

## **University of Bristol Academy, Swindon: Clinical Education Fellow (CEF)**

### **1. Introduction**

These posts are aimed at doctors in training who wish to spend time working in a medical educational role within The University of Bristol (UoB) Academy in Swindon.

In each Academy, the organisation and delivery of the Bristol MB ChB programme is led by the Academy Medical Dean (AMD), supported by administrative and secretarial staff. The 'college of medical teachers' principally comprises NHS consultants and general practitioners, together with paramedical and nursing staff. Curriculum Units, each of 9-10 weeks, are the primary building blocks of the Bristol MB ChB programme. In each Academy, a Unit Co-ordinator (UC) and a Unit Tutor (UT) is appointed for every Unit delivered within that Academy. The UoB curriculum map sets out the time table for the academic year (attached).

### **2. Duties of a CEF**

1. The CEF's main role is to help the AMD, the UC / UT's and other teachers deliver the UoB undergraduate curriculum.
2. In addition the CEF's will be expected to undertake research and audit projects for presentation at congresses such as the Association for Study of Medical Education (ASME) on behalf of The UoB.
1. The CEF work on a day to day basis with the Academy Undergraduate Manager and administrator, and the UC / UT's who are responsible for organizing the formal teaching programme and clinical placements for that Unit in their Academy. They will ensure that specified formal teaching sessions are appropriately timetabled and delivered.

2. The CEF will automatically be a member of the Academy Undergraduate Medical Education committee (UG- MEC).
3. CEF's need to be in regular communication with the UT / UC and with each other. They meet formally throughout the year, to review the course and plan for the future.
4. A CEF is expected to work up to 40 hrs per week 09:00 – 17:00 *of which one day may be spent in a clinical specialty of their choice*. It is recognized that the work load is variable and that the hours will need to be flexible.
5. It must be recognized that students will be present in an Academy for only part of a calendar year. When considering the sessional commitment, periods of greater or less educational activity need to be averaged over the year.
6. It will also be possible for appointee's to undertake a formal educational qualification (Teaching Learning for Healthcare Professionals -TLHP, University of Bristol) and to develop their personnel career aspirations. For e.g.: a surgical trainee may wish to spend time working in theatre or at the bedside. *The precise arrangements are negotiable with the AMD*.
7. The CEF's are welcome to sit in on Dept post graduate teaching in their chosen speciality while they prepare for part II MRCP, MRCS or Primary Care exams.
8. All CEF's will be expected to take part in "long case examinations" / OSCE's, prescribed tutorials and other teaching and training sessions that are part of the UoB curriculum. From time to time they will be asked act as external examiners at other Academies and the Medical School.

### **Terms and Conditions**

CEF's are accountable to the AMD and they are subject to the Terms and conditions of all junior doctors working for The Swindon and Marlborough NHS Foundation Trust. At all times they will be subject to the Trust procedures for junior doctors in training.

### **Appointment Procedure**

The appointment will be a joint responsibility of the AMD a nominated UC / UT and The Academy Undergraduate Manager. The appointment will be by interview on the 4<sup>th</sup> May 2012.

### **The Candidate**

1. Must be a medically qualified individual, registered with the GMC who has completed foundation training.
2. Should have some teaching experience, a sound knowledge of the Bristol medical curriculum and the ability to work independently.
3. Candidates need to be flexible and prepared to work outside the standard working day when required. This might include leading Peer Assisted Learning sessions or OSCE's after 17:00 for eg.
4. The ability to work as part of a small dynamic team committed to innovation and high standards.
5. Excellent interpersonal and communication skills.
6. Familiarity with Word , PowerPoint, Excel and other IT systems would be a great advantage.

### **Salary**

The appointees will be offered salaries at the point on the pay scale they are currently on, adjusted to reflect a 40 hour week worked 09:00 – 17:00.

### **Leave**

The CEF's will be expected to take annual leave at the same time as the University holidays at Christmas and Easter, or after the academic year finishes in June. Study leave or attendance at TLHP training sessions may be taken at other times by agreement with the AMD.

If you are interested in discussing the posts, please contact one of our current CEF's Dr Marie O'Sullivan ([marie.osullivan@gwh.nhs.uk](mailto:marie.osullivan@gwh.nhs.uk)) or Dr Georgia Woodfield ([georgia.woodfield@gwh.nhs.uk](mailto:georgia.woodfield@gwh.nhs.uk)) . If you would like to apply please send me a brief CV and a personnel statement of no more than 600 words setting out why you want the post ([kevin.jones@gwh.nhs.uk](mailto:kevin.jones@gwh.nhs.uk)). **The closing date is: 20<sup>th</sup> April 2012.**

Mr Kevin Jones BSC (Hons) MB ChB FRCOG MSc MD  
Academy Medical Dean, March 2012