

JOB DESCRIPTION
Clinical Senior Lecturer, or Non-clinical Chair or Senior Lecturer in Medical Education
Lancaster Medical School
Vacancy Ref: XXXX

<p>Job Title: Clinical Senior Lecturer, or Non-clinical Chair or Senior Lecturer in Medical Education (Teaching and Research)</p>	<p>Present Grade: Senior Lecturer Grade 9 / Professorial</p>
<p>Department/College: Lancaster Medical School</p>	
<p>Directly responsible to: Director of Studies MBChB</p>	
<p>Supervisory responsibility for: Line management of Deputy Director of Assessment and Co-Directors of Clinical Assessment</p>	
<p>Other contacts</p> <p>Internal: Lancaster Medical School staff and students, colleagues in the Faculty of Health and Medicine and in other faculties and central administration of the University.</p> <p>External: General Medical Council; Academic/ Clinical Academic Leads from other medical schools; Medical Schools Council, GP Practices and primary care providers; clinical skills staff; Local NHS provider organisations, local charities, voluntary and other third sector groups; professional bodies, research funding bodies and councils, and key networks (local, national, and international).</p>	

Job purpose

This post holder will provide strategic leadership of the MBChB assessment team, including development and implementation of MBChB programme assessment strategy.

In addition, the post holder will lead the operational development and delivery of assessments across the MBChB programme. The post holder will also contribute to senior academic leadership within the programme, teach at undergraduate and postgraduate level (including postgraduate supervision), engaging in research activities in either medical education and/or medical assessment and contribute to the School's administration/outreach activity.

If the applicant is clinically active, they will strengthen the clinical academic base within Lancaster Medical School (LMS) at Lancaster University and will be required to have and maintain full registration with the General Medical Council and be in goodstanding with them. If clinically active the post-holder will hold a license to practise with no limitation on practice. GP applicants would normally be on the Performers' List, and Secondary care applicants should be on the specialist register.

Major University Duties

Academic Leadership

- Form part of the Senior Academic Teaching Team providing direction and leadership in assessment
- Undertake terms of office in senior educational leadership roles within the School. In the first instance, at appointment, this will be as Director of Assessment; this specific leadership may vary according to the business need of the school.
- Contribute to the wider leadership of the School with subject specific knowledge and expertise in medical education and assessment.
- Contribute to the strategic development of the School, line management of academic staff and promotion of the interests of the School and wider university amongst external organisations and stakeholder groups.

Assessment

Responsible for the oversight and successful delivery of the MBChB programme's assessment.

This includes, but not limited to, the responsibilities listed below:

Oversee assessment of MBChB (and other programmes in the school developed as a result of the NHS long term workforce plan).

Supervise and contribute to the organisation and delivery of assessment including providing leadership and oversight of quality assurance, standard setting, marking and statistical analysis of assessments.

Ensure alignment of assessments with internal and external regulations and regulatory bodies (e.g GMC); updating assessment documentation (such as handbooks, regulatory documents, etc) and providing reports as required; ensuring adherence to policies including academic offences, liaising appropriately about FtP concerns; liaising with and ensuring appointment of external examiners.

Reviewing and updating processes to ensure quality assurance, integrity of assessment data and its security, through appropriate mechanisms such as exam boards, standard setting, appropriate examination delivery platforms, overseeing scrutiny of assessment data and accurate communication of student outcomes.

Provide appropriate leadership and training of the academic assessment team, delegating assessment tasks and to work with professional services staff to develop and deliver appropriate assessments which may include written papers, coursework, portfolios and other contemporary assessment methods.

Working with appropriate assessment team members to recruit and train assessors, invigilators and other staff needed to ensure assessment delivery.

Provide appropriate representation at school, university and national level on assessment matters, e.g. MSCAA reference group.

Learning and Teaching

Contribute at a senior level to the delivery of high-quality education for students providing face to face teaching, reviewing and enhancing teaching material, development of suitable assessment methodologies, quality assurance and enhancement activities. The primary focus of the role-holder's responsibilities will be on the MBChB but may include other degree and educational programmes

This includes, but not limited to, the responsibilities listed below:

Contribute to the delivery of the teaching, learning and assessment in schemes of study delivered in Lancaster

Medical School, including, but not limited to, the MBChB.

Contribute to curriculum development and the enhancement of teaching, learning and assessment in schemes of study delivered in Lancaster Medical School, including, but not limited to, the MBChB.

Contribute to the development of new programmes of study to be delivered by Lancaster Medical School and to the development of the curriculum for existing and for new programmes of study

Contribute to outreach and to student recruitment and admissions activities.

Contribute to the administration of programmes of study delivered in Lancaster Medical School, including, but not limited to, the MBChB.

Contribute to the full spectrum of teaching (including lectures, Problem-Based Learning, and Special Study Modules) using appropriate approaches to learning and teaching and teaching-related activities (e.g., quality assurance and enhancement, assessment, outreach, recruitment and admissions) to a high standard.

Lead and/or co-ordinate the design and development of new and appropriate approaches to learning, teaching and assessment for specialty-specific parts of programmes or equivalent activities across the School.

Act as an advocate for teaching, learning and assessment methods through excellent practice and mentoring other colleagues.

Research

- Obtain research funding and develop a research programme in a relevant field, leading to publications in international peer-reviewed academic journals and to other appropriate forms of research output.
- Supervise Undergraduate and Postgraduate project students and Postgraduate research candidates.
- Offer leadership and contribute to the academic medical education environment and encourage the development of scholarly activity of clinical and non-clinical academic colleagues.
- Contribute nationally to policy, methods and practices for medical education and assessment through publications, conference activity and roles that advance quality in the discipline.
- Supervise undergraduate and post-graduate research students, and research associates.

Strategic Management

- Review processes and operations to further enhance service delivery, maximising the use of resources for the benefit of LMS and associated stakeholders.
- Short- and long-term horizon scanning to anticipate changes and developments in the sector and the strategic issues that impact on LMS.
- Network with other Medical Schools to establish best assessment practice and ensure effectiveness of LMS and University systems, policies and procedures.

Divisional Operations:

To provide support for the Head of LMS in the efficient and effective management and administration of LMS, providing advice and guidance on administrative matters and leading the implementation of new processes and systems.

- Coordinate and prepare data and material for reviews, returns and strategic-planning activities.
- Maintain the LMS assessment risk register.

Behavioural/Organisational Expectations:

To participate in Faculty and University level activities that ensure best practice across the Faculty and University.

- Engage fully in divisional activity as evidenced by participation in meetings, reviews, outputs and events.
- Contribute to university-wide projects and represent LMS where necessary to shape, influence and feedback on project impact.

- To participate in continuing professional development.
- To behave in a manner in line with the University's stated values.
- To undertake other duties as may be reasonably requested that are commensurate with the grade of the post