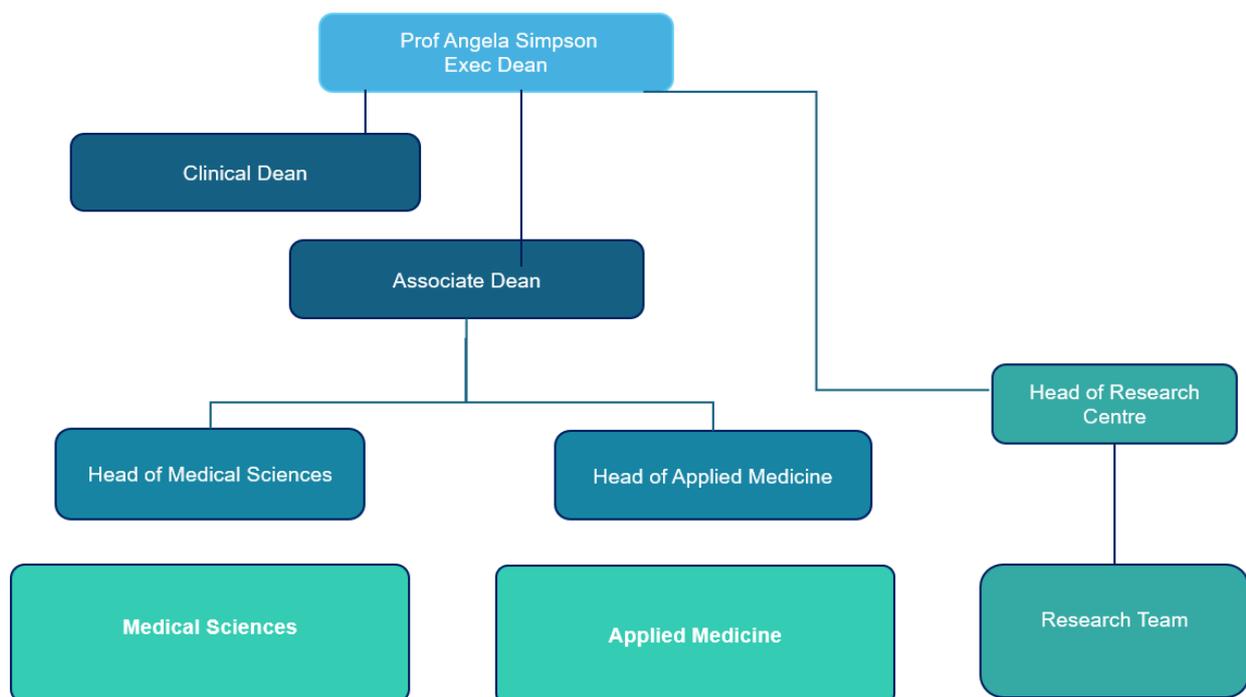


## JOB DESCRIPTION

1. **JOB TITLE:** MBChB Clinical Assessment Lead
2. **HRMS REFERENCE:** RA 01202-25
3. **ROLE CODE:** CALCMS
4. **DEPARTMENT:** Chester Medical School – Applied Medicine
5. **ORGANISATION CHART:**



## 6. JOB PURPOSE

The Chester Medical School (CMS) MBChB curriculum is a 4-year graduate entry medicine programme. The Clinical Assessment Lead will oversee the planning, resourcing, delivery, and evaluation of all clinical assessments of student performance in the MBChB programme in conjunction with the Academic Assessment lead. The Lead will be responsible for ensuring the curriculum gives sufficient opportunities for students to be assessed against the learning outcomes and competencies required by the General Medical Council (GMC) as set out in “Outcomes for Graduates” and supplementary guidance. They will oversee the clinical elements of assessment.

Reporting to the Head of Division - Applied Medicine, the Clinical Assessment Lead will be a key member of the MBChB team. They work closely with the senior team in Chester Medical School, Academic Assessment lead, MBChB Programme Lead, and wider faculty and professional services staff in the School, Faculty and University.

## **Main responsibilities**

- Providing strategic oversight of clinical assessment within the MBChB curriculum, including review and development of the curriculum and assessments as required and ensuring the delivery, content and assessment modalities meet the requirements set out by the GMC including preparation and delivery of the CPSA and other clinical assessments.
- Lead on the development, setting and delivery of clinical assessments.
- Work with the EDID and Support Lead to identify and address fairness, equality and diversity, disability and reasonable adjustments relating to clinical assessment.
- Lead on the training of staff from clinical partners on standard setting, station writing, work-based assessment and OSCE examinations.
- Liaise with educators in other Schools and Faculties within the University and with those in clinical placement providers.
- Attend the MBChB Management Committee and other key committees, analysing assessment data and preparing and presenting reports as necessary for Module Assessment Boards and Boards of Examiners.
- Liaise with external examiners and attend national meetings as required to ensure assessments at CMS reflect contemporary best practice.
- Support the writing of exam questions for written papers.

## **7. BACKGROUND INFORMATION**

The Chester Medical School has four key functions with underpinning objectives:

### **Education**

- Development of an MBChB degree, approved by the GMC as a Primary Medical Qualification and approved and commissioned by Health Education England.
- Development of strategic partnerships that establish the opportunities, structures and processes to allow the creation and sustained success of a new Medical School.
- Development and delivery of both medically and biomedically focused Undergraduate and Postgraduate Educational programmes.
- Development and delivery of Professional Development programmes for medical and other health and social care professions.

### **Research**

- Provision of high-quality research degree supervision.
- Development and collaboration on research programmes with NHS partners including acute hospital and other NHS Trusts, Community Health Providers and General Practices with relevance at local, regional, national and international levels.

## **Innovation**

- Establishment of publishing ventures in Medicine and related fields.

## **Clinical Enterprises**

- Development and delivery of appropriate and relevant clinical services.

## **8. WORK PERFORMED AND/OR KEY RESULT AREAS**

### **8.1 Communicating Effectively**

- To communicate with the school, faculty, university staff, placement providers and external examiners on developing, implementing and evaluating MBChB assessments.
- To communicate with Warwick Medical School on the assessment components of the curriculum to ensure curriculum alignment, that it meets CMS aspirations and those of the General Medical Council.
- To produce high quality guidance to support and develop faculty in providing best practice assessments.
- To contribute to the writing of curriculum and assessment documentation.
- To contribute to the cross-Faculty development of assessment items.
- To communicate effectively with all key staff who impact upon the effective development and delivery of assessments, including clinical placements. This will be determined by need for information from both parties.
- To contribute towards the writing of peer reviewed papers relating to teaching, learning and assessment in medical education.
- To communicate effectively with external stakeholders, including external examiners, and engage in appropriate networking opportunities.

### **8.2 Leadership and Working Collaboratively**

- To exercise academic leadership for assessment within the MBChB programme with full accountability for planning and organising, co-ordinating the efforts of colleagues to deliver programme objectives.
- To support the senior team of CMS and other programme leaders in the department to manage the ongoing strategic development of the MBChB and related programmes.
- To supervise and line manage staff as required.

### **8.3 Liaison and Networking**

- To liaise with other departments and faculties to pursue active collaboration and decision making.
- To Chair and be an active member of relevant programme and departmental committees including blueprinting and emendation and standard setting.
- To initiate and lead short term task and finish groups e.g., for written, practical, work-based and professionalism assessment.
- To participate in, develop and establish external networks to foster collaboration and generate income as appropriate.
- To lead or chair external networks as required as part of the role.
- To engage with LEPs and ensure that the clinical assessment is current and relevant.
- To engage in external academic professional benchmarking (e.g., external examiner, validation panels).

- To act as an ambassador to promote the work of the School in the subject area locally, nationally and internationally.
- To contribute to the management of quality audits and other forms of external assessment.
- To be a member of the relevant academic committees of the School and University.

#### **8.4 Delivering a High-Quality Standard of Service**

- To enhance the quality of the MBChB assessment, including on clinical placements.
- To act upon student, staff, placement users and stakeholders, and external examiner feedback to maintain high quality in learning, teaching and assessment.
- To contribute towards developing ideas for generating income and promoting medical assessments.
- To contribute to setting overall quality assurance and learning and teaching standards within the area of responsibility, working closely with the CMS senior team.
- The role requires a high level of service quality awareness for external and internal customer needs.

#### **8.5 Effective Decision Making**

- To make independent decisions on operational matters such as co-ordination of external assessors, timetabling resource usage, planning and resourcing and budgeting.
- To make recommendations to the senior team of CMS on the introduction of, or new suggestions about matters of strategy and policy.
- To make collaborative decisions with programme teams on the content of taught support programmes to enhance effective transition to graduate MBChB programme for widening participation students.
- To provide advice on issues such as fitness to practice which will impact on student progression, and to ensure consistency across departments.

#### **8.6 Planning and Organising Self and Others**

- To be responsible and accountable for planning and organising clinical assessments for the MBChB programme in consultation with the Programme Lead and the clinical leads.
- To assist the senior team of CMS in managing staff and contributing to the planning and organising of the School.
- To collaborate in the development of strategic plans for the future direction of Department and Faculty.
- To undertake leadership in the School for delivery in areas such as organisation of staff development activities around clinical assessment, students with specific learning needs, use of technology to support learning, or curriculum or student development roles.

#### **8.7 Innovation and Improvement (Effective Problem Solving)**

- Establishment of publishing ventures in Medicine and related fields.
- To be responsible for identifying problems and resolving them.
- To design or delegate responsibility for designing new assessments.
- To be responsible for the School's approach and success relating to both the curriculum and clinical assessments.
- To identify areas of need and obtain external funding for learning and teaching or research developments, leading the resulting research team where appropriate.

## **8.8 Analysis and Research**

- To have an active involvement in research, in line with the School's research strategy, including presenting at conferences and publication in journals as appropriate to role.
- To research in medical education and to identify and utilise current best practice.
- Actively investigating funding opportunities within relevant area of research, as appropriate, including submitting external research grant applications to obtain support. Leadership of the resulting research may be required.
- To contribute to innovation, engagement, and knowledge transfer.
- Contribute to the successful commercialisation of patents, inventions, and any other exploitable intellectual property where appropriate.

## **8.9 Sensory and Physical Demands**

- Standard office environment and equipment.
- To be alert to the sensory and physical demands placed on others as a consequence of internal and external performance work.

## **8.10 Work Environment**

- Responsible for the health and safety of staff and students in their immediate working environment, conducting risk assessments as required.
- To retain oversight of risk analyses and health and safety procedures for staff/student engagement in the university and clinical setting.

## **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 on the MBChB programme.
- To offer support and guidance to staff as required within the School.
- To refer more complex personal matters affecting staff/ students to the Dean of CMS or delegate as appropriate in line with University procedures.
- To act as staff mentor where appropriate.

## **8.12 Team Development**

- To undertake peer mentoring and review of colleagues.
- To work with colleagues to shape a vision, provide a sense of direction, guide others towards achievement and enable them to develop their own and team potential.

## **8.13 Teaching and Learning Support**

- To ensure that matters relating to the MBChB assessment comply with all requirements of the GMC, funding and validating bodies and internal University policies and procedures, as detailed in the Quality Assurance Manual.
- To contribute towards undertaking regular review and appraisal of the MBChB programme and strategic planning of the subject provision.
- To oversee the development and design of assessments throughout the MBChB programme including content and materials, ensuring compliance with the quality standards and regulations of the University and department.
- Responsible for the quality auditing of assessment performance.

## **8.14 Knowledge and Experience**

- Please refer to the Person Specification below for more information.

### **8.15 General**

- To undertake any other duties commensurate with the 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 policies.

**PERSON SPECIFICATION**

**Job Title: MBChB Clinical Assessment Lead**

**Department: Chester Medical School – Applied Medicine**

**Criteria**

**Essential / Desirable**

**Method of Identification**

**Qualifications:**

Degree in medicine.

Essential

Application Form

Current GMC professional registration with license to practice (or recently licensed – within 3 years). For GP's you must be on the GMC GP register.

Essential

Application Form

PGCert in Higher/Medical Education, Fellowship of the HEA or AoME (or willingness to achieve within 3 years).

Essential

Application Form

Master's in Medical Education or related subject.

Desirable

Application Form

**Proven Experience:**

Previous experience in the design, development, delivery and evaluation of medical education.

Essential

Application Form/  
Interview

Previous teaching/educational experience in medical education and training.

Essential

Application Form/  
Interview

Experience of writing and assessing OSCE stations

Essential

Application Form/  
Interview

An ability to keep abreast of, and lead developments in medical education and clinical assessments demonstrated through e.g., attendance at conferences, external contacts and, where appropriate, publication of research.

Essential

Application Form/  
Interview

Team leadership experience in a healthcare/academic environment.

Essential

Interview

Proven and sustained track record of contribution to the development and implementation of research, policy and practice in medicine/healthcare.

Desirable

Application Form/  
Interview

**Managing self and inspiring others:**

An ability to lead and work as part of a team.

Essential

Application  
Form/Interview

Organisational and administrative skills.

Essential

Application  
Form/Interview

IT skills.	Essential	Application Form
<b>Working together:</b> Ability to work effectively as part of a team, and support students and academic staff.	Essential	Application Form/Interview
<b>Organisational and stakeholder awareness:</b> A working knowledge of the regional/national healthcare environment and of national medical education GMC processes.	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 EMPLOYEES  
TERMS & CONDITIONS OF EMPLOYMENT**

**FACULTY OF HEALTH, MEDICINE & SOCIETY  
CHESTER MEDICAL SCHOOL – APPLIED MEDICINE**

**MBChB CLINICAL ASSESSMENT LEAD (0.5FTE)  
3 YEAR FIXED TERM CONTRACT**

**SALARY SCALE**

£61,542 - £139,882 per annum pro rata, inclusive of a market supplement, payable monthly in arrears.

**HOLIDAY ENTITLEMENT**

In addition to applicable statutory Bank/Public Holidays and Christmas Closure days, staff are entitled to 35 days pro rata annual leave. 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.

**MEDICAL EXAMINATION**

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

**DISCLOSURE & BARRING SERVICE CHECKS**

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

**ESSENTIAL CERTIFICATES**

Short-listed candidates will be asked to evidence proof of their UK right to work, and qualifications as outlined on the Job Description and Person Specification provided. Upon appointment, copies of essential certificates will be required by Human Resources.

**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.

**UNIVERSITY OF CHESTER**  
**SECONDMENT TERMS & CONDITIONS**

**FACULTY OF HEALTH, MEDICINE & SOCIETY**  
**CHESTER MEDICAL SCHOOL – APPLIED MEDICINE**

**MBChB CLINICAL ASSESSMENT LEAD (0.5FTE)**  
**1 YEAR FIXED TERM CONTRACT**

**BASE: CHESTER SITE**

**PARTIES TO & CONDITIONS OF THE AGREEMENT**

Secondment agreements will be made between the University of Chester and the relevant NHS Foundation Trust. This agreement will initially be for 12 months and will be reviewed not less than three months before the end of the initial period.

For NHS-employed appointees, the appointment will be administered by way of adjustment to existing job plans; appointees will therefore continue to be paid directly by their Trust, with the programmed activities associated with this role recharged to the University.

The University is only able to accept recharge for basic PA salary costs. Other elements of NHS pay, such as Clinical Excellence Awards, Additional Programmed Activities and On Call (or equivalents) remain the responsibility of the Trust. Should applicants be in any doubt about how such payments would be affected by appointment to this role, they should clarify this with the Trust prior to application.

The University intends appointments of NHS staff to be handled in accordance with the Joint Framework for Managing Consultant Clinical Academic Staff. NHS applicants will be required to secure the agreement of their NHS managers prior to application (evidence of this to be included with the application) and demonstrate how they will incorporate the role within their job plan.

**HOLIDAYS & ABSENCE**

The postholder, will continue to be employed by the relevant NHS Trust. To this end, requests for holidays, paid/unpaid leave, including maternity, adoption and time off for dependents, must be agreed between the postholder and their employer and notified to the University of Chester where any portion of leave incurred by the postholder, is allocated to spend with the University.

Where an absence occurs within the period the postholder is allotted to spend with the University, the postholder must notify their NHS Trust employer in the first instance and subsequently the University of Chester.

**DISCLOSURE & BARRING SERVICE CHECKS**

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

### **ESSENTIAL CERTIFICATES**

Short-listed candidates will be asked to evidence proof of their UK right to work, and qualifications as outlined on the Job Description and Person Specification provided. Upon appointment, copies of essential certificates will be required by Human Resources.

### **PENSION SCHEME**

The postholder shall retain their terms and conditions of employment with their employer and as such shall not be entitled to join pension schemes administered by the University of Chester.

### **EQUAL OPPORTUNITIES**

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

### **DEVELOPMENT OPPORTUNITIES**

The University seeks to provide relevant development opportunities to secondees when and where appropriate and is prepared to discuss initiatives with individuals on the basis that these are identified for the educational aspect of the post. Such resources are at the discretion of the Dean of Faculty, for example a University approved teaching qualification.

### **SMOKING POLICY**

The University operates a No-Smoking policy.

### **PROBATIONARY PERIOD**

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