



<b>Job title</b>	Community Sub-Dean (Primary Care)	<b>Job family and level</b>	Clinical Academic, Clinical Consultant – old contract (GP) - Teaching Focus
<b>School/ Department</b>	School of Medicine - Lifespan & Population Health	<b>Location</b>	Medical School, Queens Medical Centre

## Purpose of role

The role of Community Sub-Dean will be involved in supporting, maintaining and building capacity for the network of practices that deliver clinical placements across Primary Care course of the BMBS.

You will work closely with General Practitioners (GPs) across Nottinghamshire and/or Derbyshire ensuring that GP practices deliver the curriculum objectives and conform to university quality standards. You will take strategic and operational responsibility for one of the themed areas for quality of clinical placements in Primary Care, notably tutor training, student feedback, placement capacity or quality assurance.

You will also contribute to the training of clinical educators based in primary care by planning and organising tutor training events for GP tutors. Quality assurance activities will include practice visits, assimilation of feedback and alignment with existing quality assurance process within the Primary Care Education Unit, University of Nottingham.

**Whilst this is a University academic appointment at 0.2 FTE (7.7 hours per week), it is a requirement that you maintain regular NHS clinical practice, GMC registration, a licence to practice and be revalidated with the GMC.**

	<b>Main responsibilities</b> (Primary accountabilities and responsibilities expected to fulfil the role)	<b>% time per year</b>
1	<b>Capacity for GP placements:</b> <ul style="list-style-type: none"> <li>▪ To recruit and retain GP practices for undergraduate teaching.</li> <li>▪ To undertake visits to GP practices to ensure readiness and fitness for teaching.</li> </ul>	60%
2	<b>Pastoral support:</b> <ul style="list-style-type: none"> <li>▪ To provide support to GP practices when difficulties arise with placement delivery.</li> <li>▪ To provide support to students that encounter challenges whilst on placement.</li> </ul>	30%
3	<b>Quality Assurance:</b> <ul style="list-style-type: none"> <li>▪ To evaluate and disseminate placement related feedback.</li> <li>▪ To support the development and delivery of GP tutor training.</li> </ul>	10%

	<ul style="list-style-type: none"> <li>▪ To support the academic and administrative team to implement course changes to placement providers.</li> <li>▪ To assist with external examiner review of placements</li> <li>▪ Contribute effectively to annual review of undergraduate GP placements</li> </ul>	
4	<p><b>Other:</b></p> <ul style="list-style-type: none"> <li>▪ Any duties as required in accordance with the nature and grade of the post.</li> <li>▪ We recognise the importance of continuous professional development and therefore the importance of providing opportunities, structured support and encouragement to engage in professional development each year</li> </ul>	N/A

## Person specification

	Essential	Desirable
<b>Skills</b>	<ul style="list-style-type: none"> <li>▪ Currently practising as a GP in the UK</li> <li>▪ Excellent verbal and written communication skills, including the ability to communicate with clarity on complex and conceptual ideas to those with limited knowledge and understanding as well as to peers, using high level skills and a range of media.</li> <li>▪ Excellent problem-solving, planning and organisation skills</li> <li>▪ Excellent leadership and interpersonal skills to network with GP colleagues</li> <li>▪ Demonstrable skills in leadership, negotiation and collegiality</li> <li>▪ Ability to provide motivational support to academic and other colleagues</li> <li>▪ Good IT skills- Email, Internet and MSWord</li> <li>▪ Evidence of effective management skills (e.g. leadership, management of change, personnel and financial</li> </ul>	<ul style="list-style-type: none"> <li>▪ Experience of planning and delivering workshops in education</li> </ul>

	<p>management, project and people management skills)</p> <ul style="list-style-type: none"> <li>▪ Excellent time management skills</li> </ul>	
<b>Knowledge and experience</b>	<ul style="list-style-type: none"> <li>▪ Minimum of 5 years experience as GP post-specialty training</li> <li>▪ Previous experience of clinical teaching of undergraduates</li> <li>▪ Demonstrated commitment to undergraduate medical education</li> <li>▪ Demonstrated ability to work in a team supporting colleagues and sharing expertise</li> </ul>	<ul style="list-style-type: none"> <li>▪ Experience of building collaborative primary care networks.</li> <li>▪ Experience of quality assurance of undergraduate education and/or primary care placements.</li> </ul>
<b>Qualifications, certification and training (relevant to role)</b>	<ul style="list-style-type: none"> <li>▪ MBBS or equivalent</li> <li>▪ Membership or Fellowship of the Royal College of General Practitioners</li> <li>▪ CCT in General Practice</li> <li>▪ Research and/or teaching experience, supported by relevant PhD and/or HE teaching qualification or recognition against UKPSF, and/or equivalent experience</li> </ul>	
<b>Statutory, legal or special requirements</b>	<ul style="list-style-type: none"> <li>▪ Full GMC registration with a license to practice at time</li> <li>▪ Practicing General Practitioner</li> <li>▪ Satisfactory enhanced disclosure from the Disclosure and Barring Service</li> <li>▪ Evidence of entry on GMC GP Register</li> <li>▪ Eligibility to reside &amp; work in the UK</li> </ul>	
<b>Other</b>	<ul style="list-style-type: none"> <li>▪ Willingness to adopt the <a href="#">vision and values</a> of the School of Medicine</li> </ul>	



## Expectations and behaviours

The University has developed a clear set of core expectations and behaviours that our people should be demonstrating in their work, and as ambassadors of the University's strategy, vision and values. The following are essential to the role:

- Valuing people** Understands that it is essential to provide a structure that people can thrive in. Knows how to communicate with people to create a healthy working environment and get the best out of people.
- Taking ownership** Communicates vision clearly, providing direction and focus. Knows how to create a productive environment where people are inspired and can work cross-departmentally in partnership.
- Forward thinking** Has the ambition to be a pioneer in own area, anticipating the future change, needs and challenges. Knows how to innovate within their work context and champions others to be inspired to be part of this ambition
- Professional pride** Keeps up to date on latest thinking, trends and work practices. Supports team to be thought leaders; willing to challenge if obstacles get in the way.
- Always inclusive** Establishes far reaching partnerships, well beyond own area across a broad range of networks. Understand role to pay due regard to the needs of the whole community.

## Key relationships with others

