



Job Title: Lead for Written Assessment – Year 4

Grade: NHS Consultant/GP

Department: Leicester Medical School

Hours/Contract: 3 years (subject to satisfactory educational appraisal) with potential to renew for a further agreed period

Job Family: Teaching and Research

Reference: 9528

Role Purpose

The GMC are increasingly stressing the importance of fair and thorough assessment in undergraduate medical curricula. The main driver for this is patient safety.

This post will lead on developing and delivering the written examinations for medical students at the end of Year 4 of the MB ChB course.

Year 4 is the ‘specialty’ year within the students’ undergraduate training. During Year 4 they will therefore complete six clinical blocks encompassing the following specialties: Mental health, Child Health; Reproductive Health & Genitourinary Medicine; Cancer Care (including haematology); Neurology & Special Senses (Ophthalmology, ENT and dermatology); and Older Persons and Integrated Care (including stroke medicine).

The Year 4 written papers will primarily reflect the content of these clinical blocks but will also include clinically-relevant links to the curriculum longitudinal themes (e.g. Public Health), the Year 3 apprenticeships in Medicine, Surgery and Primary Care and the basic sciences taught in Phase 1 of the course.

The post will provide the opportunity to develop wide-ranging skills in Medical Education and you will be supported by the clinical leads for each of the Year 4 blocks and our strong team of assessment experts.

Consideration will be given to an appropriate honorary title for individuals not directly employed by the University.

Main Duties and Responsibilities

- Develop the Year 4 main sit and re-sit written papers. These comprise a Short Answer Question (SAQ) paper and a Single Best Answer (SBA) paper.
- Draw on the expertise of relevant block leads covering the specialties encountered in Year 4, as well as those encountered in earlier years of our curriculum and the longitudinal theme leads, to help provide question material.
- Ensure that your assessments align with the curriculum and in particular map to the components of the curriculum that have been taught prior to the Year 4 assessments.
- Liaise with the Year 4 OSCE lead to ensure that complementary topics are assessed in the written and OSCE examinations.
- Lead question-writing and editing workshops to help develop the written papers.
- Lead on reviewing questions submitted to you and finalising the Year 4 papers, supported by the Head of Assessment and other team members.





- Lead standard setting of your papers and also contribute to standard setting written papers in years 3 and 5.
- Manage the maintenance and quality-assurance of the Year 4 written question bank.
- Act as an examiner for summative clinical examinations.
- Help ensure that the assessment processes throughout the MB ChB Programme conform to the GMC and University of Leicester requirements and standards.
- Work with the Head of Assessment to ensure that assessment processes are harmonised throughout the MB ChB Programme.
- Gain an understanding of the role of psychometric evaluation in assessments and its role in improving the quality of assessments.
- Ensure students are adequately briefed and prepared for the Year 4 written paper assessments.
- Lead marking day(s) for your written assessments and quality-assurance of marking following each assessment.
- Be a key member of the Year 4 Panels and Boards of Examiners, including leading the post-exam review of questions (through liaison with the block leads and other question-writers).
- Help to ensure that students receive timely and personalised feedback after assessments.
- Work with the assessment team to drive quality-assurance of our assessment processes, delivery of those assessments and feedback to students, such that we are well-placed to always deliver assessments that are considered to be of the highest quality, driving student learning and performance.
- Be an active member of our Assessment Strategy Group.

Internal and External Relationships

Internal

Responsible to the Head of MBChB Assessment & the Director of Clinical Studies [Phase 2]

Working also with:

- Deputy Head of Assessment
- Clinical block teaching leads for the Year 4 specialties
- Year 4 OSCE lead
- Year 3 and 5 written paper assessment leads
- Psychometrician
- Assessment professional services team

External

External examiners for Year 4 of the MB ChB course





Planning and Organising

- Planning/organisation of work in the delivery of varied aspects of the job specification.
- Demonstrating skill in time-management and ability to meet deadlines (as agreed with the Head of Assessment) for preparation of assessment material.
- Seeking guidance from the Head of Assessment and Deputy Head of Assessment, administrative support staff and other academic colleagues involved in the design and delivery of assessments as required.
- Contributing to strategic planning of assessments as required.

Qualifications, Knowledge and Experience

Essential

- Medically qualified MB BS or equivalent*
- Full GMC registration with licence to practise*
- Experience and strong interest in undergraduate or postgraduate medical education*
- Fully Accredited for Higher Specialist Training, or will be eligible for inclusion on the Specialist Register/GP Register UK Performers list within 6 months of the interview date
- Holds consultant post within one of our local partner Trusts or is a GP working in a practice responsible for teaching Leicester medical students or will hold at the time of commencement*
- Experience and interest in undergraduate or postgraduate medical education*

Desirable

- Evidence of training in teaching and learning (training the trainers courses etc*)
- FHEA, Fellowship of the Academy of Medical Educators or PGCert/Dip in Medical Education*
- Experience with use of technology in education*

Skills, Abilities and Competencies

Essential

- Experience of undergraduate medical assessment as an examiner (e.g. OSCEs, marking written papers)
- Excellent organisational and interpersonal skills.
- An understanding of how both undergraduate and postgraduate education is delivered.
- IT skills, ability to use Web Browser, Excel, Word, etc.
- Demonstrates enthusiasm and commitment to teaching and, in particular, assessments.
- Demonstrates commitment to quality in education and training.
- Ability to motivate others.





- Excellent interpersonal skills

Desirable

- Fluent and effective public speaker.
- Committed to change and personal progression.
- Proven ability to develop and deliver clinical assessments (either written or OSCE).
- Ability to plan strategically.
- Ability to contribute to local policy.
- Ability to lead others and deliver change

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

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

The appointment is available to a consultant within one of our partner Trusts, or to a General Practitioner working within a practice responsible for teaching Leicester medical students upon commencement in post.

The post is a 2 PA role but may be undertaken as a 1 PA role where a job share can be agreed.

Individuals employed within one of our partner Trusts 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. 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 manager before the post is formally accepted.

Clinical Consultants will hold an honorary title with the University and be remunerated on the 2003 contract at a rate equivalent to 10% of their basic consultant salary per PA. This will not be uplifted at APA rates. This post will be Tariff Funded will be provided by the University of Leicester to the substantive NHS Trust employer.

General Practitioner:

You will be employed directly by the University of Leicester. The post will be remunerated on the Clinical scale, £77,769-£100,810pa pro rata, dependent on qualifications and experience.

All post holders will be subject to satisfactory educational appraisal.

The appointee will not be eligible for travel expenses or travelling time to/from Leicester to their other 'base' hospital/home

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 expected 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

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 equality 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 equality, diversity and inclusion.

