills, Heads of Years, or their nominees |
| Anticipated Start Date: | August 2024 |

The role

KMMS Teaching Fellows contribute to the development and delivery of our undergraduate BM BS programme in a variety of settings, such as group tutorials, team-based learning, large group lectures, clinical skills teaching, human anatomy dissection and living anatomy sessions. Teaching Fellows will also be expected to contribute to multi-station mini-interviews (MMIs), assessment work such as question writing, marking, technical quality assuring, standard setting and OSCE design and examination. Teaching Fellows are also expected to actively input on course development, programme evaluation and curriculum changes.

Teaching takes place on set days of the week within the KMMS timetable. Working days are indicated in the job advert, and availability will be discussed with candidates at interview and offer stage.

Main duties and responsibilities

General teaching and scholarship

- Participate in the delivery of small and medium size group teaching. This will include preparation, coordination and administration of teaching sessions.
- Contribute to the creation, development and evaluation of course material for student-centred learning and teaching in a variety of settings and across a range of modules or subject areas. These may include:
 - Anatomical Sciences
 - Clinical Skills and Simulation
 - Communication and Professional Skills
 - Person-centred Healthcare

- Team Based Learning
 - Assessment
- Ensure that the content, methods of delivery and learning materials will meet the defined learning objectives.
- Contribute to the preparation, set-up, administration and marking of main exam and resits of spotter examinations / Objective Structured Practical Examination (OSPE) / Applied knowledge Tests (AKT) / Objective Structured Clinical Examinations (OSCE) / student projects /essays and students' e-portfolios.
- Prepare student and staff handouts and other basic learning support materials.
- Provide feedback to students within teaching sessions and in the context of various assessment activities.
- Reflect on own practice and the development of own teaching and learning skills.
- Contribute to the planning of teaching programmes and the preparation, set-up and administration of the curriculum map for the undergraduate programme.
- Plan and manage own teaching and tutorials as agreed with line manager.

Communication and teamwork

- Collaborate with academic and professional colleagues on course development and curriculum changes.
- Attend and contribute to subject group meetings.
- Contribute to collaborative decision-making with colleagues on academic content, and on the assessment of students' work.
- Contribute to KMMS's annual multi-station mini-interviews (MMIs) as part of the student admission cycle

Pastoral care

- Act as a module tutor and use listening, interpersonal and academic support skills to deal with academic issues concerning students and provide immediate support.
- Refer students as appropriate to services providing further help.

Work environment

- Depending on area of work (e.g. laboratories, workshop, studios) may be expected to take responsibility for conducting risk assessments and reducing hazards.

Continuous professional development

- Possess sufficient breadth or depth of specialist knowledge in the discipline and be developing further skills in and knowledge of teaching methods and techniques.
- Engage in continuous professional development.
- Participate in regular meetings with their named supervisor or area lead.

Additional duties for roles with a focus on Anatomical Sciences:

- Deliver cadaver-based teaching of topographical and gross anatomy, developmental and microscopic anatomy including neuroanatomy, radiological anatomy / imaging and histology.
- Supervise full-body human anatomical dissection as required for learning, teaching and

assessment purposes.

- Work with human tissue and ensure that your own practice and that of others conforms to the legislation of the Human Tissue Act (2004).

Additional duties for roles with a focus on Assessment:

- Support the quality assurance processes of the Applied Knowledge Test (AKT) assessments to support the production of the AKT exams across the programme.
- Liaise closely with educators and lecturers to deliver OSCEs, essays or other written assessments as needed.

Additional duties for roles with a focus on Clinical and Professional Skills:

- Deliver workshop and practical based teaching relating to clinical and professional skills including physical examination, communication and procedural skills.
- Supervise teaching sessions involving clinical simulation which includes modalities such as peer to peer examination, simulated manikins, procedural task trainers and simulated patients.
- Provide effective feedback and debriefing to students relating to their clinical and professional skills development.

Other duties, commensurate with the grading of the role, may also be assigned from time to time in line with the needs of the programme at different stages of its development and implementation.

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.

- Repetitive limb movements
- Regular use of Screen Display Equipment
- Working with chemicals (inc. requirement to wear latex gloves and inc. work with CO₂ or N₂ gasses)
- Biological Agents/Scientific Hazards (experiments/lasers etc., and waste/sewage)
- Working in confined spaces
- Prolonged physical/manual work/Manual handling (inc. human beings)
- Conflict resolution
- Contact with Human fluids (blood, saliva etc.)

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 cover letter which back-up any assertions you make in relation to each criterion.

| Qualifications / Training | Essential | Desirable | Assessed via* |
|---|-----------|-----------|---------------|
| A Medical/Healthcare degree, or a closely related subject area such as Human Anatomy, Physiology or Biochemistry, or equivalent | ✓ | | A |
| A post-graduate teaching qualification (e.g. Grad Cert) or Membership or Fellowship of the HEA or AoME or equivalent | | ✓ | A |

| Experience / Knowledge | Essential | Desirable | Assessed via* |
|---|-----------|-----------|---------------|
| Advanced knowledge of the relevant subject area to effectively deliver teaching within the BM BS programme *desirable only for Assessment focused role | ✓ | ✓* | A, I |
| A demonstrable interest in teaching and learning in undergraduate or postgraduate learning and teaching in medicine or a closely related discipline | ✓ | | A, I |
| Experience of teaching undergraduate medical and/or healthcare students | | ✓ | A, I |

| Skills / Abilities / Attributes | Essential | Desirable | Assessed via* |
|--|-----------|-----------|---------------|
| Accuracy and attention to detail *essential only for Assessment focused role | ✓* | ✓ | I, T |
| Ability to communicate with clarity and enthusiasm | ✓ | | I, T |
| Ability to tutor students effectively and give clear and constructive feedback | ✓ | | I |
| Ability to work accurately and to tight deadlines, organising and deploying time effectively | ✓ | | I |
| A commitment to contributing fully and flexibly to the full range of activities required | ✓ | | I |

***Criterion to be assessed via:**

- A = application form or CV/cover letter**
- I = interview questions**
- T = test or presentation at interview**