



**University of
Nottingham**

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This document contains details for Clinical Associate Professor of Education, Director of Assessments / Associate Professor of Education, Director of Assessments at University of Nottingham.

The post is open to applicants who meet the person specification irrespective of medical qualifications.

Therefore:

For Clinical Associate Professor details, please see pages 1 - 7 inclusive

For Associate Professor details, please see pages 8 - 14 inclusive



Job title	Clinical Associate Professor of Education/ Director of Assessments	Job family and level	Clinical Academic, Clinical Associate Professor (Teaching focus)
School/ Department	School of Medicine/ Education Centre	Location	Medical School, Queen’s Medical Centre (QMC)

Purpose of role

The School of Medicine is the largest of the University of Nottingham’s 22 Schools, forming part of the Faculty of Medicine and Health Sciences. It is also amongst the UK’s largest medical schools with approximately 950 staff and 3500 students spread across 3 undergraduate courses (Medicine BMBS, Medical Physiology and Therapeutics and Cancer Sciences), 14 postgraduate taught courses and postgraduate research.

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- a 4-year graduate entry medical course, which starts with 18 months of problem-based pre-clinical learning delivered at the University’s Royal Derby Hospital campus. These graduate entry students are then integrated with the undergraduate medical students for the clinical phase of the course, which is coordinated by the Education Centre in Nottingham.

Our 5 & 6 year programmes offer the opportunity for all students to undertake a period of research in year 3 leading to a BMedSci qualification, alongside their eventual BMBS degree.

As Clinical Associate Professor and Director of Assessments for the School of Medicine, you will make a significant leadership impact by taking day to day oversight for all formative and summative assessments within the BMBS programme and be responsible for quality assurance of assessments for the other UG and PGT programmes within the School.

Within the BMBS programme, you will be supported by a team of academics and Administrative, Professional and Managerial (APM) staff to deliver clinical exams (including OSCEs, the MLA CPSA), written knowledge papers (including the MLA AKT) and have oversight of the electronic portfolio. You will also work closely with the academic support and remediation team to ensure students are well prepared for their assessments.

You will also work in close collaboration with the teaching and learning for all Undergraduate (UG) and Postgraduate (PGT) programmes to ensure constructive alignment of assessments. You will report directly to the Dean of Education and will work closely with Deputy Dean of Medical Education and UG and PGT course leads and the Senior Faculty Leadership team.

You will participate as a senior leader in the Education Centre’s organisation, management and strategic planning and contribute, overall, to management within the School of Medicine and to the University’s strategic planning processes.

You will have achieved, and sustained, an outstanding reputation for excellence in medical education and your scholarship in teaching practice will have enhanced student learning through your contributions to assessment.

This role is open to applicants who meet the Person Specification below, regardless of Medical Qualification.

As a Clinical Academic, it is a requirement that you are suitably qualified to consultant level or are a General Practitioner, you undertake regular NHS clinical duties, that your GMC registration and licence to practice are maintained and that you remain revalidated with the GMC.

It is anticipated that on agreement of appropriate arrangements for clinical duties for Clinical Academic applicants, the role outlined would be conducted at 0.8FTE with a maximum of 0.2FTE of clinical duties in the NHS in one of our local NHS Trusts (Nottingham University Hospitals NHS Trust, Nottinghamshire Healthcare NHS Foundation Trust, United Hospitals of Derby and Burton NHS Foundation Trust, Derbyshire Healthcare NHS Foundation Trust) or General Practices in Nottinghamshire or Derbyshire. We envisage that a successful Clinical Academic candidate's clinical and academic PAs would then be combined under a single, joint appointment between the successful candidate's clinical employer and the University with relevant Royal College approval.

	Main responsibilities (Primary accountabilities and responsibilities expected to fulfil the role)	% time per year
1	<p>Assessment:</p> <ul style="list-style-type: none"> • Accountable for the assessments of the BMBS medicine programme, ensuring that the assessment policies and procedures and documentation relevant to the course are regularly updated, and meet requirements of the GMC and University of Nottingham. • Design, implement and quality assure assessments processes that are robust, valid and reliable. • Manage the entire lifecycle of the examinations including item development, paper creation, internal and external review, assessment delivery processes, post examination processes including reviewing the exam psychometrics, moderation and exam board preparation. • Work closely with all stakeholders to ensure that the formative and summative assessments on the BMBS Medicine programme are aligned to the curriculum. • Responsible for the communications strategy about assessment ensuring students are kept informed about their assessments through various media in a timely manner and any concerns addressed. Ensure that there is appropriate information on assessments provided for all medical students across all medicine programmes including in student inductions. • Attend student feedback sessions (or ensure this is deputised). Ensure student views are heard, considered and acted upon, where appropriate, and that these actions and decisions are fed back to students to ensure student engagement with assessment 	70%

	<ul style="list-style-type: none"> • Chair the Medical Assessment Group (MAG), which is responsible for the governance and oversight of UG and PGT assessments for the School of Medicine • Work collaboratively with the Local Education Providers, Sub Deans/Directors of undergraduate medical education to ensure adequate provision of trained OSCE examiners and ensure consistency of delivery and quality of the exams across all providers • Responsible for the accurate publication of assessment results. • Quality assure assessment processes. • Represent the School with our partner organisations or accreditation bodies on assessments and their quality assurance processes. • Represent the School on relevant Faculty and University committees and working groups and at the Medical School Council Assessment Alliance. • Monitor annual assessment performance and provide feedback to Faculty, including reviewing any attainment gaps and the development and management of any resultant action plan • Investigate fitness to practice cases, complaints, and appeals, as directed by the Fitness to Practice lead and School of Medicine senior leadership teams. • Line manage staff, undertaking performance review and professional development planning. • Contribute to the overall management and academic administration for the School of Medicine's Education Centre in areas such as timetabling, student attendance, resource and people management. 	
2	<p>Teaching and Learning:</p> <ul style="list-style-type: none"> • Convene the assessments module for the PGCert/Dip/MMedSci in Medical Education, working closely with the course director other members of the MMedSci team to ensure students get a good experience. • Supervise and examine Postgraduate Taught students within area of expertise. • Act as a personal tutor to School of Medicine UG and PGT students. • Contribute to Undergraduate teaching and curriculum design. 	20%
3	<p>Research</p> <ul style="list-style-type: none"> • Engage and support research in the Medical Education field, through personal contribution, the direct supervision of others and promoting research and development within Medical Education. 	10%

	<ul style="list-style-type: none"> Engage proactively in the scholarship of Medical Education by providing leadership of teaching and curriculum development; taking an evidence-driven approach to curriculum development and implementation of new pedagogies; undertaking research into, and evaluation of, teaching & assessment practice, student learning behaviours and academic attainment; disseminating the results of this work both internally and externally to bring about positive change. 	
4	<p>Other:</p> <ul style="list-style-type: none"> Undertake any duties in accordance with the nature and grade of the post, as required Engage in Continuing Professional development (CPD) as relevant to the academic role. Engage in developmental and networking activities such as being an external examiner for other institutions. <p>We recognise the importance of continuous professional development and therefore the importance of providing opportunities, structured support and encouragement to engage in professional development each year</p>	n/a

Person specification

	Essential	Desirable
Skills	<ul style="list-style-type: none"> Excellent oral and written communication skills, including the ability to communicate with clarity on complex and conceptual ideas to those with limited knowledge and understanding as well as to peers, using high level skills and a range of media. Proven ability to design and deliver assessment of teaching and learning programmes. Proven skills in, and experience of, leadership in assessment, underpinned by scholarship. Proven ability to provide effective leadership and management of groups and teaching activities. 	<ul style="list-style-type: none"> Ability to lead curriculum re-design projects. Skills in planning and organising resources. Proven skills in coaching, motivating, and developing others.

	<ul style="list-style-type: none"> • Proven ability to develop, plan and lead the delivery of teaching programmes. 	
Knowledge and experience	<ul style="list-style-type: none"> • A proven record of excellence in undergraduate and/or graduate medical teaching • Evidence of experience in medical student assessment and understanding of assessment practice including standard setting, blueprinting, and clinical skills examination. • Evidence of innovation in assessment, course design and course delivery • In depth knowledge of Medical Education to enable the development of innovation and understanding in the field. • Understanding of GMC's Good Medical Practice and the Medical Licencing Assessment. • Understanding of the GMC Promoting Excellence document and Outcomes for Graduates (2018). • Commitment of delivery of quality services to students. • Evidence of experience of quality assurance in Medical Education. 	<ul style="list-style-type: none"> • A thorough understanding and experience of University management systems and the wider higher education environment • Experience of counselling, pastoral care, and motivating students. • A detailed understanding of NHS structures • Record of promoting, and maintaining, collaborative links with HEE, GMC and/or the NHS
Qualifications, certification, and training	<ul style="list-style-type: none"> • A PhD in Medical Education AND/OR equivalent extensive professional & research experience • Fellowship of Advance HE • Extensive teaching experience, supported by a relevant HE teaching qualification (at least Fellowship of Advance HE) AND/OR recognition against UKPSF with additional experience. • Membership of a professional body where appropriate. • MBBS, or equivalent • Full GMC Registration with a licence to practice 	<ul style="list-style-type: none"> • Senior or Principal Fellow of Advance HE

	<ul style="list-style-type: none"> Entered on the GMC Specialist Register/General Practitioner Register Membership or Fellowship of a relevant Royal College e.g. General Practitioners, Physicians etc. 	
Statutory, legal or special requirements	<ul style="list-style-type: none"> Satisfactory enhanced disclosure from the Disclosure and Barring Service as assessment work may involve working with vulnerable adults and children. Eligible to reside and work in the UK. 	
Other	<ul style="list-style-type: none"> Willingness to adopt the <u>vision and values</u> of the School of Medicine. Engagement with Continuous Professional Development. 	

Other Duties as Agreed

You may eventually wish to take on other roles within the School of Medicine or NHS Trust/ GP Practice in which your clinical practice aligns. Any such positions must be agreed by the Dean and Head of the School of Medicine in advance of any position being accepted, so that consideration can be given to the job plan and whether this needs to be revised should the additional role be accepted. External roles also come under the University of Nottingham's External work policy. You will be expected to declare all work external to the University under the latter policy. Please see

<https://www.nottingham.ac.uk/hr/guidesandsupport/universitycodesofpracticeandrules/documents/external-work-policy.pdf>

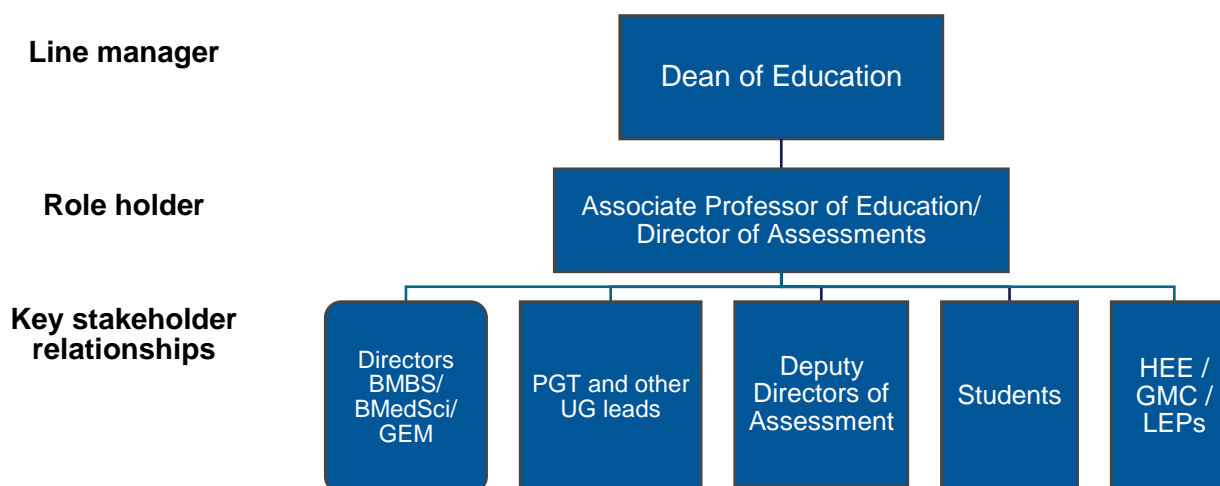


Expectations and behaviours

The University has developed a clear set of core expectations and behaviours that our people should be demonstrating in their work, and as ambassadors of the University's strategy, vision and values. The following are essential to the role:

- Valuing people** Understands that it is essential to provide a structure that people can thrive in. Knows how to communicate with people to create a healthy working environment and get the best out of people.
- Taking ownership** Communicates vision clearly, providing direction and focus. Knows how to create a productive environment where people are inspired and can work cross-departmentally in partnership.
- Forward thinking** Has the ambition to be a pioneer in own area, anticipating the future change, needs and challenges. Knows how to innovate within their work context and champions others to be inspired to be part of this ambition.
- Professional pride** Keeps up to date on latest thinking, trends and work practices. Supports team to be thought leaders; willing to challenge if obstacles get in the way.
- Always inclusive** Establishes far reaching partnerships, well beyond own area across a broad range of networks. Understand role to pay due regard to the needs of the whole community.

Key relationships with others





Job title	Associate Professor of Education/ Director of Assessments	Job family and level	Research & Teaching Level 6, Teaching Focus
School/ Department	School of Medicine/ Education Centre	Location	Medical School, Queen's Medical Centre (QMC)

Purpose of role

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Athena
SWAN
Silver Award



Race
Equality
Charter
Bronze Award



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