

JOB DESCRIPTION

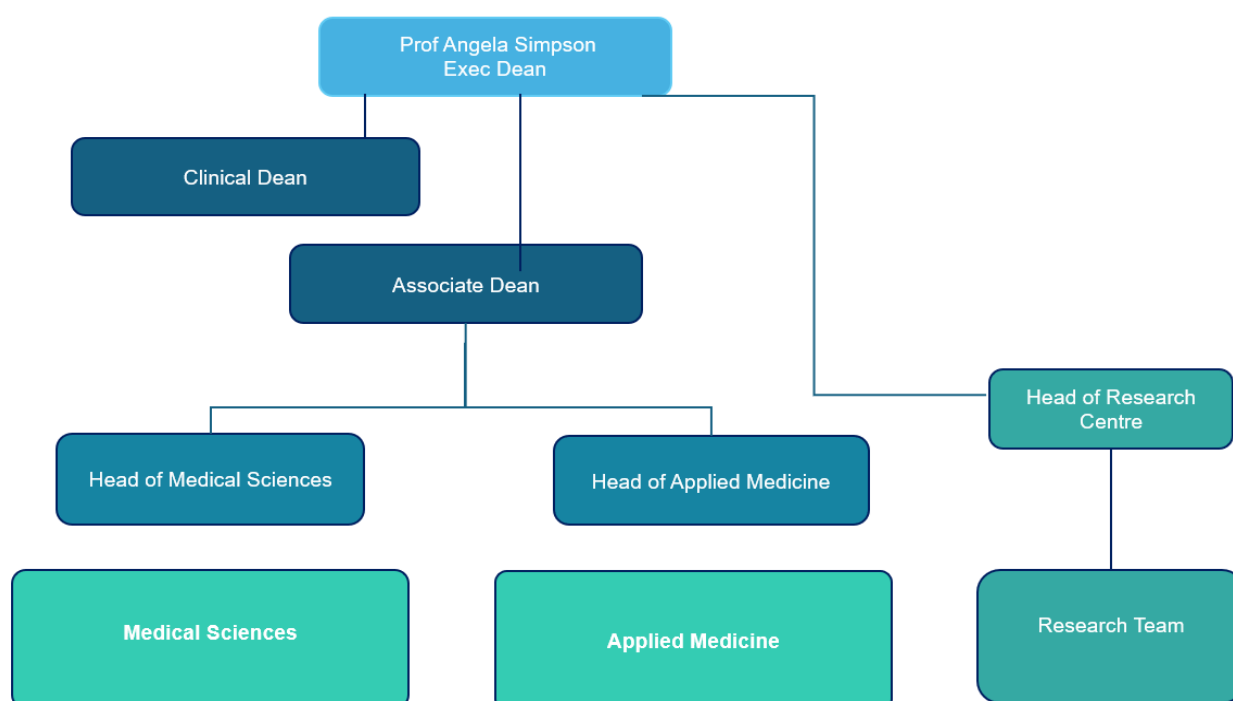
1. JOB TITLE: MBChB Practice Education Facilitator

2. HRMS REFERENCE: RA0347-25

3. ROLE CODE: FINSLTSR4

4. DEPARTMENT: Chester Medical School

5. ORGANISATION CHART:



6. JOB PURPOSE:

- To oversee governance of placements for Chester Medical School
- To support and enhance students' experiences of learning in practice
- To support, enhance and expand the practice learning environment.
- To develop and implement learning, teaching and assessment initiatives.
- Support the development of new opportunities for CMS students

7. BACKGROUND INFORMATION:

The Faculty of Health, Medicine & Society is a thriving, multi-site organisation offering a full and diverse portfolio of pre/post-registration and post-graduate studies for health care professionals including medics, nurses, student nurse associates, apprentices, midwives and social workers. The Faculty is committed to the enhancement of practice through an integrated approach to educational provision, practice development and research.

All staff in the Faculty promote the ethos of lifelong learning and personal development for students within a learner centred approach and using a range of innovative learning and assessment methods. The Faculty actively encourages the development of all staff on both a personal and professional level, within a supportive and forward-looking environment.

8. WORK PERFORMED AND/OR KEY RESULT AREAS:

8.1 Communicating Effectively

- To facilitate students' learning and assessment in practice through a range of approaches.
- To facilitate learning through practice placements, lectures, tutorials and seminars.
- To produce high quality learning and teaching to support and develop student learning.

8.2 Leadership and Working Collaboratively

- To work closely with practice colleagues to support student placement experiences.
- To collaborate with practice and academic colleagues on course development and curriculum changes.
- To produce high quality teaching and learning to support assessors and supervisors in practice.

8.3 Liaison and Networking

- To develop excellent relationships with partner organisations.
- To build contacts and participate in networks for the exchange of information and to form relationships for future collaboration and capacity expansion.
- To be an active member of relevant departmental committees.
- To participate in innovation around provision of placement opportunities in private, independent, voluntary and social care.

8.4 Delivering a High-Quality Standard of Service

- To enhance the quality of the student experience, with a particular focus on placement learning governance
- To seek ways of improving performance by reflecting on teaching design and delivery by obtaining and analysing peer observation feedback, student feedback and external examiner feedback to maintain high quality learning, teaching and assessment.

8.5 Effective Decision Making

- In the context of the role-holder's teaching duties, to make independent decisions on the content of individual learning activities and marking for student assessment purposes, and to provide advice to placements and academic colleagues on such matters.
- To provide advice on issues to colleagues to influence operational decisions within the immediate work area.
- To sit on student selection panels as required.
- To make collaborative decisions with programme teams on the content of programmes.

8.6 Planning and Organising Self and Others

- To contribute to placement expansion.
- To undertake elements of departmental leadership in areas such as organisation of staff development activities, programme leadership, assessment, students with specific learning needs, use of technology to support learning, or curriculum or student development roles.
- To act as module and programme leader as required, co-ordinating the work of module/ programme team to ensure modules are delivered to the standard required & co-ordinate the work of colleagues to identify & respond to students' needs.
- To make significant and sustained contributions to the management of the subject area, including planning and resource allocation, policy development and improvement of procedures.
- To contribute to cross-Faculty programme organisation, contributing to strategic decisions as required.
- To be responsible for the co-ordination of administrative duties in areas such as admissions, timetabling, examinations, assessment of progress & student attendance.

8.7 Innovation and Improvement (Effective Problem Solving)

- To deal with problems e.g. students' progress and personal issues (e.g. responding to needs of students with learning difficulties through referral to the appropriate support departments within the University).

8.8 Analysis and Research

- To research teaching materials and to identify and utilise current best practice in the relevant subject area.
- To conduct subject specific research and scholarship as appropriate.

8.9 Sensory and Physical Demands

- Standard office environment and equipment reflecting the needs of classroom, laboratory, studio, field and placement activities as appropriate.

8.10 Work Environment

- To be responsible for the health and safety of self and students in their immediate working environment, reporting any health and safety concerns to the Head of Division.

8.11 Pastoral Care and Welfare

- To deal with sensitive issues concerning students and provide support.
- To take responsibility for dealing with referred issues for students within own programmes.

8.12 Team Development

- To undertake peer mentoring and review of colleagues as required.
- To support the learning of colleagues through coaching and mentoring.

8.13 Teaching and Learning Support

- To design inductions to practice placements for students, adapting delivery to suit learners' needs.
- To design and deliver one off lectures or workshops as required, providing feedback on performance.
- To develop and design course content and materials, ensuring compliance with the quality standards and regulations of the University and Professional Statutory Regulatory Bodies.
- To develop and research own teaching materials, methods and approaches with guidance and ensure that content, methods of delivery and learning materials meet defined learning objectives.
- To support experiential learning in practice and facilitate seminars and tutorials, introducing new methods of delivery where required. To assess students' overall performance, marking relevant assessments, with a particular focus on practice and skills assessments, providing appropriate feedback to students.
- To challenge thinking, foster debate and develop the ability of students to engage in critical discourse and rational thinking.
- To supervise the work of students, provide advice on study skills and help them with learning problems.

8.14 Knowledge and Experience

Qualifications

- A good undergraduate degree in a relevant subject.
- Demonstration of an advanced level of subject knowledge and of being an externally regarded teacher or scholar.

Experience

- Must demonstrate suitable expertise to facilitate learning in relevant subject area.
- Previous teaching experience in higher education.
- Proven and sustained track record of contribution to the development of policy and practice in teaching and learning support.

Skills/Attributes

- An ability to keep abreast of, and lead developments in, teaching specific to the subject area.
- An ability to support students in practice, academically and pastorally.
- An ability to support staff in placements both academically and with any concerns re: students.
- Organisational and administrative skills.
- IT skills
- An ability work as part of a team.

8.15 General

- To undertake any other duties commensurate with your grade, and/or hours of work, as may reasonably be required of you.
- To take responsibility for upholding and complying with the University's Equality and Diversity policies and for behaving in ways that are consistent with fair and equal treatment for all.
- To comply with all University Health and Safety policy.

PERSON SPECIFICATION		
Job Title: MBChB Practice Education Facilitator		Department: Chester Medical School
Criteria	Essential/ Desirable	Method of identification
Qualifications:		
Good undergraduate degree in relevant subject.	Essential	Application Form/ Certificates
Current Health or Social Care registration e. g. HCPC/NMC/GMC.	Essential	Application Form/ Certificates
Postgraduate Certificate in Learning and Teaching in Higher Education or Fellowship of Advance HE (FHEA) or willingness to obtain.	Essential	Application Form/ Certificates
Masters level qualification or working towards.	Desirable	Application Form/ Certificates
Proven Experience:		
Must have expertise suitable expertise in supervising and expertise in student supervision and assessment.	Essential	Application Form/ Interview/ Teaching Task
Relevant practice experience and competence.	Essential	App Form/ Interview/ Teaching Task
Knowledge of pre-registration health and social care education.	Essential	Application Form/Interview /Presentation
An ability to keep abreast of, and lead developments in practice learning and scholarship.	Essential	Application Form/Interview
Previous teaching experience with students in higher education.	Essential	Application Form/Interview

Delivering academic and service excellence: An ability to support students in practice and pastorally. Leadership of innovative practice. Knowledge of GMC programmes.	Essential	Interview
	Desirable	Interview
	Desirable	Interview
Managing self and inspiring others: Ability to motivate students and practice colleagues. Organisational, administrative and IT skills.	Essential	Interview
	Essential	Interview
Working together: Effective communication and interpersonal skills Ability to lead and to work as part of a team. Ability and willingness to travel across Cheshire, Merseyside & North Wales (with occasional wider travel as required).	Essential	Interview
	Essential	Interview
	Essential	Interview
Organisational and stakeholder awareness: The ability to negotiate and be able to plan, implement and evaluate to meet the needs of a project outline.	Essential	Interview

Essential Requirements are those, without which, a candidate would not be able to do the job. Applicants who have not clearly demonstrated in their application that they possess the essential requirements will normally be rejected at the shortlisting stage.

Desirable Requirements are those that would be useful for the post holder to possess and will be considered when more than one applicant meets the essential requirements.

Method of identification is where the selection panel will match the candidate's skills and abilities to the required criteria outlined (i.e. application form, interview, test).

**UNIVERSITY OF CHESTER
FACULTY OF HEALTH, MEDICINE AND SOCIETY**

**CHESTER MEDICAL SCHOOL
MBChB PRACTICE EDUCATION FACILITATOR**

**PERMANENT CONTRACT (0.4FTE)
BASE: CHESTER**

SALARY SCALE

TSR4, points 35 – 39, £44,746 - £50,253 per annum pro rata.

HOLIDAY ENTITLEMENT

14 days per annum. In the annual leave year in which employment commences annual leave entitlement will accrue on a pro-rata basis for each completed calendar month of service. Two extra statutory days during the Christmas period.

MEDICAL EXAMINATION

The successful candidate will be required to complete an Occupational Health Questionnaire and may also be required to undergo a medical examination.

ESSENTIAL CERTIFICATES

Short-listed candidates will be asked to bring to interview, proof of qualification as outlined on the Job Description and Person Specification provided. Upon appointment, copies of essential certificates will be required by Human Resources.

DISCLOSURE & BARRING SERVICE CHECKS

The successful applicant will have to undergo a DBS check before an appointment can be made.

PENSION SCHEME

All academic staff will be enrolled in the Teachers' Pension Scheme from their first day of employment, in accordance with the scheme rules. If staff do not wish to remain a member of the scheme, they will be entitled to opt out after enrolment.

EQUAL OPPORTUNITIES

The University has a policy of equal opportunity aimed at treating all applicants for employment fairly.

SMOKING POLICY

The University operates a No-Smoking policy.

PROBATIONARY PERIOD

A twelve months' probationary period applies to all Academic posts.