

JOB DESCRIPTION
Vacancy Ref: A3047

Job Title: Deputy Director of Primary Care Academic Teaching (Y4 Lead) 0.6fte	Present Grade: Senior Clinical Teaching Fellow/Senior Clinical Lecturer (with salary based on the clinical academic pay scales (England) (Senior Academic General Practitioner scale as appropriate))
Department/College: Lancaster Medical School	
Directly responsible to: Director of Primary Care Academic Teaching	
Supervisory responsibility for: Click here to enter text.	
Other contacts Internal: Academic, clinical and professional service staff in Lancaster Medical School. External: GP Practices and primary care providers; clinical skills staff; NHS colleagues involved in undergraduate medical education; and local charities, voluntary and other third sector groups. General Medical Council.	
Major Duties: The postholder will work in collaboration with the other staff in Lancaster Medical School, GP Practices and primary care providers, local community groups and organisations to support and deliver clinical teaching for medical students with particular focus on Year 4. With support from administrative staff, the core activities of the postholder include: <ul style="list-style-type: none"> • The postholder will take a leadership role in the overall design, development, delivery, and quality assurance of Y4 primary care clinical teaching. This will involve the incorporation of existing Y4 PBL resources into the existing Y4 Community Clinical Teaching (CCT) to develop new clinical learning and teaching resources for Y4. • The postholder will deliver and facilitate clinical teaching with a primary care focus for undergraduate medical students in a variety of settings. This will include small group learning with students as they share their experience of 'core cases' and utilise the teaching resources developed within the medical school. This will, Normally, require one day per week teaching. • The postholder will be involved, alongside the Director of Primary Care Academic Teaching and other Deputy Directors, in the recruitment of new GP and other primary care placements as well as liaising and engaging with existing providers to offer further training. • The postholder will visit GP practices and primary care providers to provide them with regular feedback and support as part of the quality assurance of undergraduate placements. • The postholder will have a role in the assessment of students, formative and summative, and will contribute as an examiner at OSCEs and other clinical examinations. Formative assessment includes appraisals and regular feedback to students. It also includes keeping attendance records and contemporaneous notes of significant discussions with students. • The postholder will liaise with the other GP CTFs, Deputy Directors and the Director of Primary Care Academic Teaching to update and develop resources following feedback from the students and tutors, 	

including course handbooks, web-based resources and clinical logbooks, to keep the courses current and in-line with best clinical practice in primary care.

- Attendance and involvement at local and national meetings to represent Lancaster Medical School. There may be internal committees upon which the postholder will sit, or may chair.
- The postholder will respond appropriately to students' academic and welfare problems in liaison with GP CTFs and other colleagues within Lancaster Medical School as well as specialist advisers within the University.

Further activities for the postholder:

- Contribute assessment materials for written examinations and contribute to the community elements of all examinations. This may include preparation of scenarios for OSCE and exam question writing.
- Participate in the marking and standard setting of examinations and other formative and summative assessments.
- Contribute to the provision of further education on teaching and learning for GPs and other primary care providers involved in delivering primary care placements to medical undergraduates.
- Development and delivery of Special Study Modules and other assessments.
- Delivery of plenary lectures as requested.
- Involvement in appropriate scholarship activities as agreed in the annual job plan.
- There may be opportunities for external examinership roles.
- Any other duties deemed appropriate to the grade of the post and designated by the Head of School or nominated representative.