

Post Details		Last Updated: 01/06/2016	
Faculty/Administrative/Service Department:	Lecturer A Physician Associate PGDip		
Job Title:	Lecturer (A) (Teaching Track)		
Job Family & Job Level	Research and Teaching	Level 4	
Responsible to:	Head of Department or Faculty		
Responsible for:	Not applicable		
Job Summary and Purpose To have significant input to the teaching at undergraduate and postgraduate level. To participate in appropriate level of Faculty/Department management and administration. Duties may be carried out with the guidance of a mentor, if required.			
Main Responsibilities and Activities			
Teaching delivery and development: Assist in developing teaching methods, materials and technologies to enhance the student learning experience. Assist in curriculum and course innovation and the design of programmes, sharing and contributing to responsibility for the quality of the delivery of these programmes. Plan, deliver and critically review a range of teaching and assessment activities including lectures. Assist in the development of innovative and relevant teaching, learning and assessment techniques. Act as tutor for industrial/ professional training year students and students in professional practice in subject specialism. Set and mark programme work, practical sessions, supervisions, fieldwork and examinations in subject specialism and provide timely and appropriate feedback. Continually update subject knowledge and understanding and apply advances to programme development. Maintain and develop professional expertise and registration requirements with appropriate professional body under the guidance of a senior colleague where appropriate.			
Student pastoral care Develop and use pastoral care skills to support the academic development of students and ensure a good student experience. Act as personal tutor and give first line support before referring students on to appropriate services.			
Management and administration Take on specific roles such as Library Representative or Year Tutor which contribute to the efficient management and administration of the Faculty/Department. Grow personal involvement with academic, professional or clinical networks in the discipline.			

Person Specification

Post holder must possess an honours degree or appropriate equivalent professional qualification or be working towards a higher degree or equivalent higher professional qualification as appropriate. Post holder to demonstrate:

- Evidence of teaching and presentational skills or the potential to acquire these.
- Evidence of administrative/organisational skills or the potential to acquire these.
- Evidence of familiarity with current developments in the relevant discipline or profession.

A Teaching Qualification e.g. Postgraduate Certificate in Learning and Teaching in HE or equivalent is desirable, if such a qualification has not been attained the candidate will be expected to complete the University Graduate Certificate by the end of their first year of employment with the University.

Relationships and Contacts

Participate in Faculty committees relevant to teaching, learning and administrative duties, e.g. Faculty Board of Studies and Examination Board. Teaching and administrative duties will be allocated by the Head of Faculty/Department, within the context of the programmes agreed by the Faculty Learning and Teaching Committee or similar body.

Special Requirements

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

The post holder will be expected to contribute to programme development, refreshing and assessment activities throughout the academic year, including times when students are not on campus.

If it is agreed by the line manager that the post holder will be carrying out research, time will be identified to enable this to take place and appraisal targets will be set accordingly.

All Staff are expected to:

Positively support equality of opportunity and equity of treatment to colleagues and students in accordance with the University's Equal Opportunities Policy.

Undertake such other duties within the scope of the post as may be requested by your Manager.

Help maintain a safe working environment:

- Attend required Health and Safety training as part of probation and induction and as duties and techniques change.
- Follow local codes of safe working practices and University Health and Safety Policy

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.

Job Title:

Lecturer B - Physician Associate Programme

Background Information/Relationships

Faculty: FHMS

Summary of the role:

The post is for a Lecturer to contribute to the development and delivery of a Post Graduate Diploma in Physician Associate (PA) studies. A PA is a healthcare professional who, while not a doctor, works to the medical model with the attitudes, skills and knowledge base to deliver holistic care and treatment within the general medical and/ or general practice team under defined levels of supervision. This is a teaching intensive role that requires excellent knowledge of healthcare and the role of the Physician Associate. It includes developing and delivering the PA programme with other team teachers, while developing a successful relationship with NHS partners.

They will work closely with DoS according to own areas of responsibility. They will engage in research activities as required in line with the School's research strategy. They will ensure that all professional requirements are met during the programme.

Responsible for:

The day to day operational management and cohesiveness of the student experience throughout the programme, including the practice flow. They will teach across modules within the programmes, contributing to the PA studies and curricula content development according to own speciality, ensuring an excellent student experience within taught sessions and supporting the practice component of the programme.

This postholder will be expected to share their experience in medical, nursing, physician associate, or other health care profession and will be expected to keep their clinical skills up to date.

Department: FHMS

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.

	Essential/ Desirable
Primary Nursing Qualification, Primary Medical Qualification, OR PG Diploma Physician Associate	E
Current full registration with the General Medical Council, the Nursing and Midwifery Council, or on the Managed Voluntary Register for Physician Associates in the UK.	E

Educational degree (eg PG Certificate in Higher Education or equivalent) – will be obligatory to complete the PG Cert in Learning and Teaching in Higher Education offered by the University of Surrey in the probationary year.	E
Fellowship of HEA or Academy of Medical Educators	D
Knowledge and understanding of NHS policies, and interface between higher education and the NHS	D
Commitment to the development of Physician Associates as a new profession in the UK setting	E
<i>In addition at Teaching Fellow B level</i>	
A Registered teaching qualification	E
Evidence of innovation in learning and teaching	E
Key Responsibilities This document is not designed to be a list of all tasks undertaken but an outline record of any faculty/post specific responsibilities (5 to 8 maximum). This should be read in conjunction with those contained within the accompanying generic Job Purpose.	
1. Work as part of the team that designs, delivers, manages and quality assures the PG Dip in PA Studies, developing and producing learning materials;	
2. Lead one or more modules on the PG Dip in PA Studies – taking responsibility for its delivery, management and assessment;	
3. To work with module leaders to deliver high quality teaching as measured through the National Student Survey and module evaluation processes;	
4. Monitor work and attendance of students as directed;	
5. Take part in accreditation and quality control processes;	
6. Respond to external examiners in consultation with the Chair of the Board of Studies, and Director of Learning and Teaching, and Associate Dean for Medicine;	
7. Collaborate with practice, service users and user groups in all matters that affect the programme;	
8. 8. Meet the special needs of individual students in collaboration with the Additional Support Co-ordinator (ALS)	
N.B. The above list is not exhaustive.	