

**Job Description**

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| Job Title: | **Clinical Education Tutors****Physician Associate Studies****Multiple positions** |
| Faculty/Department: | Hull York Medical School (positions are based at the University of Hull) |
| Reporting to: | Programme Director, MSc in Physician Associate Studies |
| Duration: | Fixed term to end August 2018 in the first instance |
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| FTE: | 20 – 40% FTE |
|  | (2-4 sessions, 0.2-0.4 FTE) |
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**Details Specific to the Post**

**Background and Context**

The Hull York Medical School (HYMS) is one of the UK’s most exciting and modern medical schools, which brings together the strengths of the Universities of Hull and York and our local health services

HYMS operates from both University campuses and within teaching hospitals and medical practices throughout the Yorkshire and Humber region. HYMS’ teaching is distinctive, with problem based learning (PBL) and a high proportion of community & primary care placement experiences. In addition to delivering a top-quality programme of medical training and a growing portfolio of postgraduate programmes, HYMS’ academic and clinical researchers across Hull and York have a strong reputation for the quality and impact of their work. In REF 2014, over 85% of research across HYMS was assessed as world leading or internationally excellent.

In conjunction with Health Education England working across Yorkshire & the Humber, HYMS has developed a new two year Masters (MSc) Programme in Physician Associate (PA) Studies to meet the requirements of the National PA Curriculum and Competency Framework. We aim to recruit from the local biosciences graduate population, train and retain PA’s as valuable members of the healthcare workforce within the region. Our programme is medically led and delivered in collaboration with the Faculty of Health and Social Care at the University of Hull and the NHS. The programme commenced in September 2016.

This is an exciting opportunity to contribute to the ongoing development and delivery of this new programme to ensure that our PA students have an excellent training experience and develop into important future local healthcare professionals.

More information about the programme is available at [www.hyms.ac.uk/physicianassociate](http://www.hyms.ac.uk/physicianassociate).

To discuss this role informally please contact the Dr Andy Brown (Programme Director, MSc in Physician Associate Studies) andrew.brown@hyms.ac.uk.

**Specific Duties and Responsibilities**

The role will have principal but not exclusive duties and responsibilities in five broad areas:

* To support the Programme Director in the effective and efficient design and delivery of the MSc in PA Studies programme.
* To deliver the core teaching and assessment activities required within the programme, including problem based learning sessions.
* To support PA students in their learning and professional development.
* To continually evaluate and quality improve all aspects of the programme
* To support communication, recruitment and engagement activities to promote the MSc in PA Studies programme and the PA role as part of a multi-professional team in the NHS.

More specifically, duties and responsibilities include:

**Programme Management and Delivery**

* Work closely with the Programme Director to ensure the efficient design and effective delivery of the MSc in PA Studies programme to ensure an excellent student experience.
* Contribute to the general management and administration of the MSc in PA Studies programme as required, supported by the Programme Co-ordinator, to include curriculum development, clinical placement planning, teaching, summative and formative assessment and module/programme evaluation.
* Support the training of faculty and clinical placement tutors.
* Liaise with the MB BS team to maximise opportunities for both the MB BS and PA programme and make most efficient use of resources.
* Support MB BS colleagues in the development of new materials and resources to benefit both programmes.
* Contribute to HYMS’ wider community of PBL Tutors, sharing best practice and offering occasional cover for the MB BS team.
* Ensure a comprehensive and effective induction process to assimilate students to the University and NHS ensuring all mandatory University and NHS training is completed and prepare students for the clinical environment.
* Act as a module leader for modules on the MSc in PA Studies programme and ensure all tutors who contribute to modules work effectively as a team to cover the learning outcomes.
* Contribute to the delivery of teaching on the PA programme as an active member of faculty, including, for example, problem-based learning, teaching of communications skills and physical examinations skills, seminars and lectures.
* Provide one-to-one Personal Tutor support to an identified group of PA students.
* Contribute to promotion of the MSc in PA Studies programme, working with the Programme Director and HYMS Marketing and Communications team.
* Contribute to the admissions process and student recruitment including promotion, shortlisting and interviewing.
* Support Clinical Placement Tutors and Educational Supervisors.
* Liaise with clinical placement tutors regarding learning outcomes and appropriate learning opportunities/support during placement to ensure a cohesive student experience.
* Contribute to the development, delivery and management of programme assessment, supported by the Programme Co-ordinator.
* Contribute to any remedial processes that may need to be put in place for students, for example, by arranging additional clinical placement time.
* Take an active role in the Quality/Service Improvement Projects, advising and supporting identified students.

**Curriculum and Quality**

* Disseminate best practice across the PA teaching team and the wider School through staff induction and development activities.
* Contribute to the design and implementation of innovative approaches to module and programme delivery (online and face-to-face), including technology enhanced learning.
* Ensure Virtual Learning Environment content is relevant and up-to-date.
* Work with the Learning Enhancement & Support team to maximise e-learning opportunities and innovation in delivery of learning materials.
* Contribute to the design and standard setting of written and clinical assessment (and help generate new knowledge and performance-based assessment questions).
* Contribute to the planning and delivery of clinical examinations and act as an examiner.
* Design, develop and evaluate a diverse range teaching and resource materials required for the MSc in PA Studies programme to be used in a number of different modes of delivery, including face-to-face and blended learning.
* Develop evaluation strategies to ensure that delivery of PA teaching is appropriately evidence-based, and integrates relevant theory and practice.
* Contribute to student feedback processes and ensure feedback is evaluated and acted upon to ensure continuous quality improvement throughout the programme to ensure consistent and high standards of programme delivery.

**Curriculum Development**

* Contribute to the future growth and development of HYMS, for example by having input to the development of new programmes or new modes and locations of delivery, and reflecting on the continuum of training and education of PA studies.
* Ensure the Programme is abreast of clinical and service developments and reflects the modern NHS.
* Liaise with the wider NHS regarding Programme content to ensure local healthcare needs are recognised.

**Scholarship**

* Engage in subject, professional and pedagogy scholarship as required, to support teaching and training activities and keep up to date with current developments.
* Ensure appropriate professional registration is maintained.
* Ensure annual Development Reviews are completed.
* Commitment to continued improvements in health education practice.

**GENERIC JOB DESCRIPTION**

The job duties and responsibilities listed below are intended to describe the general nature of the role. The duties and responsibilities and the balance between the elements in the role may change or vary over time depending on the specific needs at a specific point in time or due to changing needs in the department. Candidates should note that there may not be an immediate requirement to carry out all the activities listed below.

**Overall Purpose of the Role**

This role will be carried out by individuals with experience in teaching usually by progression from the corresponding band 7 role. Direct appointments to this level may be made where it is clear the staff have appropriate experience.

At this level, role holders’ contribution spans scholarship, teaching, and related administration, though the weight allocated to each of these strands will vary from role to role and from time to time for individual role holders.

The role holder will:

* Design and deliver a broad programme of teaching, including identifying current areas for revision and improvement and contributing to the planning, design and development of objectives and materials.
* Conduct individual and collaborative projects including developing scholarly activity and proposals which will be advancing the state of knowledge in their particular discipline.
* Write individually or contribute to publications and present at conferences or other events.

Role holders at this level will be expected to be establishing a reputation nationally within their academic specialism.

**Main Work Activities**

**Teaching and Learning**

* Design and deliver teaching material across a range of modules or within a subject area using appropriate teaching, learning support and assessment methods.
* Supervise student projects, field trips and, where appropriate placements.
* Identify areas where current provision is in need of revision or improvement.
* Contribute to the planning, design and development of objectives and material
* Set, mark and assess work and examinations and provide feedback to students.

**Scholarly Activity**

* Develop programme related objectives, projects and proposals.
* Conduct individual or collaborative projects for programme development purposes.
* Identify sources of funding and contribute to the process of securing funds.
* Write or contribute to publications or disseminate programme outputs using other appropriate media.
* Make presentations at conferences or exhibit work at other appropriate event.

**Relationships and Team Working**

* Develop and build internal and external contacts which may include
	+ identifying sources of funding
	+ contributing to student recruitment
	+ securing student placements
	+ marketing the institution
	+ facilitating outreach work
	+ generating income
	+ obtaining consultancy projects
* Advise and support colleagues with less experience and advise on personal development.
* May be expected to supervise the work of others, for example, research teams or projects or as PhD supervisor.
* Act as a responsible team member and develop productive working relationships with other members of the team.
* Collaborate with colleagues to identify and respond to students’ needs.
* Act as programme leader/course leader/module leader.

**Additionally the post holder will be required to:**

* Fulfil the employees’ duties described in the University’s health and safety policies and co-operate with the health and safety arrangements in place within the department. May be required to undertake specific health and safety roles on request e.g. Display screen equipment assessor, departmental safety officer, fire warden.
* Show a commitment to diversity, equal opportunities and anti-discriminatory practices. This includes undertaking mandatory equality and diversity training.
* Comply with University regulations, policies and procedures.

Where a candidate cannot demonstrate experience of teaching and /or they do not already hold a Postgraduate Certificate in HE, they will be required to undertake a Postgraduate Certificate in HE. Proven experience of teaching would include sufficient breadth or depth of specialist knowledge in the discipline and of teaching methods and techniques. If the successful candidates cannot demonstrate experience or do not hold a Postgraduate Certificate, HYMS will require that they undertake the HYMS Health Professions Education programme to a minimum of certificate level, supported by a discounted fee arrangement. (Candidates uncertain about these requirements are encouraged to discuss them with the Programme Director).

**PERSON SPECIFICATION**

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| **Specification** | **Essential** | **Desirable** | **Examples Measured by** |
|  **Education and Training**Formal qualifications and relevant training | Evidence of:* A clinician with an appropriate degree, professional qualifications and training
* A Physician Associate/Assistant will be a member of the UK PA Managed Voluntary Register (PA MVR)
 | Evidence of:* PhD or MSc in a healthcare related discipline
* Postgraduate certificate in medical/clinical education or firm intention to undertake this qualification within 2 years of starting the post.
* Associate Fellowship of the HEA or equivalent.
 |  ApplicationInterviewOther |
| **Work Experience**Ability to undertake duties of the post | Evidence of:* Demonstrable enthusiasm and commitment to teaching, learning and student assessment
* Extensive research, teaching or clinical experience and scholarship within subject specialism
 | Evidence of * Excellence in teaching from peer review, from student assessment/feedback, from examination results, from external examiner reports and from teaching awards
* Evidence of reputation nationally and emerging internationally for professional practice, scholarship and pedagogic development, reflected in substantial output, level of innovation and impact on the education and development of the discipline and profession
* Experience in teaching healthcare students undergraduates (e.g. medical, nursing) using problem based learning
* Teaching experience with undergraduate medical students
* Has undertaken a leadership role in a relevant area
 |  ApplicationInterviewOther |
| **Skills and Knowledge**Includes abilities and intellect | **Evidence of:*** Knowledge and understanding of undergraduate and postgraduate in clinical healthcare education
* An ability to develop new courses and actively contribute assessment examinations
* An ability to communicate complex conceptual ideas to widely divergent audiences.
* Effective management of resources e.g. financial, equipment etc
* Knowledge of contemporary teaching methods, small group teaching and critical appraisal
* Computer literate skills
 |  |  ApplicationInterviewOther |
| **Personal Qualities**Includes any specific physical requirements of the post – (subject to the provisions of the Equality Act 2010) | **Evidence of:*** Working in an open and transparent way, providing information and communicating effectively with colleagues
* Collaborative working, particularly on interdisciplinary activities
* A commitment to Continuous Professional Development
* An enthusiastic approach to all aspects of teaching, evidenced for example by some prior training in teaching methods at university level and/or by student feedback, or by a willingness to undertake appropriate training
* A high level of interpersonal and communication skills, including writing and presentational skills
* Excellent team working skills
* The ability to work effectively, responsibly and independently, and to work under pressure
* Good organisational abilities, including the ability to manage time effectively and prioritise tasks
* Adaptable to situations, can handle people of all capabilities and attitudes
 | **Evidence of:*** A positive contribution to University activities and initiatives including open days, graduation ceremonies etc. and willingness to undertake administrative activities
 |  ApplicationInterviewOther |