

Job Description

Education Fellow (Assessment)

| | |
|---------------------------|--------------------------------------|
| Salary: | Grade 7 |
| Contract: | Part time, ongoing |
| School/Department: | Kent and Medway Medical School |
| Location: | Canterbury Campus |
| Responsible to: | Lead for Assessment or their nominee |



Kent and Medway Medical School

Kent and Medway Medical School (KMMS) opened to our first cohort of 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 109 Home and 7/8 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

KMMS Education 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, in the areas of anatomy, clinical skills and assessment. The assessment role mainly involves quality-assuring assessment material including Applied knowledge tests (AKT) and OSCE questions. Education Fellows will also be expected to contribute to multi-station mini interviews (MMIs), assessment work such as question writing, marking, standard setting and OSCE examination.

Since assessment fellows mainly support the QA of assessments (limited student facing role), there may be flexibility in the working days. This is arranged with your line manager.

Key accountabilities

- Support the quality assurance of assessment materials and processes.
- Collaborate with colleagues in the school on course development, delivery and assessment, taking on appropriate administrative responsibilities.
- Undertake some teaching activities of undergraduate students as required and directed by line manager.

Key duties

The principal duties and responsibilities of the successful candidate will include:

- Support the quality assurance processes of the Applied Knowledge Test (AKT) assessments to support the production of the AKT exams across the programme.
- Support the quality assurance processes of the Objective Structured Clinical Examination (OSCE) assessments to support the production of the OSCE exams across the programme.
- Liaise closely with line manager, educators and lecturers to deliver AKTs and OSCEs.
- Deliver some teaching activities and/or supervision of students as required by line manager.

General education role and scholarship

- Ensure that the assessment materials will meet the defined learning objectives.
- Contribute to the preparation, set-up, administration, marking, standard setting and quality assurance of assessments in Applied knowledge Tests (AKT) / Objective Structured Clinical Examinations (OSCE).
- Prepare staff assessment resources and handouts and other basic assessment support materials.
- Support feedback provision to students in the context of various assessment activities.
- Reflect on own practice and the development of own teaching, learning and assessment skills.

Communication and teamwork

- Collaborate with academic and professional colleagues on assessment development and curriculum changes.
- Attend and contribute to subject group meetings and collaborative decision-making with colleagues on academic content, and on the assessment of students' work.
- 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.

Continuous professional development

- Possess sufficient breadth/ depth of medical knowledge and be developing further expertise in assessment methods and techniques in medical education.
- Engage in continuous professional development.
- Participate in regular meetings with their named supervisor/line manager.

Internal & external relationships

Internal: University of Kent students and staff (academic and professional services)

External: Professional bodies, placement supervisors, prospective students and their families, potential enterprise partners.

Health, safety & wellbeing considerations

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

- 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. 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:

- A Medical/Healthcare degree, or a closely related subject area such as Human Anatomy, Physiology or Biochemistry, or equivalent (A)
- A demonstrable interest in teaching and learning or assessment in undergraduate or postgraduate learning and teaching in medicine or a closely related discipline (A, I)
- Ability to tutor students effectively and give clear and constructive feedback (I)
- Accuracy and attention to detail (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)
- 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:

- A post-graduate teaching qualification (e.g. Grad Cert) or Membership or Fellowship of the HEA or AoME or equivalent (A)
- Advanced knowledge of the relevant subject area to effectively deliver teaching within the BM BS programme (A)
- Experience of teaching undergraduate medical and/or healthcare students (A, I)

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