

Job Description

Job Title:	Clinical Education Tutor
Faculty/Department:	Hull York Medical School
Reporting to:	Director of PBL
Duration:	Open
Job Family:	Medical
CRB Disclosure requirement:	YES
Vacancy Reference:	

Details Specific to the Post

Background and Context

The Hull York Medical School (HYMS) is a Medical School that brings together the strengths of the universities of Hull and York in the life, clinical, health and social sciences in partnership with the NHS. Staff working within HYMS hold contracts with either the University of York or the University of Hull, or the NHS.

HYMS has developed a strong reputation in Medical Education, both nationally and internationally. The HYMS problem based learning model of 'guided discovery' allows students to develop their learning skills in a lively and interactive learning environment supported by clinically active Clinical Educational Facilitators. The Educational Facilitators report to the Director for Problem Based Learning.

Specific Duties and Responsibilities of the post

The post holder will be responsible for the delivery of Problem Based Learning and the teaching of communications skills and physical examinations skills to Phase One students. In addition to teaching the post holder will be responsible for providing associated academic and pastoral support to the students.

The post holder will also be expected to support other activities with the School, including assessment and admissions processes.

The post holder will be based in either Hull or York and will regularly liaise with colleagues based at the opposite site.

To discuss this role informally please contact Marie Cohen (Interim Director of PBL) via email (marie.cohen@hyms.ac.uk).

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.

Main Work Activities

- Prepare for and to facilitate problem based learning sessions
- Prepare for and to teach integrated clinical method (clinical communication skills and basic physical examination techniques)
- Work within the HYMS structure and pedagogy to deliver the designated course material
- Attend briefing sessions prior to each teaching session
- Attend and contribute to tutor training sessions and Action Learning Sets
- Provide formative feedback to the PBL group and clinical skills group as a whole and to individual students within the groups throughout the academic year
- Provide summative feedback to students where indicated; for example, marking and giving feedback on reflective essays.
- Undertake the role of pastoral and academic personal tutor to students within the PBL group
- Contribute to the admissions procedure
- Contribute to examinations and assessments
- Contribute to other teaching activities within HYMS
- Contribute to quality assurance mechanisms within HYMS
- Participate in the processes of peer observation and appraisal
- Maintain an appropriate level of Continuing Professional Development, including attending staff development sessions

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 does not already hold a Postgraduate Certificate in HE, they will be required to undertake a Postgraduate Certificate in HE if appointed, to start within 2 years of commencement of the post.

PERSON SPECIFICATION - Clinical Educational Facilitators (PBL/Clinical Skills Tutors)

Specification	Essential	Desirable	Examples Measured by
<p>Education and Training</p> <p>Formal qualifications and relevant training</p>	<p>Medically qualified</p> <p>Registered with the GMC</p> <p>Postgraduate certificate in medical/clinical education or firm intention to complete the HYMS PGCHPE within 2 years of starting the post.</p>		<p>Application</p> <p>Interview</p> <p>Other</p>
<p>Work Experience</p> <p>Ability to undertake duties of the post</p>	<p>At appointment, four years post full registration working in a relevant clinical setting (primary or acute). Role ends at the end of the same academic year that clinical practice ceases.</p>	<p>Experience in teaching medical undergraduates using problem based learning</p> <p>Teaching experience with undergraduate medical students</p> <p>Has undertaken a leadership role in a relevant area</p>	<p>Application</p> <p>Interview</p> <p>Other</p>
<p>Skills and Knowledge</p> <p>Includes abilities and intellect</p>	<p>Knowledge of contemporary teaching methods, small group teaching and critical appraisal</p> <p>Good communication skills</p>		<p>Application</p> <p>Interview</p> <p>Other</p>

	<p>Effective interpersonal and influencing skills</p> <p>Sensible negotiator with practical expectation of what can be achieved.</p> <p>Computer literate</p> <p>Good team working skills</p>		
<p>Personal Qualities</p> <p>Includes any specific physical requirements of the post – (subject to the provisions of the Equality Act 2010)</p>	<p>Adaptable to situations, can handle people of all capabilities and attitudes</p> <p>Able to prioritise work and work effectively with ambiguity and uncertainty</p> <p>Approachable</p> <p>Self motivated</p> <p>Strong commitment to HYMS' pedagogical philosophy and practice</p> <p>Highly organised</p>		<p>Application</p> <p>Interview</p> <p>Other</p>