Job Description

Job Information	
Job Title:	Fellow in Clinical Teaching / University of Liverpool Medical Education Programme
Directorate / Service:	Medical Education
Grade:	Dependent upon experience
Professionally Accountable to:	Director of Medical Education
Responsible to:	Director of Education
Base Location:	LUHFT

Job Summary

Applications are invited from Post-Foundation, Core and Specialty trainees from clinical disciplines involved in acute patient care, who are fully registered medical practitioners (with a licence to practice), are currently clinically active and who have an interest in medical education.

The post offers an exciting opportunity for a highly motivated doctor to join dynamic, rapidly expanding teams delivering medical undergraduate education and clinical services across the trust.

Posts will be normally for the duration of one year, but can be extended for a further year, for excellent candidates where projects are ongoing. Posts will be associated with an Honorary Contract with the University of Liverpool. This is a 12-month fixed term post working 50% FTE in education & 50% FTE in a clinical setting.

Due to the short-term nature of the role/service demand, the successful candidate must hold full registration with the GMC, must have completed a Foundation Equivalent Programme and must have existing right to live and work in the UK, at the time of application.
The successful candidate must have at least 6 months experience of working within the NHS and have a good understanding of local regional medical training.

In addition to the clinical responsibilities, the post will provide a range of educational experience in three key areas:

• Teaching provision
• Education related development
• Education related management and quality assurance

Key responsibilities

Teaching provision

The post holder will be expected to

- Develop a wide-ranging understanding of educational theory and teaching methodology.
- Pursue and evidence a wide-ranging portfolio of teaching experience in their Trust, including some of each of the following: small group bedside teaching of undergraduates, small group classroom teaching of undergraduates, undergraduate skills teaching, development of e-based teaching and other teaching resources.
- Develop understanding and skill in the use of teaching aids and tools, e.g., MS PowerPoint, video embedding, e-media, written materials.
- Contribute to the supervision and feedback to undergraduate medical students in their trust, under the direction of an accredited educational supervisor.
- Develop understanding and skill in the use of common work-place based assessments and constructive feedback.
- Ensure that all teaching episodes are planned and well-constructed, with lesson planning taking account of student needs, desired outcomes, teaching methodology and teaching environment.
- Reflect on their teaching and identify areas for further improvement.

Educational development and research

The post holder should

- Develop a working understanding of research and education design methodology as it relates to medical education.
- Undertake a needs analysis, review relevant literature, design and implement at least 2 new forms of teaching delivery.
- Contribute to University Fellow network group learning exercises on the design and review of proposed educational development.
- Enrol for ULTRA/FLTHE via The Academy at UoL, during first 6 weeks of Fellow post and apply through ULTRA/FTLHE for HEA accreditation by end of Fellow Year
- Enrol in UoL Faculty of Academic and Clinical Educators (FACE) and attend FACE CPD events in medical education and Learning Lunches hosted by the School of Medicine - attendance minimum 20 hours.
- Complete and present or write up a development project during their year.

Education related management and quality assurance.
The post-holder will be expected to develop an understanding of these processes as they relate to education, e.g.:

- Attending occasional meetings relevant to the planning of medical education in their Trust

- Assisting with the collection of data for educational quality assurance in their Trust
- Assisting with the analysis and action planning relevant to such data and university visits

Develop skills in medical education leadership e.g.

- Manage a project involving change in the delivery of medical education locally, from outset to completion.
- Identify areas for new work and initiate project design.

Job-plan

The post is expected to be at approximately 50% medical education and 50% clinical.

Medical education activity timetables should make provision for one weekly session (half day) of personal development, e.g., teaching programme / materials development / attending regional educator events.

Education and training development

- Regional teaching fellow meetings, to share developments and focus on key aspects of medical education, will be facilitated by the University.
- Regional medical education development training based at the University.
- Travel expenses will be provided by the Trust.
- Course fee support for a national educational training meeting, e.g., ASME, will be provided by the University.

Equality and Diversity

It is the responsibility of every member of staff to understand our equality and diversity commitments and statutory obligations under current equality legislation (the Equality Act 2010) and to:

Act in ways that support equality and diversity and recognises the importance of people's rights in accordance with legislation, policies, procedures, and good practice.

Valuing people as individuals and treating everyone with dignity and respect, consideration and without prejudice, respecting diversity and recognising peoples expressed beliefs, preferences, and choices in working with others and delivering appropriate services.

- Recognise and report behaviour that undermines equality under Trust policy.
- Be consciously aware of own behaviour and encourage the same levels of behaviour in colleagues.
- Acknowledge others' different perspectives and recognise the diverse needs and experiences of everyone they encounter.
- With the support of managers develop an equality and diversity objective through the personal development review process.

Values and Behaviours

We are Caring.

We are kind to each other and always show compassion to ourselves and others.

We know we are doing this when:

- We are always **kind** and **compassionate** to ourselves, our patients, families and colleagues.
- We **recognise** and appreciate each other, taking pride in working here and our contribution to success.
- We are **professional** and always seek to deliver the best standards of care.

We are Fair.

We treat people equitably and value their differences.

We know we are doing this when:

- We value **everyone** for their unique contribution, and we embrace diversity.
- We are confident in **speaking up** and we support all our colleagues to do the same.
- We are **open and honest.**

We Are Innovative

We work as a team to continuously improve the way we deliver and transform health care.

We know we are doing this when:

- We **continuously improve** the services we deliver and pioneer new ways of doing things.
- We **learn from mistakes**, striving to ensure we get things right first time.
- We **create and share knowledge** with each other, patients, and our professional communities.

Infection Prevention & Control

All staff will always adhere to infection control policies and procedures and carry out role specific duties as per roles and responsibilities.

Confidentiality

Confidentiality/Data Protection regarding all personal information and Trust activity must be always maintained (both in and out of working hours). All staff should ensure that they are familiar with and adhere to all Trust privacy, confidentiality and security policies and procedures. Any breach of confidentiality will be taken seriously, and appropriate disciplinary action taken.

Freedom of Information

In accordance with Freedom of Information and other associated legislation, the Trust may be required to make public recorded information available upon a request and do this as part of a publication scheme. Please note, that in your public role, your name or job role may be contained in a document that is published in accordance with such legislation.

Management of Risk & Health and Safety

All employees have a duty to take reasonable care to avoid injury to themselves or to others and to co-operate with the Trust in meeting its statutory requirements.
All employees will proactively contribute to the management of risk by identifying hazards in the workplace which have the potential to cause harm, raising issues of concern and risk to the appropriate level.

Safeguarding Children and Vulnerable Adults

All trust employees are required to act in such a way that always safeguards the health and wellbeing of children and vulnerable adults. Familiarisation with and adherence to trust Safeguarding policies is an essential requirement of all employees, as is participation in related mandatory/statutory training.

IT Skills

All staff are expected to have or to gain a minimum of basic level IT skills to enable them to use the Trust IT systems to support Trust services and needs. All staff should be familiar with relevant IT systems and security policies and procedures.

Records Management

All staff are personally responsible for record keeping. A record is anything that contains information in any medium e.g., paper, tapes, computer information, etc. which have been created or gathered because of any NHS activity. All individuals within the Trust are responsible for any records they create or use. Please ensure that records are retained in accordance with the Records Management Policy and are stored in a manner that allows them to be easily located in the event of a Freedom of Information (FOI) request.

Information Quality

All staff must ensure complete and accurate data is always collected to the highest standard. Data collection should be supported by adequate documentation and processes should be regularly reviewed. Staff should ensure that processes conform to national standards and are fit for purpose. All staff should comply with the Information Quality Policy.

Professional Responsibility

As per any required registration & LUHFT policy.	
Change of Job Description	
The duties outlined above are not intended to be exhaustive and may change as the needs of the department alter in line with current agendas. This job description will be subject to periodic review and amendment in accordance with the needs of the Trust.	

NHS
Liverpool University Hospitals
NHS Foundation Trust

Person Specification

Job Title:	Fellow in Clinical Teaching / University of Liverpool Medical Education Programme	
Grade		**Job Code:**

Person Specification				
	Entry Criteria	**Essential**	**Desirable**	**Assessment**
1	**MB ChB (or equivalent)**	X		A
2	**Full registration with the GMC and licence to practise (or eligible for)**	X		A
4	**Foundation competency achievement or equivalent at time of starting the post**	X		A/I
5	Completed at least Foundation Year 2	x		
6	Core and Specialty trainees		x	
7	Evidence of previous teaching experience	x		

		Essential	Desirable	Assessment
8	At least 6 months experience of working within the NHS	x		
9	A good understanding of <u>local</u> regional medical training.	x		
10	Undertaken training or CPD related to teaching		x	
11	Higher qualification in medical education		x	
12	Publication or presentation to a national or international audience		x	
13	Interest in a future career or significant role in medical education		x	
	Skills	**Essential**	**Desirable**	**Assessment**
14	Excellent communication skills	x		
15	IT literate	x		
16	Organised	x		
17	Good teamwork	x		