



## THE POST

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| <b>College:</b>      | <b><a href="#">University of Exeter Medical School</a> – Clinical Skills Resource Centre Exeter</b>   |
| <b>Post:</b>         | <b>Clinical Skills Tutor (Education &amp; Scholarship)<br/>0.2 FTE (equivalent to 1 day per week)</b> |
| <b>Reference No:</b> | <b>P63035</b>   |
| <b>Grade:</b>        | <b>F</b>  |
| <b>HERA:</b>         | <b>TF</b>   |
| <b>Reporting To:</b> | <b>Senior Clinical Skills Tutor</b>   |

### Job Description

#### **Main purpose of the job:**

You will have responsibility for delivering the teaching and assessment of Clinical Skills, including physical examination, procedural skills and communication skills. You will work with the multi-disciplinary team, the Senior Clinical Skills Tutor and other Clinical Skills Tutors to ensure the efficient and effective delivery of teaching programmes in accordance with the College's education strategy and GMC requirements as well as implementing the External Affairs strategy, for medical students attending the University of Exeter Medical School.

#### **Main duties and accountabilities:**

1. Use appropriate teaching, learning support and assessment methods.
2. Identify areas where current provision is in need of revision or improvement and contribute to the planning, design and development of objectives and material.
3. Select appropriate assessment instruments and criteria, assess the work and progress of students by reference to the criteria and provide constructive feedback to students.
4. Set, mark and assess work and examinations and provide feedback to students.
5. Ensure that teaching design and delivery complies with the quality standards and regulations of the University, GMC Standards and College.

#### Liaison and Networking

Participate in and develop external networks, for example to contribute to student recruitment, building relationships for future activities and to build a close working relationship with the clinical areas where students will undertake placements, e.g. GP surgery, Acute medical unit.

#### Managing people

1. Mentor colleagues with less experience and advise on personal development
2. Co-ordinate the work of others to ensure sessions are delivered to the standards required.

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

1. Identify the need for developing the content or structure of teaching sessions with colleagues and make proposals on how this should be achieved.
2. Contribute to the accreditation of programmes and quality control processes.
3. Tackle issues affecting the quality of delivery within scope of own level of responsibility, referring more serious matters to others, as appropriate.

#### Planning and managing resources

1. Co-ordinate with others (such as support staff or academic colleagues) to ensure student needs and expectations are met.

2. Fulfil administrative duties such as timetabling, examinations, assessment of progress and student attendance.

This job description summarises the main duties and accountabilities of the post and is not comprehensive: the post-holder may be required to undertake other duties of similar level and responsibility. Please visit the Human Resources website to view the Lecturer (Education and Scholarship) role profiles at <http://www.exeter.ac.uk/staff/employment/academicroles/youteach/roleprofiles/>

### **Person Specification**

| <b>Competency</b>           | <b>Essential</b>  | <b>Desirable</b>   |
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| Attainments/Qualifications  | <ul style="list-style-type: none"> <li>• Possess a depth or breadth of specialist knowledge demonstrated by Professional registration in a Healthcare profession, e.g. GMC or NMC</li> <li>• Degree in relevant field</li> <li>• Further educational qualifications</li> </ul>  | <ul style="list-style-type: none"> <li>• Experience teaching communication skills using the Calgary-Cambridge model of experiential learning</li> <li>• ILS/ALS provider (or willing to attend course)</li> <li>• Advanced Life Support or Immediate Life Support instructor</li> <li>• Higher degree</li> </ul> |
| Skills and Understanding    | <ul style="list-style-type: none"> <li>• Possess an in-depth understanding of own specialism to enable the development of new knowledge and understanding within the clinical skills field.</li> <li>• IT skills</li> <li>• Teaching skills</li> <li>• Organisational skills</li> <li>• Team working</li> <li>• Assessment skills/methods</li> <li>• Understanding of Universities</li> <li>• Understanding of the NHS</li> <li>• Evidence of excellent teaching identified by peer review and have made an impact at discipline programme level beyond their own teaching</li> </ul> | <ul style="list-style-type: none"> <li>• Tutor Training</li> <li>• Examiner training</li> </ul>  |
| Prior Experience            | <ul style="list-style-type: none"> <li>• Experience of undergraduate teaching</li> <li>• Multi-professional teaching</li> <li>• Clinical teaching</li> <li>• Current clinical position either Primary or Secondary care ( to continue)</li> </ul>   | <ul style="list-style-type: none"> <li>• Curriculum development and quality management and enhancement in either an HE environment or a clinical setting</li> </ul>  |
| Behavioural Characteristics | <ul style="list-style-type: none"> <li>• Excellent written and verbal communication skills.</li> <li>• Able to communicate complex and conceptual ideas to a range of groups.</li> <li>• Able to participate in and develop external networks.</li> <li>• Be able to demonstrate independent and self-managing working styles</li> <li>• Have knowledge of tertiary education and be able to use a</li> </ul>   |  |

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|  | range of delivery techniques to enthuse and engage students |  |
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**Terms & Conditions**

Our Terms and Conditions of Employment can be viewed [here](#).

**Further Information**

Please see our [website](#) for further information on working at the University of Exeter.