

Job Description

Lecturer in Medical Education (Clinical Assessment and Academic Support) (Education, Scholarship and Professional Practice)

**KENT AND
MEDWAY
MEDICAL
SCHOOL**



Salary:	Grade 7/8
Contract:	Part time and ongoing
School/Department:	Kent and Medway Medical School
Location:	Canterbury, Kent, and Medway
Responsible to:	KMMS Lead for Assessment or nominee

Kent and Medway Medical School

Kent and Medway Medical School (KMMS) opened to our first cohort of students in September 2020 and achieved full GMC accreditation in 2025. Our vision is to become a beacon for first-class medical education and research and to attract the most talented aspiring doctors from within the local community and beyond, offering training and development opportunities that will help keep this talent in Kent and Medway. 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. 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.

Equity, Diversity and Inclusion

KMMS is proud to have a diverse and inclusive community of students and staff. We welcome applications from members of all the non-majority parts of our community and KMMS is committed to fair treatment and to ensuring that the learning and working environment is supportive and inclusive to 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 core values and commitment to equality and diversity.

Job purpose

We are seeking an inspirational educator and role model to contribute to leading, writing and delivering clinical assessments (Objectively Structured Clinical Examinations - OSCEs) and alongside other colleagues, providing academic support to those students who struggle to pass assessments, or who are returning from interruption.

Working on the campus sites of both partner universities in Canterbury and Medway, the role will make a major contribution to the development and the delivery of the KMMS undergraduate medical assessment strategy and using innovative teaching for those students who require additional support.

Open to suitably qualified individuals who have a specific interest and background in undergraduate medical, health sciences or healthcare education and OSCE assessment, the successful applicant will have evidence of contemporary expertise in OSCE assessment in undergraduate clinical, healthcare and/or medical education. An understanding of student selection, assessment including admissions and portfolios in medical education, electronic learning and assessment, student support, supervision and inter-professional learning and assessment would be advantageous.

The job holder will be required to participate in annual appraisal within KMMS.

Key accountabilities

- In collaboration with teaching and learning faculty, to lead and deliver OSCE assessment content and practice.
- Deliver and contribute to the design of high-quality, demand-driven, and student-centred academic support for students struggling to pass exams.
- Take part in the enterprise activities of the school and undertake administrative duties assigned by the Dean or their nominee.

Key duties

1. Teaching and learning support:

- Work with subject module leaders, administrative staff and colleagues in the assessment team in the development and delivery of clinical assessments - including maintenance of an electronic exam question database, staff development, question writing, question review, standard setting, moderation/verification and mark checking processes to ensure that assessments are of high quality, valid and responsive to internal and external feedback.
- Contribute to the development and delivery of the teaching programme to support students at-risk of failure, those who fail assessments and those who require extra academic support due to interruption or other reasons.
- Teach as part of the teaching team, ensuring that it is expressed in informative and interactive styles for our medical students, is integrated with students' core learning throughout, and that it satisfies GMC requirements for a Primary Medical Qualification.
- Contribute to 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 the GMC School accreditation process.

2. Scholarship and Professional Practice

- Engage in scholarly activities and develop further experience as a scholar or practitioner in your area of expertise and develop opportunities which contribute to the profile of KMMS.
- Develop links and collaborations, internally and internationally to enhance research and scholarly opportunities.
- Keep up to date in your area of expertise.

3. Administration and general responsibilities

- Play an active role in all aspects of programme development and management, including (but not limited to) module design and development, recruitment and admissions, marketing, student support, planning and quality assurance.
- Undertake administrative roles in KMMS as required by the Undergraduate Programme Director, any administrative role will be assigned according to the level of your appointment, the subject's requirements and your teaching load.
- Engage in effective and professional communication with academic and administrative colleagues in KMMS, Kent, Christ Church and externally.
- Pro-actively contribute to administration, recruitment activities and to the collegial work environment; ensuring all administrative duties are carried out in an effective, efficient, and timely manner.
- Attend meetings and participate in other committees and working groups as required.
- Assist with organisation of research activities.
- Demonstrate commitment to, and support of, Equality, Diversity, and Inclusion.

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

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.

Internal & external relationships

Internal: This post requires close working relationships with the Module leads, HOY and other 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 in primary and community care (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 or nominee.

Health, safety & wellbeing considerations

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

- Regular use of Screen Display Equipment
- Conflict resolution
- Pressure to meet important deadlines such as might be inherent in high profile projects.
- There may be a requirement to work evenings and weekends.
- 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. 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.

Essential Criteria:

- A primary degree or equivalent in medicine or other healthcare profession (A)
- A postgraduate degree or equivalent professional qualification in a subject closely related to the KMMS undergraduate medical programme e.g. Membership of a medical royal college (A)
- Possess sufficient breadth or depth of specialist knowledge in disciplinary area to work within a BM BS teaching programme (A, I)
- Experience of effective teaching and clinical assessment of medical students in a Higher Education setting (A, I)
- Experience in supporting students to achieve academic success (I, P)
- 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 (I, P)
- Clear evidence of organisational, administrative and IT skills (A, P)
- Adaptable to change and resilient under pressure (I)
- Understanding of equal opportunity and diversity issues as they may impact on academic content and issues relating to student need (I)

- Ability to exercise discretion and tact and maintain confidentiality (I)
- Ability to help shape an environment where less experienced colleagues can learn and develop (I)
- Ability to articulate the School's objectives in a way that encourages others to engage with the vision (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)
- Experience of module design and programme administration/management (A, I, P)
- Sound understanding of quality assurance and enhancement issues, procedures, and practices (I)
- Willingness to engage in continuous professional development (I)

** 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.*

Assessment stage: A - Application; I - Interview; P - Presentation at interview stage