

Academic Role Profile

Job Title:	Lecturer (B) in Medical Education (Research and Teaching Track)
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Responsible to:	Head of Department or Faculty
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Responsible for:	Research staff employed on programmes and awards directed by the post holder. May have supervisory responsibility for other staff.
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Job Summary and Purpose
To develop a personal research portfolio in line with the Faculty's research strategy, to teach at undergraduate and postgraduate level, and to participate in Faculty administration.

Main Responsibilities/Activities
<p>To support the research activities of the Faculty by:</p> <p>Developing the research activities of the Faculty by sustaining a personal research plan independently and/or in collaboration with others as part of a larger research team.</p> <p>Managing and undertaking research activities in accordance with a specific project plan, and supervising and guiding the work of staff and research students on own specialist area.</p> <p>Developing innovative research proposals (as a self-contained item or as part of a broader programme), identifying sources of funding, submitting funding bids, and gaining positive reviews for these. Planning the research to be undertaken.</p> <p>Publishing original research in appropriate journals or other media, as appropriate.</p> <p>Attending appropriate conferences for the purpose of disseminating research results or for personal development.</p> <p>Sustaining and developing professional expertise and maintaining the requirements for registration with the appropriate body (<i>for academics with clinical links only</i>).</p> <p>To support the teaching objectives of the Faculty by:</p> <p>Developing new teaching methods and designing programme units, and taking responsibility for the quality of programme units.</p> <p>Planning, delivering and critically reviewing a range of teaching and assessment activities including lectures.</p> <p>Training and supervising of students (including research students) and acting as a tutor for industrial/professional training year students, according to own area of subject specialism.</p> <p>Setting/marking programme work, practical sessions, supervisions, fieldwork and examinations according to own area of subject specialism, and providing appropriate feedback to students.</p> <p>Taking part in activities such as validating and examining in relation to the University's associated institutions.</p>

Academic Role Profile

To undertake pastoral care of students

Using listening, interpersonal and pastoral care skills to deal with sensitive issues concerning students and provide support. Appreciating the needs of individual students and their circumstances. Acting as personal tutor and giving first line support. Referring students as appropriate to services providing further help.

To engage in scholarship by:

Continually updating knowledge and understanding in the field or specialism. Extending, transforming and applying knowledge acquired from scholarship to teaching, research and appropriate external activities.

To contribute to the efficient management and administration of the Faculty by:

Performing such personal administrative duties throughout the Faculty as are recognised by the University as properly within the remit of the work of academic staff, as allocated by the Head of Faculty. Such duties may include Faculty co-ordinating roles, for example, running the process of admissions, examinations or teaching quality assessment.

Advising, supervising and giving guidance to other staff

Person Specification

The post holder must have:

An honours degree or an appropriate and equivalent professional qualification in a relevant subject

Normally a doctoral degree

Normally former experience of working as a lecturer

Evidence of administrative and organisational skills

Evidence of current research/scholarship at post-doctoral level or equivalent

Relationships and Contacts

The post holder will be a member of such Faculty Committees as may be relevant to their administrative duties, for example Faculty Board of Studies and Examination Board. New appointees will be assigned a senior colleague to guide their development and aid their integration into the Faculty and university. Research priorities will be agreed within the strategic framework of the research theme of which they are a member. Teaching and administrative duties will be allocated by the Head of Faculty, within the context of the teaching programmes agreed by the Faculty Learning and Teaching Committee or similar body.

Special Requirements

Academic Role Profile

To be able to participate in residential field work, in the UK or overseas, according to own area of subject specialism.

The post holder is expected to work outside normal office hours as necessary.

All staff are expected to:

- Positively support equality of opportunity and equity of treatment to colleagues and students in accordance with the University of Surrey Equal Opportunities policy.
- Help maintain a safe working environment by:
 - Attending training in Health and Safety requirements as necessary, both on appointment and as changes in duties and techniques demand
 - Following local codes of safe working practices and the University of Surrey Health and Safety Policy
- Undertake such other duties within the scope of the post as may be requested by your Manager.

Academic Role Profile

Addendum

This document provides additional information relating to both specific aspects of the post/Faculty and any post specific person specification criteria. The information contained within this document should always be read in conjunction with the accompanying generic Job Purpose.

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Background Information/Relationships

This position focuses on the teaching and learning of our graduate entry students over the four-year program at the School of Medicine, University of Surrey. Including biomedical science, physiology, clinical medicine, communication skills and clinical specialty and skills teaching as per expertise.

The post-holder will particularly support Surrey medical students in large and small group teaching, including team and case-based learning, as well as support the delivery of student selected units.

In addition, we would expect the post holder to contribute to our admissions process, to standard setting, writing knowledge tests and OSCEs, and to support OSCE examining.

This post requires close working relationships with academic teaching staff, professional development group tutors, year leads, theme leads, community and primary care teams, NHS education providers, clinical educators, and administrative staff.

Overall responsibility is to the Dean of the Medical School.

Person Specification

This section describes the sum total of knowledge, experience & competence required by the post holder that is necessary for standard acceptable performance in carrying out this role. This is in addition to the criteria contained within the accompanying generic Job Purpose.

Qualifications and Professional Membership	Essential/Desirable
Full registration with the GMC	Essential
A higher professional qualification, normally a doctoral degree or equivalent	Essential
Fellowship of the Higher Education Academy or Academy of Medical Educators	Desirable

Academic Role Profile

Technical Competencies (Experience and Knowledge) This section contains the level of competency required to carry out the role (please refer to the competency framework for clarification where needed and the Job Families Booklet).	Essential/ Desirable	Level 1-3
Significant academic publication record.	E	3
Evidence of leadership in medical learning and teaching in an academic environment with deep knowledge of medical education principles and practice.	E	3
Experience of course accreditation and quality assurance processes in a medical education field.	E	3
Experience of student support systems for medical students	E	3
Knowledge of the professional requirements of the GMC, with expert knowledge in matters relating to health, disability and fitness to practice	E	3
Evidence of high quality teaching and extensive experience of curriculum development.	E	3
Excellent verbal and written communication, inter-personal and networking skills, and evidence of ability to build effective working relationships at all levels.	E	3
Evidence of scholarly contributions to conferences, professional meetings and societies at a national or International level.	E	3
Effective decision-making skills including the ability to Make and convey difficult decision.	E	3
The ability to influence, persuade and negotiate effectively.	E	3
The ability to use tact, diplomacy and empathy effectively.	E	3
Experience of financial planning and resource allocation.	D	n/a
<p>Key Responsibilities</p> <p>This document is not designed to be a list of all tasks undertaken but an outline record of any faculty/post specific responsibilities. This should be read in conjunction with those contained within the accompanying generic Job Purpose.</p>		

Academic Role Profile

1. To deliver high quality teaching in biosciences, physiology and clinical medicine.
2. To contribute to clinical skills and communication skills teaching.
3. To contribute to simulation-based teaching and learning.
4. To deliver focused teaching to Surrey medical students using team-based learning methods.
5. To support the delivery of student selected units.
6. To champion innovative teaching and learning methods.
7. Ensure teaching is inclusive and supports interprofessional learning wherever possible.
8. Ensure that University of Surrey medical students are trained to the highest standards.
9. Support the year leads and the Lead for Assessment in the planning and delivery of knowledge tests and clinical examinations in keeping with the requirements of Outcomes for Graduates and the Medical Licensing Assessment content map.
10. Contribute to the admissions process as an MMI assessor.
11. Support the year leads and course directors in quality assurance processes to support the delivery of the BMBS curriculum.

N.B. The above list is not exhaustive.

Equality and diversity

To perform the duties in a manner which supports and promotes the Surrey Medical School commitment to equality and diversity.

Appraisal

To participate in annual appraisal within the medical school.

Obligations

In the course of his/her duties the postholder will acquire knowledge of many confidential matters; the constant exercise of discretion and tact and the maintenance of confidentiality are therefore crucial.

General

The above list is not intended to be exhaustive. The postholder may be required to cover other necessary duties appropriate to his/her level and skills. You must handle personal and other electronic and manual data in accordance GDPR and relevant university policies. Data will be stored and handled confidentially and securely, utilised for only agreed purposes and be subject to the access rights of individuals.