



**JOB DESCRIPTION**

<p><b>Job Title:</b> Integrated Clinical Methods (ICM) Tutor / Medical Education Fellow</p>	<p><b>Band AC3:</b> £42,978 to £54,395 per annum pro rata</p> <p><i>Opportunity to progress to £59,422 subject to performance and the university reward scheme</i></p>
<p><b>School:</b> Three Counties Medical School</p>	
<p><b>Reporting directly to:</b> MBChB Assessment Lead</p>	
<p><b>Other Contacts</b></p> <p><b>Internal:</b> Dean of Three Counties Medical School; School Manager; colleagues within the School; College Director for Learning, Teaching and Quality Enhancement; College Director for Research and Knowledge Exchange</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. Prepare for and to teach integrated clinical methods (clinical communication skills and basic physical examination techniques).</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 small group work and tutorials, including reading of documentation (Facilitators' Notes).</li> <li>5. To provide student guidance, mentorship and pastoral support.</li> <li>6. To contribute to the quality assurance processes and the evaluation of the MBChB programme.</li> <li>7. To attend pertinent staff development and in house training activities as required by the role and take part in peer teaching observation and dialogue.</li> <li>8. To engage in scholarly practice including the marking and writing of assessment questions.</li> <li>9. 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.</li> <li>10. Take steps to ensure and enhance personal health, safety, and well-being and that of other staff and students.</li> <li>11. 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.</li> </ol>	



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

**Selection methods:**

Candidates will be required to facilitate a short integrated clinical methods session for students which will be observed. This will then be followed by a panel interview.