Job Title: Director of Clinical Skills (part-time)

School/Department: School of Medicine, Education Centre

Job Family and Level: Clinical Academic, Clinical Associate Professor (Teaching & Learning)

Contract Status: Permanent

Hours of Work: Part time (24 hours per week)

Location: B Floor, Education Centre, QMC and clinical skills facilities in the Medical School in Derby and in Nottingham

Reporting to: Dean of Medical Education

Purpose of the New Role:

Nottingham Medical School is seeking a new Director of Clinical Skills to lead on all aspects of clinical skills and simulation teaching throughout the medical course curriculum. The Director will be responsible for the programme of clinical skills teaching in the early years of the A100 course, based in Nottingham. They will be required to liaise with the Director of Clinical Skills for the A101 course in Derby to ensure standardisation across both curricula and enable both sites to undertake single end of year examinations.

The Director will be responsible for all workplace based assessments undertaken by medical students and will be involved in a major curriculum revision for the A300 course planned for implementation in 2020. The Director will work closely with the manager of the Clinical Skills Centre in Nottingham and with the Director of Clinical Skills for Health Care Sciences who share the Clinical Skills space.

The post holder will also work with colleagues in the Assessment Unit to develop and pilot new clinical skills exam stations that can be used both formatively and summatively during examinations and with the development of improved feedback systems to students, enhancing the student experience.

Whilst no clinical component is offered with this role, it is a requirement that the role holder has a regular clinical commitment to enable revalidation with the GMC. It is envisaged that following negotiations between the University and the role holder’s clinical employer, the successful applicant will be employed on a single University contract in line with Follett principles. This should not deter General Practitioners from applying for whom another model in place may be more suitable.

Reporting to the Dean of Medical Education (Professor Gill Doody), the Director of Clinical Skills is a member of the Education Centre Executive Group and works closely with the Director of Teaching, School of Life Sciences (Professor Michael Randall), Director of the BMedSci Course (Dr Billy Dunn), Director of the Clinical Course (Dr Lucy Ambrose), Director of Examinations and Assessments (Dr Gill Pinner), Director of e-learning (Dr James Ellison) and the Director of Clinical Skills at the Royal Derby Hospital Campus (Dr John Frain).
Main Responsibilities

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<tr>
<th>1. Clinical Skills and Simulation in the Curriculum</th>
<th>% time per year</th>
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<tr>
<td>Strategic responsibilities</td>
<td>30%</td>
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<td>The role holder will have strategic responsibility for the development of clinical skills in medical students across the A100, A101 and A300 courses. They will be responsible for determining the learning outcomes in the Nottingham Medical Course in respect to the acquisition of clinical communication and examination skills and procedural skills. As such, they will work closely with the Curriculum Committee, the Director of the Clinical Course, relevant clinical phase and attachment leads and Local Education providers. They will have a pivotal role in the development of our new A300 curriculum which is due to go live in 2020.</td>
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<tr>
<td>Operational responsibilities</td>
<td>30%</td>
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<td>The role holder will have operational responsibility for the delivery of early years clinical skills development in the clinical skills centre at Queens Medical Centre.</td>
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<td>The role holder will be responsible for all workplace based clinical skills assessments (WPBA) in the A100, A101 and A300 courses. They will develop and maintain an online video resource for all students demonstrating correct techniques for all WPBA.</td>
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<td>The role holder will be responsible for the year one and year two formative and summative clinical skills assessments in the A100 course and will work closely with the Director for Formative Assessments and Remediation and the Assessment Unit in this regard.</td>
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| 2. Clinical OSCE assessments in A300 | 30% |
| The role holder will work closely with the Assessment Unit in the Medical Education Centre (Director of Assessment, 2 Medical Education Fellows and a psychometrician) to ensure that clinical OSCEs are fair, reliable and valid. They will be involved in designing, piloting and examining stations relating to WPBA. |

| 3. Remediation | 10% |
| The role holder will work with the Director of Formative Assessments and Remediation to ensure that appropriate remediation is offered to students who fail clinical summative assessments. |
| Complaint/Appeal investigation |
| The post holder may be asked by the Dean to investigate appeals from students relating to clinical skills assessments. This may necessitate attendance at formal University hearings to represent the School. |

| 4. Policies / Procedures and Reports | 10% |
| The Director of Clinical Skills is responsible for ensuring that all clinical skills related policies and procedures meet requirements of the GMC and University of Nottingham. They will review all such policies annually. |
| There is a requirement to attend inspections by regulatory bodies for example the GMC and HEE-EM, and to prepare reports for Athena Swan returns, HEE quality reports and the School of Medicine Education Board. |

| 5. Committee work | 10% |
| Teaching Executive Committee (weekly) |
| Rapid decision making committee attended by all Directors of the Medical course and chaired by the Dean of Medical Education. |
| The post holder will be an ex-officio member of the following operational and strategic committees: |
| Learning Community Forum (quarterly) – for students to provide input to all aspects of the medical course |
| Curriculum Committee (quarterly) – strategic committee to oversee the content of the medical course curriculum |
| BMedSci Committee (biennial) – operational group to oversee the award of the BMedSci degree |
Clinical Year Group Core Management Meetings (each is quarterly) – operational meetings concerning the day to day management of each of the three clinical years.
UG Medicine Assessments Group (quarterly) - strategic committee relating to all aspects of assessment in the medical course.

6. Strategic Direction and Line Management
Together with the Director of the Clinical Course, the post holder will be responsible for the production and annual review of the clinical skills and simulation strategy for the School.
An annual report is required for the Medical School Board once per year.
The role holder will line manage any medical education fellows employed to work in the clinical skills area.

7. The role holder will be expected to undertake any other reasonable activities as requested by the Dean of Medical Education e.g. attendance at University open days, away days and team building activities.

Knowledge, Skills, Qualifications & Experience

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<tr>
<th>Qualifications/Education</th>
<th>Essential</th>
<th>Desirable</th>
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<tr>
<td>MB BS, or equivalent Membership or Fellowship of a Royal College Eligible for the GMC Specialist Register/General Practitioner Register or within six months of gaining CCT at time of interview. Full GMC Registration with a licence to practice Eligible to reside &amp; work in the UK</td>
<td>MD/PhD completed or in progress or MSc in Medical Education or MPhil in Medical Education completed or in progress or Fellow of the Higher Education Academy or PGCHE completed or in progress</td>
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Skills/Training

Experience
Previous experience in UG medical education. Previous experience of teaching clinical skills and/or simulation to medical students. Previous experience in medical student assessment. Experience of responding to UG student appeals and complaints. Experience of development of curricula in UG medicine. | Acted as a personal tutor for medical students. Experience in management of workplace based assessments. Experience of standard setting medical examinations. |

Personal Attributes
Ambitious, enthusiastic, responsible, flexible.
| Ability to work both independently and in a team.  
Highly motivated.  
Accurate and attentive to detail.  
Ability to work to tight deadlines.  
Collaborative working and ability to lead a team.  
Conscientious.  
Able to manage uncertainty effectively. |
|-----------------------------------------------|
| **Statutory/Legal**  
Satisfactory enhanced disclosure from the Disclosure and Barring Service as assessment work may involve working with vulnerable adults and children. |
| **Other**  
Good background knowledge of medical education in the UK and of the recent and current issues which are influencing its direction  
Knowledge of University & NHS structures for managing quality in teaching and line-management of staff.  
Willingness to adopt the Ethos and Principles of the School of Medicine. |

**Additional Information**  
The Dean of Medical Education will meet monthly with the post-holder.

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The University of Nottingham strongly endorses Athena SWAN principles, with commitment from all levels of the organisation in furthering women’s careers. It is our mission to ensure equal opportunity, best working practices and fair policies for all.

The School of Medicine holds a Silver Athena SWAN in recognition of our achievements in promoting and advancing the representation of women in science, technology, engineering, medicine and mathematics (STEMM). Please see [http://www.nottingham.ac.uk/medicine/about/athena-swan.aspx](http://www.nottingham.ac.uk/medicine/about/athena-swan.aspx)
Appendix 1
The University of Nottingham
Described by the Times Good University Guide 2017 as “the nearest Britain has to a truly global university” The University of Nottingham has award-winning campuses in the UK, China and Malaysia and hosts a global academic community in all three countries. The University has an institution-wide commitment to embedding an international dimension across all of our activities enabling us to produce graduates who are empowered to excel in a challenging global environment and deliver genuinely world-changing research.

Our reputation for world-class research has yielded major scientific breakthroughs such as Nobel-winning MRI techniques, drug discovery, food technologies and engineering solutions for future economic, social and cultural progress.

Already ranked among the UK’s elite universities and global polls for research excellence, our reputation for world-class research has been further enhanced with the 2014 results of the Research Excellence Framework (REF).

In addition to scoring highly in quality rankings covering major disciplines in science, engineering, the social sciences, medicine, business and the arts, it is Nottingham’s research power rankings which demonstrate the impressive volume of excellent research which is carried out. We are now ranked 8th in the UK on a measure of ‘research power’ which takes into account both the quality of research and the number of research-active staff who made REF returns, confirming Nottingham’s place in the top tier of the world’s elite higher education institutions.

The main University campus is set beside a lake, in an extensive belt of woodland, parks and playing fields. The 330 acre University Park Campus is the focus of life for more than 32,000 students and houses the majority of the University’s academic schools and many of the central Services. The Jubilee campus is situated 2 miles away from the University Park, and provides extra capacity. The University Medical School is situated next to the University Park. Together with the University Hospital, it forms the Queen’s Medical Centre (QMC).

University of Nottingham Medical School
Nottingham has a strong reputation for both clinical medicine and teaching. As one of the most popular medical schools in the country, it is able to select excellent students and produce and attract good junior doctors.

The School of Medicine comprises the Divisions of Cancer and Stem Cell Sciences, Child Health, Obstetrics and Gynaecology; Clinical Neuroscience; Epidemiology and Public Health; Primary Care; Psychiatry and Applied Psychology; Rehabilitation and Ageing; Medical Sciences and Graduate Entry Medicine; Respiratory Medicine; Rheumatology, Orthopaedics and Dermatology and the Nottingham Digestive Diseases Centre. The School also hosts the Education Centre, the Centre for Interprofessional Education and Learning, the Clinical Research Facility, the Clinical Skills Centre, NIHR Design Service East Midlands, Nottingham Clinical Trials Unit, PRIMIS and Medical Imaging Unit.

The School of Medicine brings together in one School staff undertaking research for the benefit of the health of patients. It includes all primary care and hospital-based medical and surgical disciplines, principally in the Queen’s Medical Centre and City Hospital Nottingham Campuses, Royal Derby Hospitals NHS Foundation Trust and also at the University’s main campus and at the King’s Meadow and Jubilee Campuses. Most of our School’s Senior Researchers and Teachers are also clinicians who dedicate 50% of their time to patient care within the Nottingham University Hospitals NHS Trust & Royal Derby Hospitals NHS Trust. This close juxtaposition brings cutting-edge clinical care to our patients and clinical relevance to our research and teaching. We are closely integrated with our full time NHS clinical colleagues, many of whom are themselves leaders in research and teaching and who work closely with the University and this increases the mutual benefit from integration between the University and NHS.

Mission:
Our mission is to improve human health and quality of life locally, nationally and internationally through outstanding education, research and patient care.
Priorities:

1. **Teaching and learning**, particularly training tomorrow’s doctors and teaching specialised postgraduates
2. **Research and research training**: We will perform and support the highest quality “big” research which impacts on human health and disease
3. **Partnership with the NHS** and other healthcare providers
4. **Visibility and profile of the School of Medicine**: We will do what we do better, and we will tell others about it

Ethos and principles:

1. **Having people and patients at the heart of all we do**: our teaching and learning, our research and our patient care
2. **Contribution within the School of Medicine and to society** beyond our immediate roles; helpfulness and service
3. **Openness and fairness**, with particular emphasis on communication (both internal and external) and on equality and diversity among students and staff
4. **Personal and group responsibility** for all aspects of our work, within a culture of opportunity and reward

Our research spans 11 major themes, ranging from cancer to vascular medicine. We work closely with industry and the NHS. Our world-leading research ranges from basic and translational science through to clinical trials, epidemiology, and health services research. Our clear theme is improving human health, underpinning a vibrant postgraduate research training programme leading to PhD or DM. Many of our academics are clinicians, using their expertise to provide cutting edge specialised treatment to NHS patients; reflecting our ethos that patients are at the heart of all we do.

The partnership between University of Nottingham and Nottingham University Hospitals NHS Trust was recently awarded by NIHR, a transformational £23.6 million to expand their pioneering work into new treatments and diagnostics for a wide range of health problems, establishing a new Biomedical Research Centre (BRC), which will incorporate two existing smaller Biomedical Research Units in the city. The Nottingham BRC will be the leading UK hub in five key areas of health research:

- Deafness and hearing loss
- Gastrointestinal and liver disease
- Respiratory medicine
- Musculoskeletal disease
- Mental health technology

At the core of the Biomedical Research Centre will be Nottingham’s world-leading expertise in magnetic resonance imaging (MRI). It means the latest medical imaging research and technology pioneered here can be translated into real benefits for patients in all five of the BRC’s research areas.

In the 2014 Research Excellence Framework the four Units of Assessment included in the School of Medicine were among the six most improved in the whole University since RAE 2008: Over 80% of our research in 2014 was graded as world-leading or internationally excellent. Our research spans 11 major themes and ranges from basic and translational science through to clinical trials, epidemiology, and health services research. We work closely with industry and the NHS. Our research is underpinned by a strong postgraduate research training programme leading to PhD or DM. Our major research themes are in Cancer and Stem Cells; Child Health, Obstetrics & Gynaecology; Clinical Neurosciences; Dermatology; Digestive Diseases; Epidemiology and Public Health; Mental Health; Musculoskeletal physiology and disease; Primary Care; Rehabilitation and Ageing; Respiratory Medicine; and Renal Medicine.

The School of Medicine trains tomorrow’s doctors on a vibrant undergraduate medical course with a unique intercalated BMedSci, as well in a specialised graduate-entry programme built around clinical problem solving. We teach medicine and related disciplines at both
undergraduate and postgraduate level. We have a dedicated clinical academic training programme and are committed to training PhD and doctoral research students and to supporting postdoctoral clinicians and scientists in their research.

Professor Tony Avery is Dean of the School of Medicine.

For further information, please see our website http://www.nottingham.ac.uk/medicine

**Nottingham**

Central within the East Midlands, Nottingham is a vibrant and prosperous city with something to offer everyone. It is one of the UK’s leading retail centres and has a huge variety of restaurants, bars and nightclubs which attract people from all over the UK. Culturally, it has good theatres, an arena which attracts both national and international performers and a range of historical interests relating to subjects such as the lace industry, Lord Byron and DH Lawrence. Nottingham is also known for sport, being the home of Trent Bridge Cricket Ground, Nottingham Forest and Notts County Football Clubs, the National Water Sports Centre and the Nottingham Tennis Centre. There is a good network of roads with easy access to the M1 and the A1, a fast frequent rail service to London and other major cities. Nottingham East Midlands Airport is only eighteen miles away.

The city is set within a county of outstanding natural beauty which includes Sherwood Forest, Wollaton Park, lively market towns and wonderful historic buildings. Housing is relatively inexpensive and, in addition to the two Universities, there are excellent schools and colleges available.

**To find out more about Nottingham, use the following links:**

Nottingham County Council – Tourism http://www.experiencenottinghamshire.com/

University of Nottingham http://www.nottingham.ac.uk

Zoopla (Guide to local properties) http://www.zoopla.co.uk/

**My Nottingham** (information on schools, term dates, school transport etc.) http://www.nottinghamcity.gov.uk/index.aspx?articleid=8524