



Job title	Clinical Associate Professor of Medical Education and lead for Quality Assurance of Undergraduate Medical Programmes	Job family and level	Clinical Academic / Clinical Associate Professor Teaching Focus
School/ Department	School of Medicine/ Education Centre	Location	Medical School, Queen's Medical Centre (QMC)

Purpose of role

As Clinical Associate Professor of Medical Education and lead for Quality Assurance, you will make a significant leadership contribution to the running of the undergraduate medicine programmes at the University of Nottingham to ensure the quality of the programmes and provide an excellent student experience. Nottingham is a sought-after UK University in which to study medicine and has one of the largest yearly intakes of medical students.

Our undergraduate medicine programmes have a total of around 2500 students at any one time with five routes of entry:

- 5-year systems-based integrated course, delivered at both Nottingham and Lincoln Medical Schools
- a 6-year medicine with a foundation year at Nottingham and Lincoln Medical Schools
- a 4-year graduate entry medical course, which starts with 18 months of problem-based pre-clinical learning delivered at the University's Royal Derby Hospital campus. These graduate entry students are then integrated with the undergraduate medical students for the clinical phase of the course, which is coordinated by the Education Centre in Nottingham.

Our 5 & 6 year programmes offer the opportunity for all students to undertake a period of research in year 3 leading to a BMedSci qualification, alongside their eventual BMBS degree.

In this role, you will provide academic leadership and guidance to a team of educators and administrators in the School of Medicine and to our NHS partner Local Education Providers. You will be responsible for the quality assurance of the teaching provided to our undergraduate medical students whilst on clinical placement, liaising with the GMC and NHSE to ensure our course meets all the requirements of our professional, regulatory and statutory bodies. You will also take a significant leadership role in preparing our annual quality assurance questionnaire for on-going GMC accreditation.

You will have achieved, and sustained, a reputation for excellence and your scholarship in teaching practice will have enhanced student experience.

Although there are no clinical duties in this post, it is a requirement that you maintain your GMC Registration with a licence to practice, your GMC Registration on the Specialist or GP Register and undertake clinical practice

The School of Medicine 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.

To find out more about the School of Medicine, its values, vision, teaching and research, please see our [further information leaflet](#).

	Main responsibilities (Primary accountabilities and responsibilities expected to fulfil the role)	% time per year
	University duties	
1	<p>Quality and Governance:</p> <ul style="list-style-type: none"> • Chairing quality visits to our secondary care LEPs, ensuring all parties are meeting the expectations of the tripartite agreements. Preparing and approving the final report and ensuring LEPs are compliant with any recommendations made. • Working with the professional services staff and the Dean, Deputy Dean, Vice Dean (Lincoln) of Medical Education and Director of Quality and Governance to ensure we complete and return a robust and transparent self-assessment questionnaire for the GMC on an annual basis, making sure all risks are graded and addressed appropriately. • Regularly attending GMC Quality meetings and Education Centre Committees to keep the members up to date with issues pertaining to quality assurance. • Work with the Dean, Deputy Dean, Director of Quality and Governance Director of Assessments and the Head of Education & Student Experience to ensure new curriculum and assessment developments are communicated to staff and students, and external partners where necessary • Lead and develop internal and external networks to foster collaboration, share information and ideas and promote medical education, and the University. 	80%
2.	<p>Teaching and Research</p> <ul style="list-style-type: none"> ▪ Contribute to the teaching of medical students within your areas of expertise. ▪ Engage and support research in the medical education field, through personal contribution, the direct supervision of others and promoting research and development within the department. ▪ Specifically, to supervise, and examine, BMedSci students and those undertaking the MMedSci in Medical Education. ▪ Undertake other student-facing activities e.g. OSCE examinations and admissions ▪ Act as a personal mentor to peers and colleagues, where appropriate, and provide expert advice and coaching to colleagues and students. ▪ Foster inter-disciplinary team working to develop team spirit and team coherence. 	20%

	<ul style="list-style-type: none"> ▪ Contribute to the enhancement of teaching quality and thinking through engagement with research and forming collaborations both within the University of Nottingham and External partners. ▪ Supervise, examine and act as the personal tutor to undergraduate, postgraduate taught and research students within area of expertise 	
3	<p>Other</p> <ul style="list-style-type: none"> • Any other reasonable activities as requested by the Dean of Education e.g., attendance at University open days, away days and team building activities. <p>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</p>	

Person specification

	Essential	Desirable
Skills	<ul style="list-style-type: none"> • Excellent oral 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. • Proven ability to design and deliver teaching and learning programmes. • Proven ability to provide effective leadership and management of groups and teaching activities. • Proven ability to lead teams and meet deadlines. 	<ul style="list-style-type: none"> ▪ Ability to lead curriculum re-design projects. ▪ Skills in planning and organising resources. ▪ Proven skills in coaching, motivating, and developing others.
Knowledge and experience	<ul style="list-style-type: none"> • A proven record of excellence in undergraduate and/or graduate teaching; commitment of delivery of quality services to students. • Knowledge of GMC frameworks for standards in medical education • Proven experience of conflict resolution or managing students/trainees in difficulty 	<ul style="list-style-type: none"> • An understanding of university management systems and the wider higher education environment. • Experience of counselling, pastoral care, and motivating students. • Record of promoting, and maintaining, collaborative links with NHSE and/or the NHS

	<ul style="list-style-type: none"> • Previous leadership experience • Experience of quality assurance • A detailed understanding of NHS structures • Comprehensive clinical experience leading to ability to take full & independent responsibility for clinical care of patients 	
Qualifications, certification, and training	<ul style="list-style-type: none"> ▪ MBBS or equivalent ▪ PhD or equivalent in a biomedical specialty or medical education OR equivalent extensive professional/teaching/research experience. ▪ Fellowship of Advance HE ▪ Full GMC Registration with a current licence to practice at the time of appointment. ▪ Entry on the GMC's Specialist or GP Register OR eligible for such entry within 6 months of interview date ▪ Eligible to reside & work in the UK 	<ul style="list-style-type: none"> • Higher education teaching qualification or equivalent e.g., MSc/MPhil/PhD in Medical Education • Senior or Principal Fellowship of Advance HE
Other	<ul style="list-style-type: none"> • Willingness to adopt the <u>vision and values</u> of the School of Medicine. 	



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 of Associate Professor:

- 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

