## JOB DESCRIPTION

**Vacancy Ref:** A3371

<table>
<thead>
<tr>
<th><strong>Job Title:</strong></th>
<th>GP Clinical Teaching Fellow: (various sessions)</th>
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<td><strong>Present Grade:</strong></td>
<td>Clinical Teaching Fellow/Clinical Lecturer (with salary based on the clinical academic pay scales (England) (Consultant or Senior Academic General Practitioner scale as appropriate) with maximum five-year increment)</td>
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<th><strong>Department/College:</strong></th>
<th>Lancaster Medical School</th>
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<td><strong>Directly responsible to:</strong></td>
<td>Director of Primary Care Academic Teaching</td>
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<td><strong>Supervisory responsibility for:</strong></td>
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**Other contacts**

**Internal:**
Academic, clinical and professional service staff in Lancaster Medical School and Faculty of Health and Medicine.

**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.

**Major Duties:**

The postholder will work in collaboration with the other staff at Lancaster Medical School, GP Practices and primary care providers, local community groups and organisations to support and deliver clinical primary care teaching for undergraduate medical students.

With support from administrative staff, the core activities of the postholder include:

- Delivery and facilitation of primary care clinical teaching for undergraduate medical students. This will involve small group learning where GP CTFs work with students as they share their experience of core cases from GP placements and case-based learning using the teaching resources developed within the medical school. They will possess sufficient breadth and depth of clinical knowledge and will engage in continuous professional development in line with appraisal and revalidation.

- 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 assessments include regular feedback to students, both informally and formally via students’ e-portfolio or the student appraisals process. 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. This includes course handbooks, web-based resources, virtual learning environment (VLE) and clinical student e-Portfolios to keep the courses current and in-line with best clinical practice in primary care.
• The postholder will review their own teaching and will contribute to the development of other members of the team by sharing their knowledge and expertise, setting standards, and participating in peer review and appraisal.

• The postholder will respond appropriately to students’ academic and welfare problems and liaise with colleagues and advisers within the University as needed.

Further activities for the postholder:

• 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 GP supervisors and other primary care providers involved in delivering primary care placements to medical undergraduates.

• Contribute to the recruitment of new GP and other primary care placements.

• Liaise with and visit GP practices and primary care providers to provide them with regular feedback and support as part of the quality assurance of undergraduate clinical placements.

• Contribute assessment materials for written examinations and contribute to the primary care elements of all examinations. This may include preparation of scenarios for OSCE and exam question writing.

• Development and delivery of Special Study Modules and other assessments.

• Delivery of plenary lectures as requested.

• Any other duties deemed appropriate to the grade of the post and designated by the Head of School or nominated representative.