

Job Description

GP Education Fellow, Peninsula Medical School

Job Title:	GP Education Fellow
Department:	1 Programmed Activity (4 hours per week) with Medical Education
Base:	Academy, Musgrove Park Hospital
Responsible to:	University of Plymouth Associate Dean Taunton

GP Education Fellow Role Summary:

The post holder will deliver academic and teaching activity including assessment within the BMBS undergraduate course at PMS for years 3, 4 and 5 medical students.

The post holder will be a fully qualified GP and working locally in General Practice

Contract Type: This is an annual role that equates to 1 session per week (although some flexibility may be required). The standard length of contract is 3 years, with a review after the first 12 months.

Key Accountabilities

- You will be expected to take on the role of Clinical Teacher Lead for the Y4 Patient Experience, and Communities weeks, completing 2-hour clinical reasoning sessions for students on Wednesday or Thursdays during term time.
- Preparation of and direct delivery of academic educational activity to medical students, including delivery of a minimum of 15 tutorials across the academic year.
- Becoming an Academic Tutor for 3-4 students for Academic Year 2023-24.
- Stay up to date with programme and School developments, including regularly reading and responding to emails, and attending staff development meetings and in-service training activities as required for the role.
- Attend School meetings and committees as appropriate.
- Work as a team member, developing productive relationships with other staff.
- Undertake additional educational roles as required and participate in other areas relevant to student experience as appropriate e.g. recruitment, marketing, student events and activities.

The main teaching duties will include:

- Development of undergraduate curriculum.
- Undertake summative and formative assessment of students as required including workplace-based assessments and end of year ISCE examinations.
- Identify learning needs of students and define appropriate learning objectives.
- Ensure that content, delivery and materials will meet the defined learning objectives.
- Supervise the work of students, provide advice on study skills.
- Be available to support specific topics, questions or concepts at request of individual students, subject to available time.
- Assess the work and progress of students and provide constructive feedback to students.
- Act as a mentor for students. Take an informal role in student pastoral care such as identification of "at risk" students and dysfunctional groups, offering support and referral to appropriate sources of help.
- Collaborate with other education fellows.



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Everyone, Every day

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Additional Information

The post holder will deliver direct educational content including plenaries, tutorials and clinical workplace-based assessments for both the undergraduate and post-graduate programmes:

- The post holder will deliver sessions at Musgrove Park Academy, Musgrove Park Hospital, usually on Mondays, Wednesdays, Thursdays or Fridays.
- With advanced warning some sessions may be on other days of the week. This is to allow delivery to different year groups.

The post holder will need to have completed mandatory Somerset NHS Foundation Trust IT training in line with Trust policy.

- The post holder would be encouraged and supported to undertake further education qualifications. Partial funding can be applied for but not guaranteed.

There will be close working relationships with:

- Associate, Clinical Hospital & Community Sub Dean's
- Clinical Pathway leads
- Director of Clinical studies
- Director of Small Group Learning and Professionalism
- Medical Education Team
- Clinical Liaison Team and Faculty Office

Terms and Conditions:

- This is a part-time role averaging 1 Programmed Activity per week initially. This will be reviewed on an annual basis. (1 Programmed Activity equals 4 hours).
- The post will be based mainly at Musgrove Park Academy, Somerset NHS Foundation Trust with potentially some travel to other sites in the South West.



Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> Medical degree Clinically active. Actively engaging in the revalidation process, including the required annual appraisal & full registration with the GMC. MRCGP 	<ul style="list-style-type: none"> Educational Qualification
Knowledge & understanding	<ul style="list-style-type: none"> Understanding of, and commitment to, the principles of learning, professional practice, reflective practice and assessment. 	<ul style="list-style-type: none"> Understanding of the undergraduate curriculum for medical schools and GP specialist training.
Training & Experience	<ul style="list-style-type: none"> Included in the GMC GP Register and the Performers List Affinity to communicate and build relationship with undergraduate and postgraduate learners Experience of teaching, facilitating, and delivery of educational sessions Excellent communication skills: verbal, written and electronic Excellent team working skills and ability to manage and lead a team Experience of change management project 	<ul style="list-style-type: none"> Experience of developing educational resources Experience with using digital learning environments
Management/ Administrative Experience	<ul style="list-style-type: none"> Willing and able to work with colleagues in management, nursing and other specialties to ensure the delivery of a high quality, safe and reliable service Familiar with clinical governance Proficient at Microsoft Teams, Excel, Powerpoint 	<ul style="list-style-type: none"> Experience in clinical governance Successful QI project as a postgraduate doctor
Personal Qualities	<ul style="list-style-type: none"> Motivated and conscientious with a special interest in education Have a special interest and enthusiasm for promoting and encouraging primary care as a career option Takes a critical and reflective approach to own work, learning and professional development. Flexibility to work at different times of the week, as required Hardworking, enthusiastic, conscientious and flexible Works well as part of a team 	<ul style="list-style-type: none"> Experience of teaching Evidence of taking a scholarly approach and applying educational theory and evidence in practice.
Physical requirements	<ul style="list-style-type: none"> Good general health 	



Review of this Job Description

This job description is intended as an outline indicator of general areas of activity and will be amended in the light of changing service needs. This job description is to be reviewed in conjunction with the post holder on an annual basis.

General Information

At all times promote and maintain the safety of children by working according to the Trust's Child Protection Policy and supporting guidance. Being pro-active and responsive to child protection concerns by early reporting, recording and referral of issues according to Trust arrangements. Attending child protection training that is appropriate to your role.

Confidentiality

The post holder will maintain appropriate confidentiality of information relating to commercially sensitive matters in regard to Trust business, and also to personal information relating to members of staff and patients. The post holder will be expected to comply with all aspects of the Data Protection Act (1998), the Staff Code of Confidentiality and the IT Security and Acceptable Use Policy.

Equality & Diversity

Somerset NHS Foundation Trust is committed to achieving equality of opportunity for all staff and for those who access services. You must work in accordance with equal opportunity policies/procedures and promote the equality and diversity agenda of the Trust.

Safeguarding

All employees have a duty for safeguarding and promoting the welfare of children and vulnerable adults. Staff must be aware of the Trust's procedure for raising concerns about the welfare of anyone with whom they have contact.

Risk Management / Health and Safety

Employees must be aware of the responsibilities placed on them under the Health & Safety at Work Act 1974, ensure that agreed safety procedures are carried out and maintain a safe environment for employees, patients and visitors.

Records Management

The post holder has responsibility for the timely and accurate creation, maintenance and storage of records in accordance with Trust policy, including email documents and with regard to the Data Protection Act, The Freedom of Information Act and any other relevant statutory requirements.

Clinical Governance

The post holder will be expected to participate in clinical governance activities to assist the Trust to provide high quality services.

Prevention and Control of Healthcare Associated Infection

The post holder is expected to comply with Trust Infection Control Policies and conduct themselves at all times in such a manner as to minimise the risk of healthcare associated infection.

Smoking

The Trust operates a 'non-smoking' policy. Employees are not permitted to smoke anywhere within the premises of the Trust or when outside on official business.

Policies & Procedures

Trust employees are expected to follow Trust policies, procedures and guidance as well as professional standards and guidelines. Copies of Trust policies can be accessed via the staff intranet or external website or via your manager.

Sustainability Clause

Somerset NHS Foundation Trust is committed to creating a sustainable business. Staff employed by the Trust, are required to think about their actions in the course of their work and make positive steps to reducing, reusing and recycling wherever and whenever possible.

Applications & Interviews

Once short listed, candidates are encouraged to visit the hospital before interview. Arrangements to visit can be made by contacting penmedschool@somersetft.nhs.uk.

Information regarding the details of the educational component of the post can be discussed with Dr Kath Speller, Community Hospital Sub Dean Peninsula Medical School - kathleen.speller@plymouth.ac.uk or Dr Anna Stevenson Hospital Sub Dean Peninsula Medical School - anna.stevenson@somersetft.nhs.uk.

The closing date for this application is **Friday 29th September 2023**, with interviews expected to take place on **Tuesday 10th October AM** at Musgrove Park Academy.



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