

Post Description

Position	Medical Education Fellow (Brunel Medical School)	Position No.	13859
Directorate/College/ Institute	College of Health, Medicine and Life (CHMLS) Brunel Medical School		
Grade	H3 (£38,017 - £49,553 per annum plus £2,166 per annum London Weighting)		
Contract type	Full-time, fixed-term		
Accountable to	Academic Head of Curriculum Development; Academic Head of Assessment		
Reports	N/A		
Internal stakeholders	Head of Phase 1, Module Leads, Course Leads, TBL facilitators, Brunel faculty, Departmental Administrator, Programme Manager		
External stakeholders	Clinicians from clinical partners (including primary care and NHS Trusts).		
Date reviewed	May 2021		

Main accountabilities:

Brunel Medical School is currently preparing for its first intake of medical students. The post holders will contribute to the design and development of the new MBBS programme, including development of curricular materials and associated assessments.

Medical Education Fellows (MEF) are being recruited to support the medical education team in developing the MBBS programme, primarily focusing on Years 1 and 2 at present. This role will provide a broad educational experience for successful applicants with fellows contributing to curriculum development and educational review of materials, including materials developed for Team Based Learning (TBL), assessment and admissions.

Curriculum Development and Assessment are led by the Academic Head of Curriculum Development and Academic Head of Assessment, respectively. Successful applicants will join the Curriculum Development Team working closely with the established team of MEFs.

Key duties and responsibilities:

Key duties and responsibilities include the following:

- Contribute to the planning, development and review of curriculum and assessment materials for Years 1 and 2 of the MBBS.
- Liaise with and support scientists, clinicians and educators in their development of curriculum and assessment materials.
- Contribute to mapping of the curriculum, ensuring alignment of learning outcomes with curriculum content and the *Medical Licensing Assessment (MLA) Content Map* (General Medical Council 2019), as well as compliance with *Promoting Excellence: Standards for Medical Education and Training* (General Medical Council, 2015).

Administration and Management

- Contribute to departmental, College and/or University committees.

Communication

- Liaise with internal and external stakeholders, as required.

Scholarship

- Support an academically rigorous and evidence-based approach to the design and development of curriculum, informed by a scholarly understanding of educational theory and practice.

External Engagement

- Participate in external networking, generating opportunities for collaborative learning and teaching projects.
- Present planned educational initiatives at appropriate internal and external meetings.

Professional Development

- Undertake continuous professional development (CPD) in medical education, according to prior experience and performance.

This job description indicates the expectations and responsibilities of staff at this level. This does not mean that staff will be expected to do all the listed activities all of the time, nor does it guarantee that they will be given the opportunity to do all of these activities, although it does mean that the University can expect and require a member of staff at this level to undertake these activities when requested, with reasonable notification and support. Similarly, the job description is not exhaustive and a post holder may be required to undertake duties of a similar level and responsibility.

Effective Behaviours

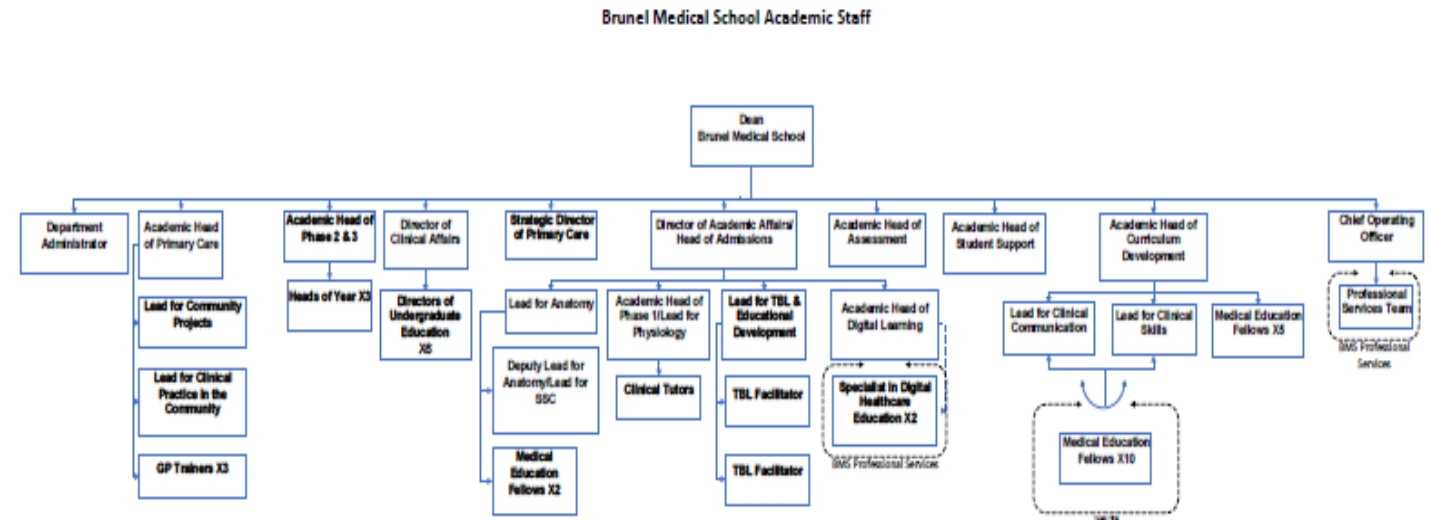
- Timeliness
- Meeting Deadlines
- Communication and Networking
- Networking group across colleges
- Ability to negotiate and influence
- Ability to plan and organise own workload
- Ability to adapt to a flexible approach to the demands of a busy College/Department in order to accommodate changes in priorities when required

University Employment Policy:

1. Undertake any other reasonable duties as required and commensurate with the grade of post.
2. Adhere to and comply with the provisions of the Data Protection Act and the Health and Safety at Work Act in accordance with University policies.
3. Undertake all duties and responsibilities in compliance with the rules and regulations encompassing equal opportunities to help foster a diverse workforce.
4. Adhere, comply and work in accordance with University and Departmental policies, procedures and codes of conduct.
5. Promote the University's Environmental Policy and demonstrate commitment to it through actions and decision making.
6. Actively participate in on-going professional development activities as requested

Organisational Chart

The organisational chart comprises the role, the manager of the role and any direct reports to the role.



Person Specification

Disabled applicants meeting the Essential criterion will be guaranteed an interview as part of the University's commitment to the Disability Confident Scheme.



Attributes	Criteria	Essential /Desirable	How measured
Education, qualifications & training	MBBS or equivalent medical qualification	E	Certificates checked at pre-employment stage
	Postgraduate medical education qualification	D	
Experience	Experience of undergraduate medical education	E	Application form, interview and references
	Experience of teaching a range of topics in the subject area to UG/PG students	E	
	Experience of contributing to the design, delivery and/or evaluation of written and/or Objective Structured Clinical Examinations (OSCEs)	D	
	Experience of producing high-quality teaching materials and resources	D	
	Experience of online education; development of materials and/or delivery	D	
	Interest in/experience of interprofessional learning	D	
	Involvement in scholarly / educational and/or professional/practice-based projects	D	
	Experience of interactive learning such as problem-based or team-based learning	D	
	Experience of managing significant administrative duties linked to teaching or assessment	D	
Knowledge, skills and abilities	Understanding of the principles of curriculum design and development	D	Application form, interview and references
	Sound understanding of education theory and evidence-based medical education practice	D	
	Good understanding of issues affecting undergraduate medical training	D	

	Ability to provide academic leadership in the context of curriculum design and development	D	
	Ability to coordinate and prioritise a range of activities effectively	D	
	Communicate new and complex information effectively engaging the interest and enthusiasm of the target audience	E	
	Ability to provide clear and constructive feedback to colleagues	E	
	Ability to respond positively to constructive feedback	E	
Additional Attributes Required (not included above)	Professional approach to work	E	Interview and references

Job Hazard Assessment

Any identified hazards have undergone appropriate Risk Assessments.

Please tick all relevant workplace hazards identified with this post.				
Currently the University, as a minimum runs Health Surveillance programmes for staff working with skin and respiratory sensitisers, Biological Agents Class 2 and above and GMOs.				
Display screen <input checked="" type="checkbox"/> equipment	Manual handling <input checked="" type="checkbox"/>	Prolonged standing e.g. 1 hour plus <input checked="" type="checkbox"/>	Prolonged sitting e.g. 1 hour plus <input checked="" type="checkbox"/>	
Biological agents: Class 2 and above and GMO Class 1 <input type="checkbox"/>	Human blood, tissue or fluids <input type="checkbox"/>	Respiratory sensitisers or laboratory allergens e.g. animals <input type="checkbox"/>	Skin Irritants/Chemicals <input type="checkbox"/>	
Work in confined Places <input checked="" type="checkbox"/>	Ionising radiation <input type="checkbox"/>	Noise (more than 80 Dba-8 hrs. law) <input type="checkbox"/>	Lone working <input checked="" type="checkbox"/>	
Use of dangerous machinery <input type="checkbox"/>	Electrical hazards <input type="checkbox"/>	Shift work/night work <input type="checkbox"/>	Work outdoors <input type="checkbox"/>	
Neck & arm vibrating equipment <input type="checkbox"/>	Fork lift truck driving <input type="checkbox"/>	Work at heights <input type="checkbox"/>	Lasers <input type="checkbox"/>	
Any other hazards (e.g. food handling) please specify and ensure that appropriate guidance has been received from the Health & Safety office:				
Physical demands of the job	Lifting <input checked="" type="checkbox"/>	Carrying <input checked="" type="checkbox"/>	Bending <input checked="" type="checkbox"/>	Pushing <input type="checkbox"/>
If lifting/carrying duties expected, please give details of heights/weight load(s) the individual is expected to lift/carry and frequency:				
Travel/Off-site working:	< 10% of time	UK <input checked="" type="checkbox"/>	Overseas <input checked="" type="checkbox"/>	
Driving for work:	None <input type="checkbox"/>	Occasionally <input type="checkbox"/>	Weekly <input type="checkbox"/>	Daily <input type="checkbox"/>
Management responsibility:	Supervisor <input checked="" type="checkbox"/>		Non-supervisory <input type="checkbox"/>	
Hours of work: 35	Full time <input checked="" type="checkbox"/>		Part time <input type="checkbox"/> hours	
Non-standard contractual hours? (evenings/weekends) Frequency, number of hours, type of work outside standard hours: Not applicable			Night work	
Other – including occasional or possible work hazards (please specify nature and frequency):				