

JOB DESCRIPTION

Job Title: Medical Educational Facilitator (MEF)	Band AC3: £44,128 to £55,755 per annum <i>Opportunity to progress to £60,907 subject to performance and the university reward scheme</i>
School: Three Counties Medical School	
Department: MBChB Programme	
Reporting directly to: MBChB Programme Lead or Principal Lecturer, Clinical Skills (depending on focus of role on PBL or ICM Facilitation)	
Other Contacts Internal: 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 External: NHS Trusts; Partner institutions; Other HEIs; Student Placement Providers; Contingent Partner	
Main Duties*: <ol style="list-style-type: none"> 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. 2. To use the appropriate teaching, learning support and assessment methods. 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. 4. To undertake the necessary preparation for facilitating the learning sessions, including introductory training, and reading of documentation (Facilitators' Notes). 5. To contribute to PBL / ICM scenario refreshment, simulated patient (SP) training, and the tutor notes. 6. To provide student guidance, mentorship, and pastoral support as a Personal Academic Tutor (PAT) (if taking on a PBL Facilitator role). 7. To contribute to the quality assurance processes and the evaluation of the MBChB programme. 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. 9. To engage in scholarly practice. 	

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:

Shortlisted candidates 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.