

## Job Description

### Associate Lecturer (Clinical)

<b>Salary:</b>	Grade 7/8
<b>Contract:</b>	Part time, fixed term
<b>School/Department:</b>	Kent and Medway Medical School
<b>Location:</b>	Canterbury Campus
<b>Responsible to:</b>	Senior Lecturer Lead for Mental Health



### Kent and Medway Medical School

Kent and Medway Medical School (KMMS) opened to our first cohort of 108 pioneer students in September 2020. 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 five-year 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.

### Equity, 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.

### Job purpose

The role of Associate Lecturer (Clinical) will involve working on both the University of Kent and the Canterbury Christ Church University campuses in Canterbury and Medway. This role will contribute to the ongoing development and quality assurance of the KMMS undergraduate medical programme with a focus on the psychiatry and mental health curriculum and delivery.

Associate Lecturers (Clinical) develop and deliver teaching materials for use in a variety of settings (from small tutorial groups to large lectures) and undertake other teaching and student supervision responsibilities, such as

acting as project supervisors to students, participating in MMIs, co-creating assessment items for written and practical exams and participating in OSCEs as an examiner. Depending on your skills and experience you may also be asked to be a Personal Academic Tutor to students. You will also be expected to actively input on course development and curriculum changes to ensure that our curriculum content is informed at all stages by contemporary clinical expertise. This will ensure that modules are contemporary, relevant and appropriately representative and accessible for a diverse patient and student population.

## Key accountabilities

- Teaching development, delivery and evaluation with a focus on mental health related content.
- Ensure that the learning and teaching materials for campus-based, online and placement teaching are developed and implemented so that KMMS students have an excellent experience across the curriculum and are prepared for clinical placements in all years with useful contemporary and accessible knowledge.
- Ensure students with Individual Learning Plans (ILPs) are supported as required, in conjunction with the Student Life and Guidance Team.
- Respond to and resolve any issues raised directly by students including mental health matters, and/or to refer to the Lead for Mental Health as appropriate.
- Undertake other teaching and student supervision responsibilities, such as acting as student project supervisors for student selected elements of the course, participating in MMIs, co-creating assessments items for written and practical exams, participating in OSCEs as an examiner, as well as face-to-face teaching and supervision of students.
- Use listening, interpersonal and pastoral care skills to deal with sensitive issues concerning students and provide support.

## Key duties

The following are the main duties for the job. Other duties, commensurate with the grading of the job, may also be assigned from time to time.

### Teaching and learning support

- Participate in the KMMS peer-review process.
- Develop and deliver teaching materials in a variety of settings from small tutorial groups to large lectures.
- Ensure that the content, methods of delivery and learning materials will meet the defined learning objectives.
- Deliver learning opportunities either across a range of modules or within a subject area.
- Maintain the relevant information in module handbooks and related teaching resources.
- Participate in relevant assessment activity, including marking, standard setting processes, providing feedback to students, academic remediation and resit assessments.
- Contribute to the planning of teaching programmes.
- Plan and manage own teaching and tutorials as agreed with line manager.
- Contribute to the delivery of other health and health-related programmes in the partner institutions, as applicable.
- Ensure that the relevant module assessment addresses all the learning outcomes of the module and that any changes made continue to address the learning outcomes.
- Write questions for Applied Knowledge Tests and OSCE stations relating to mental health throughout the programme and support the contribution of others to this work.
- Attend exam setting and standard setting meetings relating to relevant module(s) (for main exam and resit).
- Participate in Academic Peer Mentoring programme activities.

### Monitoring and Support

- Be familiar with and participate in the KMMS Peer Observation and Appraisal process and ensure any issues are addressed for relevant module(s).
- Produce any necessary documentation specific to the relevant module(s) which may be required for internal and external quality reviews.

### **Research and scholarship**

- Reflect on practice and the development of own teaching and learning skills.

### **Communication**

- Collaborate with academic colleagues, other healthcare professionals and professional services colleagues on course development, curriculum changes and teaching and assessment administration requirements.
- Attend and contribute to subject group meetings.
- Contribute to collaborative decision-making with colleagues on academic content, and on the assessment of students' work.

### **Pastoral care**

- Refer students as appropriate to services providing further help.
- Subject to personal skills and experience, act as a mentor for students in the capacity of personal academic tutor.

### **Continuous professional development**

- Possess sufficient breadth or depth of specialist knowledge in your own clinical discipline.
- Develop further skills in and knowledge of teaching methods and techniques.
- Engage in continuous professional development.

### **Work environment**

- Is required to be aware of the risks in the work environment and their potential impact on their own work and that of others.

## **Internal & external relationships**

**Internal:** This post requires close working relationships with KMMS Year Leads, 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) Medical Education 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.

## **Health, safety & wellbeing considerations**

This job involves undertaking duties which include the following health, safety and wellbeing considerations:

- Regular use of Screen Display Equipment
- Working with chemicals (inc. requirement to wear latex gloves and inc. work with CO<sub>2</sub> or N<sub>2</sub> gasses)
- Working in isolation
- Contact with Human fluids (blood, saliva etc)
- Conflict resolution
- Ability to occasionally travel in a timely and efficient manner between campuses

## Person specification

The person specification details the necessary skills, qualifications, experience or other attributes needed to carry out the job. Applications will be measured against the criteria published below.

Selection panels will be looking for clear evidence and examples in an application, or cover letter (where applicable), which back-up any assertions made in relation to each criterion.

### Essential Criteria:

- Clinically registered with the GMC and current licence to practice (A)
- Currently practicing in an area of medicine relevant to the role, or be able to evidence sufficient knowledge of contemporary clinical practice (A, I)
- An advanced knowledge of the relevant subject area (A, I, T)
- Successful teaching of healthcare students in a university or clinical environment to undergraduate degree or at a post-graduate level (A, I, T)
- Ability to develop familiarity with a variety of strategies to promote and assess learning (I, T)
- Able to engage the interest and enthusiasm of students and inspire them to learn (I, T)
- Ability to communicate with clarity and enthusiasm (I, T)
- Ability to organise and deploy time efficiently (I, T)
- Ability to tutor students effectively pastorally and academically (I)
- Firm commitment to achieving the University's vision and values, with a passion for a transformative student experience and multidisciplinary, impactful research (I)
- Commitment to deliver and promote equality, diversity and inclusivity in the day-to-day work of the role (I)

### Desirable Criteria:

- PGCHE or similar teaching qualification (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)
- Excellent interpersonal, presentation and communication skills (I, T)

*Assessment stage: A - Application; I - Interview; T - Test/presentation at interview stage*