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| <b>Job Title:</b>  | Academic Lead - Head of Year 3 Surgery  |
| <b>Department:</b> | Leicester Medical School  |
| <b>Grade:</b>      | Clinical Consultant (Teaching focused)  |
| <b>FTE:</b>        | 2 PA (8hrs pw)  |
| <b>Contract:</b>   | 3 years (subject to satisfactory educational appraisal) with potential to renew for a further agreed period |
| <b>Reference:</b>  | 13276   |

## Role Purpose

This leadership position is a key role within our Phase 2 management team, leading our year 3 medical block across our five hospital sites (UHL, Burton, Kettering, Northampton and Peterborough). This position provides leadership to our surgical block leads at each site and will continue to enhance and develop our year 3 surgery curriculum in partnership with the Director of Clinical studies and our Phase 2 team.

The course outcomes are defined by the General Medical Council (GMC) and our programme is subject to annual monitoring under the GMC Quality Assurance Framework (commended by the GMC in autumn 2016).

In Phase 2 our students are expected to take a greater role in their “self-directed learning”. When on clinical placements students are expected to be fully integrated into teams on the wards developing insights into medicine and surgical services, and the skills needed to function as a competent FY1 doctor of the future. Whilst there is a small amount of structured teaching in the form of traditional lectures and seminars, the majority of students’ learning is through experiential means on the wards, clinics and hospital more widely and through bedside teaching, simulation etc.

Our curriculum has a number of key aspects to support student learning as follows:

- Longer, more generalist, placements in Year 3 (medicine, surgery and primary care)
- Focussed specialist placements in Year 4
- A greater experience of Primary Care
- Final Year Foundation Assistantships
- Year 3 & 5 Student Selected Components

Details of the curriculum are available on the Medical School web site -

<https://le.ac.uk/courses/medicine-mbchb/2026>

It is intended that this post will provide overarching academic leadership for surgery. Specifically, you will lead on:

- the curriculum specifications and outcomes in surgery
- all student facing university materials (notably workbook and handbooks, Year 3 surgery Blackboard site and additional resources)
- development and delivery across sites of formative assessments of year 3 surgery





You will also be key to ensuring induction provided at each site is fit for purpose; that there is close alignment with relevant vertical themes and links to medical/surgical components in Years 4 & 5; and contribute to summative assessment materials, both written and OSCE examinations, identify suitable patients and examiners and participate in OSCEs.

As Academic Lead for year 3 surgery you will be expected to work collaboratively with the various Block leads in surgery at UHL, and their equivalent Education Leads at our partner Trusts, so as to ensure each Provider is working to a common set of curriculum objectives wherever students are placed. You will be expected to visit all our partnership Trusts. You will also be key to assisting our Quality lead in reviewing and acting upon student feedback to enhance the quality of our year 3 surgery placements.

Further details can be found in the Leicester Medical School Specifications - Year 3 'Surgery Apprenticeship' placement documents.

### Applications

The appointment is available to any consultant holding a substantive Consultant post within a University of Leicester partner hospital. If you wish to apply for this post, please ensure that you have discussed your application with your relevant Head of Service. If offered the post the activity must be incorporated into your job plan before the post is formally accepted.

### Enquiries

Interested applicants are welcome to discuss this post informally with:

- Professor Simon Gay, Head of Medical School, Leicester Medical School  
E: [hoslms@le.ac.uk](mailto:hoslms@le.ac.uk)
- Dr Fiona Miall, Deputy Head of Medical School, Leicester Medical School  
E: [fmm15@le.ac.uk](mailto:fmm15@le.ac.uk)
- Dr Sophie Parkinson, Director of Clinical Studies  
E: [sp502@le.ac.uk](mailto:sp502@le.ac.uk)

### Main Duties and Responsibilities

- Oversee the Year 3 surgery apprenticeship programmes across all providers (UHL and our partner hospitals) including liaising as needed with relevant placement Leads and Site Education Leads (in collaboration with the Academic Lead for Year 3 medicine). This includes reviewing provision of induction, specialty teaching and breadth of clinical experience at each site.
- Work with vertical theme and specialist block leads to ensure their vertical curriculum is appropriately encompassed within your placement





- Lead on enhancing student facing documents including:
  - Workbooks
  - Blackboard site
  - Additional learning materials (including podcasts, relevant website links etc.)
- Lead on production of formative assessment material (written and OSCE) supported by relevant Trust and University academic staff
- Work with the University's Technical Director of Assessment (Dr C Woodley) and Operational Head of Assessment (Dr S Ladani), Year 3 and Year 5 written assessment leads and OSCE leads to contribute to Year 3 and 5 Summative Assessments providing oversight of components related to Surgery. This will include question and scenario writing, editing, standard setting and marking under the guidance of the Assessment Team
- Support patient recruitment for Year 3 and 5 OSCEs
- Support examiner recruitment for the Year 3 and 5 OSCEs
- Participate in Year 3 and Year 5 Finals written marking and OSCE examining including re-sits
- Member of Leicester Medical School Years 3 and 5 Panel and Board of examiners
- Act as a Personal Tutor for Phase 1 students or as a clinical academic tutor for Phase II
- Offer student feedback meetings for students who are failing within the year 3 surgery block
- Assist with admissions interviews (MMIs) for medicine
- Member of Phase 2 Management Team

Induction: Contribute to the Central (1 week) Year 3 Induction programme

Curriculum:

- To review and develop the Curriculum for Year 3 Surgery programme. To liaise with the Director of Clinical Studies to ensure the curriculum remains integrated and linked to the overarching educational strategy, GMC Outcomes for Doctors, and UKMLA.
- To liaise with the 'Theme' leads (our vertical curriculum, including Patient Centred Care; Equality, Diversity and Inclusion; Personal Development and Professional Practice; Population and Social Sciences; Clinical Reasoning and Application of Biomedical Principles; Professional Skills; Patient Safety and Quality Improvement; and Interprofessional Team working) and to review their inclusion within the surgery curriculum.
- To liaise with the 'Specialty' leads to ensure alignment of specialty curricular content with the surgery curriculum and ensure adequate and fair provision for those placed on 'out block' for surgery.

Quality Management:

- Review the student feedback on the Year 3 Surgery placements across providers.





- Work with the Quality lead and Director of Clinical Studies to address curricular or teaching concerns.

Student progress:

- Oversight of student feedback and academic support alongside Head of Year 3, for the Year 3 Surgery placements
- With Head of Year 3, ensure a process is in place to monitor student progress and to provide appropriate intervention, utilising the Academic and Pastoral Support Units.
- Contribute to University based student progress meetings

Student Support:

- To assist in the development of the academic remedial programme in surgery for Year 3 students in partnership with the Head of Year 3 for those repeating the year, and for those who fail End of Year 3 exams.

Feedback to Students:

- To monitor and review the systems for providing feedback to students during the Year 3 Surgery placements. This will include both formative feedback linked with placement assessments and feedback from the summative assessments.

Formative Assessment:

- To lead on development and delivery of formative assessment across all sites to improve alignment of formative and summative assessment
- To contribute to and advise the Assessment Team to ensure summative assessment content is in line with teaching.

**Clinical Duties**

In addition to the University PAs, the individual will be employed as a Consultant in active clinical practice within a University of Leicester partner hospital involved in clinical placements.

**Internal and External Relationships**

**Internal**

- The Deputy Head of the Medical School, Director of Clinical Studies and the Phase 2 office.
- The wider medical school team (academic, clinical, LMS professional services)

**External**

- Partner hospitals, block leads and administrators





## Planning and Organising

The Academic Lead is expected to plan and organise their teaching duties independently including preparation, delivery and evaluation. Normal working hours will be between 9am and 5pm on weekdays, although flexibility to work longer days, evenings or at weekends will sometimes be required.

The Academic Lead will schedule their annual leave at times appropriate to needs of the School, usually outside the main teaching terms.

## Qualifications, Knowledge and Experience

### **Essential**

- Medically qualified MB BS or equivalent\*
- Full GMC registration with licence to practise\*
- GMC Specialist Registration
- Holds a substantive Consultant post in a surgical specialty at a University of Leicester partner hospital \*
- Holds an undergraduate leadership role eg block lead; supporting a block; theme lead, or contributing in a defined role to the early years of the medical programme\*
- Evidence of significant clinical teaching experience\*
- Experience and strong interest in undergraduate medical education\*
- Evidence of personal commitment to own educational development
- Evidence of experience in delivery of written or clinical assessment
- Experience with use of technology in education
- Willingness to obtain FHEA, Fellowship of the Academy of Medical Educators or PGCert/Dip in Medical Education if not already held\*
- Understanding of attributes required for effective training
- Excellent interpersonal skills
- A good understanding of how high-quality undergraduate education is delivered

### **Desirable**

- Evidence of training in teaching and learning (trainer the trainers courses etc) \*
- Experience in curriculum design\*
- Experience in developing written and other forms of UG assessment material (formative and summative)\*
- Experience in development of clinical (OSCE) assessment\*
- FHEA, Fellowship of the Academy of Medical Educators or PGCert/Dip in Medical Education\*
- Understanding of national issues around medical education





## Skills, Abilities and Competencies

### **Essential**

- High level of proficiency in written\* and spoken English, sufficient to undertake teaching and administrative activities utilising English Language materials and to communicate effectively with staff and students
- Ability to review, evaluate and develop the key skills of students
- Ability to prioritise tasks within agreed work schedules
- Ability to provide support to students via Blackboard, Microsoft Teams and other online teaching platforms
- Evidence of personal commitment to own educational development
- Demonstrate enthusiasm and commitment to student support
- Demonstrates commitment to quality in education and training
- Ability to lead others and deliver change
- Ability to plan strategically
- Excellent interpersonal skills
- Demonstrate enthusiasm and commitment to teaching
- Demonstrates commitment to quality in education & training
- Ability to motivate others
- Committed to change and personal progression

### **Desirable**

- Fluent and effective communication
- Committed to change and personal progression
- Proven ability to deliver high quality student support & feedback
- Understanding of Leicester's undergraduate medical curriculum\*
- Ability to plan strategically
- Ability to contribute to local and national policy

**\*Criteria to be used in shortlisting candidates for interview**

## Additional Requirements

### **Essential**

- Satisfactory enhanced DBS disclosure
- Satisfactory occupational health clearance
- Meets professional health requirements (in line with GMC standards/Good Medical Practice)
- Medical defence cover

## Accountability and Reporting Arrangements

You will be responsible for all academic activities to the Director of Clinical Studies.





## Reason for Fixed Term Contract

The reason for the fixed term contract is stated in section 1.9 in the summary of contractual terms in your contract of employment.

## Appointment & Contract

Applicants must ensure that they have discussed the role with their relevant Head of Service/line manager and have their permission that the role can be accommodated within the existing job plan.

Appointees must be able to meet the requirements for an integrated contract of employment & will be subject to the terms and conditions of an integrated appointment, including annual joint job planning and annual joint appraisal.

It is expected that the overall total fte for both clinical and academic elements is a minimum of 5 PAs and no more than a total of 12PAs.

This post is Tariff Funded. The post holder will be remunerated at a rate equivalent to 10% of the appointee's basic consultant salary for each Programmed Activity undertaken. This will not be uplifted at APA rates.

Where the role is undertaken by a University employed clinical academic, holding an Honorary Consultant contract, the role will be included within their University contract & integrated job plan and they will be remunerated via the University.

NHS employed Consultants will be offered an honorary University academic contract for the contracted Programmed Activities and they will be recognised with the award of an honorary University title where this is not currently held. Their substantive NHS Employer will be responsible for remunerating the appointee. The University of Leicester will provide the required funding to the substantive NHS Trust employer.

It is a fundamental condition of employment that the appointee holds and retains a Consultant contract with a University of Leicester partner NHS Trust acceptable to the University for the duration of the contract.

### Job Planning

It is essential that if offered the post, that the activity is incorporated into the existing job plan from the agreed start date and approved by the Head of Service/line manger & Medical School before the post is formally accepted

The precise configuration of activities and duties will be negotiated between the post-holder, the head of the host University Department and the NHS Trust. The job plan will then be reviewed annually,





following the appraisal meeting or more frequently where there are changes in regard to the pre-agreed workload. The job plan will be a prospective agreement that sets out a consultant's duties, responsibilities and objectives for the forthcoming year.

### Appraisal & Revalidation

All post holders will be subject to satisfactory educational appraisal. The appointee will be subject to an annual University appraisal/PDD which must inform the NHS appraisal and revalidation process. All appointees will maintain appropriate records such that the General Medical Council will grant successful revalidation of fitness to practise at the appropriate time. All consultants are expected to participate in annual appraisal and to undertake a 360° appraisal on a five yearly cycle. Appraisal will meet Royal College, GMC and University guidelines, follows nationally agreed process with annual appraisals involving an appropriate Trust representative and University Head of School or their nominee. This carries an expectation of active involvement in audit, continuing professional development in line with best practice in clinical governance.

You will be required to comply with all employment checks required by your NHS Trust for the performance of your clinical duties including Enhanced DBS and OH clearance. You are required to advise the University should you not meet these requirements.

### Professional Requirements

You must be registered with the GMC, hold a licence to practise, abide by the codes of professional practice and have appropriate cover from a medical defence organisation for the duration of your appointment. Lapsing may render you subject to disciplinary action and you cannot be lawfully employed should registration lapse. You are required by the GMC to revalidate every five years. You must therefore advise the University of your revalidation dates and provide written evidence of your satisfactory revalidation where these fall within your period of employment with the University. You are required to abide by the codes of professional practice as detailed by the professional body GMC.

It is a fundamental condition of employment that you hold and retain a substantive consultant contract with a recognised NHS Trust acceptable to the University for the duration of your employment. You must not commence work prior to arrangements being in place with your substantive employer regarding this role.

The appointee is required to advise the University immediately of any changes to their GMC registration or licence to practice & of any changes to their employment relationship with their substantive NHS Trust. It is the responsibility the appointee to advise the University immediately, if his/her substantive NHS contract is terminated or withdrawn; or if at any time they are subject to disciplinary action under their substantive NHS contract.

### Criminal Declaration

If you become an employee, you must inform your manager immediately, in writing, if you are the subject of any current or future police investigations/legal proceedings, which could result in a criminal offence,





conviction, caution, bind-over or charges, or warnings.

### Supporting University Activities

As a University of Leicester citizen, you are encouraged to support key university activities such as clearing, graduation ceremonies, student registration and recruitment open days. We expect all staff as citizens to work flexibly across the University if required.

### University Values

**Inclusive** - We are diverse in our makeup and united in ambition. Our diversity is our strength and makes our community stronger.

**Inspiring** - We are passionate about inspiring individuals to succeed and realise their ambitions. We challenge our community to think differently, to get involved, and to constantly embrace new ideas.

**Impactful** - As Citizens of Change we will generate new ideas which deliver impact and empower our community

### Freedom of Speech

The University is committed to upholding freedom of speech and academic freedom within the law throughout our recruitment processes. We ensure that all candidates are considered based on merit and suitability for the role, without regard to their lawful viewpoints or the expression of challenging or controversial ideas. Our recruitment policies and practices are designed to protect applicants from discrimination or adverse treatment on the basis of their opinions, and to foster an environment where open debate and diverse perspectives are valued as essential to our academic mission.

### Equity and Diversity

We believe that equity, diversity and inclusion is integral to a successful modern workplace. By developing and implementing policies and systems that challenge stereotypes across all aspects of our work, we have a culture that recognises and values the diverse contributions of our staff which benefits everyone. Our strong values of inclusivity and equity support our efforts to attract a diverse range of high-quality staff and students, and identify our University as a progressive and innovative workplace that mainstreams equity, diversity and inclusion.

