

## JOB DESCRIPTION

JOB DETAILS	
<b>Job Title</b>	Clinical Teaching Fellow (Education and Scholarship) in the Life Sciences Resource Centre
<b>Reports to</b>	Clinical Lead Junior Doctors/ Academic Leads for the Life Science Resource Centre & Senior Clinical Tutor
<b>Band</b>	Medical and Dental Staff ST1 - 2
<b>Department/Directorate</b>	Medicine

JOB PURPOSE
<p>This role has two elements, the management of medical patients in a busy teaching hospital, and the teaching, supervision and assessment of medical students across a range of educational domains. With regards to the latter you will work under the supervision of the academic leads for the Life Sciences Resource Centre to ensure the efficient and effective delivery of teaching programmes in accord with the College's education strategy. When working clinically you have a Clinical Supervisor who will support you throughout the post to help you deliver high quality care and gain the most from educational opportunities.</p> <p>You can expect to rotate through placements in some of the following medical specialties during clinical posts:</p> <ul style="list-style-type: none"> <li>• General Medicine</li> <li>• Cardiology</li> <li>• Respiratory</li> <li>• Gastroenterology</li> <li>• Renal</li> <li>• Diabetes and Endocrinology</li> <li>• Healthcare for Older People</li> <li>• Neurology</li> <li>• Haematology</li> <li>• Acute Medicine</li> </ul> <p>You will gain valuable clinical experience caring for patients with a wide range of conditions, delivering high quality care and working as part of a dynamic multi-disciplinary team. There is an on-call commitment to the general medical rota.</p> <p>You will have a Clinical Supervisor who will support you throughout the post to help you deliver care whilst gaining the most from educational opportunities.</p> <p>Before applying, you may wish to discuss the post further by contacting the following people.</p> <ul style="list-style-type: none"> <li>• The academic leads for Life Sciences Dominic Wiredu-Boakye <a href="mailto:d.wiredu-boakye@exeter.ac.uk">d.wiredu-boakye@exeter.ac.uk</a> email or Dr Steven Podd, <a href="mailto:steven.podd@nhs.net">steven.podd@nhs.net</a></li> <li>• Further details can be sought from Dr Rob Taylor, BMBS Programme Director, email <a href="mailto:R.Taylor2@exeter.ac.uk">R.Taylor2@exeter.ac.uk</a></li> </ul>

KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES
<p>These full-time Clinical Teaching Fellow posts offer a unique and exciting chance for you to combine an extensive teaching role at University of Exeter Medical School (UEMS) with a diverse range of clinical work on medical wards at the Royal Devon University Healthcare (RDUH) NHS Trust. It will be an invaluable post for those who enjoy and value teaching, and see their career developing in medical education and training.</p>

The appointees will alternate their teaching and clinical commitments. The posts will be 50% teaching and 50% in a post relevant to Core Medical Training. There is a full time on-call commitment to the general medical rota throughout the year, but this should not interfere with your teaching commitments.

The Core Medical Role placements will be with 2-3 general medical teams over the year. We would aim to match you with specialties of interest within the limitations of necessary workforce planning. All trust doctors have a Clinical Supervisor and are given a portfolio and access to educational opportunities similar to training posts. You will gain valuable clinical experience caring for patients with a wide range of conditions, delivering high quality care and working as part of a dynamic multi-disciplinary team.

During your teaching sessions you will teach, demonstrate and assess across a range of life and biomedical sciences (e.g. anatomy, physiology, pathology, biochemistry and pharmacology). You will predominantly teach students in the early years of the course based in the Life Sciences Resource Centre (LSRC) on the beautiful St. Luke's campus at the University of Exeter. There will be time to develop curriculum and assessment materials and contribute to our programme of innovative teaching e.g. creation of high fidelity e-resources. The post holders will have the opportunity to deliver biomedical and clinical teaching together with clinical and communication skills.

The post holders will be encouraged to undertake education projects, attend and present at regional and national educational meetings. Candidates will have the opportunity to complete a Learning and Teaching in Higher Education Course which will enable them to become Associate Fellows of the Higher Education Academy. Post holders will be offered the option to undertake a fully funded Learning and Teaching in Higher Education (LTHE) programme which could lead to Associate Fellow in Higher Education Academy (AFHEA) accreditation and 30 Masters' level credits – both of which can be helpful in securing further employment in HE. Applicants who already have 2 or more years of teaching experience will be offered the opportunity to undertake the ASPIRE Professional Recognition Pathway (PRP); the University of Exeter's experiential route to fellowship of the Higher Education Academy (FHEA). Please note that both LTHE and ASPIRE PRP are experiential routes to fellowships and application success for AFHEA and FHEA depends on colleagues' experience and the way in which they articulate this. Whilst both LTHE and ASPIRE PRP will provide candidates with support, we cannot guarantee an award of fellowship by the time your contract ends with us. That is, whether you achieve these teaching qualifications is entirely dependent on how much you engage with your teaching commitments and with the LTHE or ASPIRE PRP programme.

Successful applicants will be employed by the RDUH but will be awarded honorary contracts with the University of Exeter. Office space will be provided on the University site.

### **Clinical Work**

- With the support of more senior doctors, assess and manage patients assigned to your team.
- Review new referrals to the general medical take and present cases to the duty consultant.
- Provide emergency care to patients across the hospital including being part of the MET or Resuscitation team.
- Develop skills in common medical procedures, with the aim of performing these independently.
- Request specialist opinions and investigations as guided by your consultant and registrar.
- Ensure that patients' care is handed over to other teams as appropriate.
- Work seamlessly with the MDT caring for your patients.

### **Core Teaching**

- Use appropriate teaching, learning support and assessment methods, to deliver student learning in the Life Sciences Resource Centre under the guidance and supervision of the LSRC academic leads.
- Identify areas where current provision is in need of revision or improvement and contribute to the planning, design and development of objectives and material.

- Select appropriate assessment instruments and criteria, assess the work and progress of students by reference to the criteria and provide constructive feedback to students.
- Set, mark and assess work and examinations and provide feedback to students.
- Be available to teach in other areas of the programme.

**Initiative, problem-solving and decision-making**

- Identify the need for developing the content or structure of teaching and assessment with colleagues and make proposals on how this should be achieved.
- Contribute to the improvement of teaching and assessment and quality control processes.
- Tackle issues affecting the quality of delivery within scope of own level of responsibility, referring more serious matters to others, as appropriate.
- Take part in a quality improvement project or audit aimed at developing and improving clinical services.

**Planning and managing resources**

- As a tutor, co-ordinate with others (such as support staff or academic colleagues) to ensure student needs and expectations are met.
- Be involved in the development of student-facing educational resources and e-resources.
- Work with the Rota & Staffing Manager for Medicine Junior Doctors to ensure adequate clinical care is available for medical patients.

**KEY WORKING RELATIONSHIPS**

The post holder is required to deal effectively with staff of all levels throughout the Trust as and when they encounter on a day to day basis. In addition, the post holder will deal with the wider healthcare community, external organisations and the public. This will include verbal, written and electronic media.

Of particular importance are working relationships with:

Internal to the Trust	External to the Trust
<ul style="list-style-type: none"> <li>• Consultants</li> <li>• Specialist Registrars</li> <li>• Junior Doctor Colleagues</li> <li>• Nursing Staff</li> <li>• Rota team</li> </ul>	<ul style="list-style-type: none"> <li>• Patients</li> <li>• Partner organisations</li> <li>• University Colleagues</li> <li>• Students</li> </ul>

## ORGANISATIONAL CHART



## OTHER RESPONSIBILITIES

Take part in regular performance review.

Undertake any training required in order to maintain competency including mandatory training, e.g. Manual Handling

Contribute to and work within a safe working environment

You are expected to comply with Trust Infection Control Policies and conduct him/herself at all times in such a manner as to minimise the risk of healthcare associated infection

As an employee of the Trust, it is a contractual duty that you abide by any relevant code of professional conduct and/or practice applicable to you. A breach of this requirement may result in action being taken against you (in accordance with the Trust's disciplinary policy) up to and including dismissal.

You must also take responsibility for your workplace health and wellbeing:

- When required, gain support from Occupational Health, Human Resources or other sources.
- Familiarise yourself with the health and wellbeing support available from policies and/or Occupational Health.
- Follow the Trust's health and wellbeing vision of healthy body, healthy mind, healthy you.
- Undertake a Display Screen Equipment assessment (DES) if appropriate to role.

## DISCLOSURE AND BARRING SERVICE CHECKS

This post has been identified as involving access to vulnerable adults and/or children and in line with Trust policy successful applicants will be required to undertake a Disclosure & Barring Service Disclosure Check.

## GENERAL

This is a description of the job as it is now. We periodically examine employees' job descriptions and update them to ensure that they reflect the job as it is then being performed, or to incorporate any changes being proposed. This procedure is conducted by the manager in consultation with the jobholder. You will, therefore, be expected to participate fully in such discussions. We aim to reach agreement on reasonable changes, but if agreement is not possible, we reserve the right to insist on changes to your job description after consultation with you.

Everyone within the Trust has a responsibility for, and is committed to, safeguarding and promoting the welfare of vulnerable adults, children and young people and for ensuring that they are protected from harm, ensuring that the Trusts Child Protection and Safeguarding Adult policies and procedures are promoted and adhered to by all members of staff.

# PERSON SPECIFICATION

<b>Job Title</b>	Clinical Teaching Fellow
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Requirements	Essential	Desirable
<b>QUALIFICATION/ SPECIAL TRAINING</b>		
Has achieved BMBS or equivalent medical qualification	X	
Full registration with the General Medical Council with licence to practise	X	
Possess a depth and breadth of medical knowledge in order to teach and support learning	X	
Postgraduate Certificate in Clinical Education (or equivalent or higher)		X
<b>KNOWLEDGE/SKILLS</b>		
Sound knowledge of basic clinical sciences and the ability to apply knowledge to clinical practice	X	
Able to prioritise clinical need and manage time effectively	X	
Aware of own limitations and know when to consult senior colleagues	X	
Understand the importance of working effectively in MDTs	X	
Understands the need for and appreciates the role of audit and clinical governance in clinical practice	X	
Understands the principles of patient confidentiality and data protection	X	
Keeps professional knowledge and skills up to date Understands the basic principles of audit	X	
Sound competence using standard software applications Evidence of excellent teaching identified by peer or senior review		X
Ability to develop learning materials and e-resources		X
<b>EXPERIENCE</b>		
Satisfactory completion of F1 year or equivalent, and satisfactory progress in F2 (or completion) – or equivalent	X	
Experience of undergraduate / postgraduate teaching and supervision.		X
Previous Teaching or Research Fellow roles		X
<b>PERSONAL ATTRIBUTES</b>		
Able to communicate effectively both verbally and in writing with patients, students, carers, GP's, nurses, academics, administrators and other agencies	X	
Able to cope in stressful situations	X	
Excellent written and verbal communication skills.	X	
Can communicate complex and conceptual ideas to a range groups.	X	
Be able to demonstrate independent and self-managing working styles	X	
Have knowledge of tertiary education and be able to use a range of delivery techniques to enthuse and engage students	X	
<b>OTHER REQUIREMENTS</b>		
The post holder must demonstrate a positive commitment to uphold diversity and equality policies approved by the Trust.	X	
Ability to travel to other locations as required.		X
Full commitment to the on-call rota	X	

		FREQUENCY			
		(Rare/ Occasional/ Moderate/ Frequent)			
WORKING CONDITIONS/HAZARDS		R	O	M	F
<b>Hazards/ Risks requiring Immunisation Screening</b>					
Laboratory specimens	Y/N				
Contact with patients	Y				
Exposure Prone Procedures	Y				X
Blood/body fluids	Y				X
<b>Hazard/Risks requiring Respiratory Health Surveillance</b>					
Solvents (e.g. toluene, xylene, white spirit, acetone, formaldehyde and ethyl acetate)	Y	X			
Respiratory sensitisers (e.g isocyanates)	Y	X			
Chlorine based cleaning solutions (e.g. Chlorclean, Actichlor, Tristel)	Y			X	
Animals	N				
Cytotoxic drugs	Y		X		
<b>Risks requiring Other Health Surveillance</b>					
Radiation (>6mSv)	Y/N				
Laser (Class 3R, 3B, 4)	Y/N				
Dusty environment (>4mg/m3)	N				
Noise (over 80dBA)	N				
Hand held vibration tools (=>2.5 m/s2)	N				
<b>Other General Hazards/ Risks</b>					
VDU use (> 1 hour daily)	Y		X		
Heavy manual handling (>10kg)	Y		X		
Driving	N				
Food handling	N				
Night working	Y				X
Electrical work	N				
Physical Effort	Y			X	
Mental Effort	Y			X	
Emotional Effort	Y			X	
Working in isolation	Y		X		
Challenging behaviour	Y		X		