

## JOB DESCRIPTION

<b>Job Title:</b> Senior Lecturer (Teaching) Medical Educational Facilitator (MEF)	<b>Band AC3:</b> £42,978 to £54,395 per annum <i>Opportunity to progress to £59,422</i>
<b>School:</b> Three Counties Medical School	
<b>Department:</b> MBChB Programme	
<b>Reporting directly to:</b> MBChB Programme Lead or Principal Lecturer, Clinical Skills (depending on focus of role on PBL or ICM Facilitation)	
<p><b>Other Contacts</b></p> <p><b>Internal:</b> Other Medical Education Facilitators, PBL Facilitators and ICM Facilitators, MBChB and Physician Associate MSc. Programme Faculty, Dean, academic and professional services colleagues within the School; College Director for Learning, Teaching and Quality Enhancement; College Director for Research and Knowledge Exchange; Strategic Director of Practice Learning and Interprofessional Education in the Health Professions; academic colleagues in the College of Health, Life and Environmental Sciences</p> <p><b>External:</b> NHS Trusts; Partner institutions; Other HEIs; Student Placement Providers; Contingent Partner</p>	
<p><b>Main Duties*:</b></p> <ol style="list-style-type: none"> <li>1. To provide Problem-based Learning (PBL) Facilitation and / or Integrated Clinical Methods Facilitation (ICM - clinical communication skills and basic physical examination techniques) within small group facilitation in person and / or online if required.</li> <li>2. To use the appropriate teaching, learning support and assessment methods.</li> <li>3. To assess the progress of students both formatively and summatively, with reference to the assessment criteria and provide constructive and timely feedback to students.</li> <li>4. To undertake the necessary preparation for facilitating the learning sessions, including introductory training, and reading of documentation (Facilitators' Notes).</li> <li>5. To contribute to PBL/ICM scenario refreshment, simulated patient (SP) training, and the tutor notes.</li> <li>6. To provide student guidance, mentorship, and pastoral support as a Personal Academic Tutor (PAT) (if taking on a PBL Facilitator role).</li> <li>7. To contribute to the quality assurance processes and the evaluation of the MBChB programme.</li> <li>8. To attend pertinent staff development and in house training activities as required by the role including PAT and take part in peer teaching observation and dialogue.</li> <li>9. To engage in scholarly practice.</li> </ol>	

10. Maintain personal and professional development to meet the changing demands of the job; participate in appropriate training activities and encourage and support staff in their development and training.
11. Take steps to ensure and enhance personal health, safety and well-being and that of other staff and students.
12. Carry out these duties in a manner that promotes equality of opportunity and supports diversity and inclusion and takes into account the University's commitment to environmentally sustainable ways of working.

\*The above does not represent an exhaustive list of duties associated with this role.

**Selection Methods:**

Applicants will be expected to facilitate a short 20-minute micro PBL / ICM session on a subject of their choice with a group of learners. This will be followed by a panel interview.