

Job Title: Undergraduate Assessment Lead for Year 4 OSCE

Salary: Clinical Consultant (Teaching dominant) £109,725-£145,478pa pro rata

Department: Leicester Medical School and UHL

Hours/Contract: Part-time, 2 PAs (8hrs per week), fixed term contract for 36 months (subject to satisfactory educational appraisal) with potential to renew for a further agreed period

Reference: 12643

Role Purpose

Leicester Medical School is seeking to appoint a clinician to take a leadership role in our Year 4 OSCE. The appointee will have a keen interest in developing expertise in clinical assessment. They will be primarily responsible for leading on the design and delivery of the Year 4 OSCE and its resit and will also be an active member of our collaborative assessment team, assisting with other OSCEs and written examinations.

Assessment is well known to 'drive learning'. As such, this post is pivotal in our excellent course. Providing a high quality OSCE assessment ensures we only progress students capable of becoming competent Foundation doctors. As an OSCE Lead you should be an excellent team-player, able to add to the collective efforts of our large multi-disciplinary team. That team works together towards a shared goal within our curriculum of generating some of the best prepared doctors in the UK. You should have excellent insight into the knowledge, skills and practical needs of our medical workforce, so as to ensure our clinical assessment mirrors those needs and thereby encourages our students to learn effectively during their placements.

The post holder will be awarded the title of Honorary Senior Lecturer whilst holding the role and delivering 2 PAs.

Candidates are welcome to discuss the post with:

- Dr Sapna Ladani (Operational Director of Assessment): sl691@leicester.ac.uk
- Dr Sophie Parkinson (Co-Director of Clinical Studies): sp502@leicester.ac.uk
- Dr Chris Williams (Co-Director of Clinical Studies): cdw4@leicester.ac.uk





Main Duties and Responsibilities

The MB ChB course has two phases. Phase 1 (our essentially pre-clinical phase) and Phase 2 (our clinical phase). As Year 4 OSCE lead, you will work within Phase 2 focusing on year 4 OSCE assessments and will:

- Take the lead on the development and delivery of clinical assessment for one year group (year 4) of Phase 2 of the MB ChB Programme. This includes leadership of delivering two examinations (the year 4 main sit OSCE and year 4 resit OSCE), and overseeing the post-assessment period, receiving and collating students' concerns, and assisting with the provision of student and examiner feedback
- Have oversight of patient, simulator and examiner recruitment.
- Ensure that the year 4 OSCE assessment maps to the components of the curriculum that have been taught prior to the assessment (i.e. year 1-4, but principally years 3-4).
- Contribute to the running of the clinical examinations in other years
- Help ensure that the assessment processes throughout the MB ChB Programme conform to both GMC and University of Leicester requirements and standards.
- Work with our other clinical assessment leads and the Operational and Technical Directors of Assessment to ensure that assessment processes are harmonised throughout the MB ChB Programme.
- Contribute to the quality assurance of OSCE and written items through involvement in the editing and review process.
- Contribute to standard setting of written examinations
- Work with the Technical Director for MB ChB assessment to gain an understanding of the role of psychometric evaluation in assessments and its role in improving the quality of assessments.
- Liaise closely with our Patient Simulator Co-ordinator and UHL staff and other educational providers responsible for helping with clinical assessments, to ensure that your OSCEs are run efficiently and fairly.
- Help contribute to our training of OSCE examiners and patient simulators so that they are competent to perform their role and examine fairly (without bias).
- Work with the Block Leads, UHL staff and other educational providers to recruit real patients for the relevant OSCE stations.
- Ensure that students receive timely and personalised feedback after year 4 OSCE assessments.
- Brief students about year 4 OSCE process, create preparation material for the students (e.g. videos) and liaise with the academic support team regarding support for students taking the resit examination.

The UG Year 4 OSCE lead is a member of the following committee/panels/groups:



- Phase 2 management group (three times/year)
- Panel of examiners for year 4
- Board of examiner for year 4
- Assessment Strategy Group
- Assessment standard setting group

Training and support for the delivery of this OSCE lead role will be provided by LMS academic staff as needed.

Please note the successful candidate must be able to be able to work at the George Davies Centre for an average of 50% of the 2 allocated PAs per week in order to lead Year 4 clinical assessments and work within the team. For the remainder of the role they must be available for virtual conversations and meetings on Teams. They will need to ensure their calendar and leave times are known to the Assessment Team to ensure good team communication and working etc.

Internal and External Relationships

Responsible to the Operational Director of Assessment UoL (Dr Sapna Ladani) and Director of Clinical Studies (Dr Chris Williams and Dr Sophie Parkinson)

Working also with:

- Technical Director of Assessment, UoL
- Business Administration Manager for Assessment, UoL
- Professional Services Assessment Team, UoL
- Other academic leads in Assessment team at UoL
- Block Leads for Year 4 in UHL and LPT
- UHL Lead for undergraduate studies
- UHL undergraduate medical education manager

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 Operational Director of Assessment and Director of Clinical Studies) for preparation of assessment material.
- Seeking guidance from the Operational Director of Assessment and Director of Clinical Studies, 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.

Accountability and Reporting Arrangements

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

Appointees under Follett terms and conditions will be expected to undertake integrated job planning and joint appraisal which takes into consideration both academic and clinical elements of their practice

Qualifications, Knowledge and Experience

Essential

- Medically qualified MB BS or equivalent*
- Full GMC registration with license to practice*
- Holds a consultant post at one of Medical School's partner NHS Trusts*
- Evidence of clinical teaching and assessment experience*
- Experience and strong interest in Undergraduate or postgraduate medical education*
- Evidence of personal commitment to own educational development*

Desirable

- Evidence of training in teaching and learning (Train the trainer's course, etc)
- Experience in clinical assessment design
- Experience in developing written assessment material (Single best answer or Short Answer questions)
- FHEA, Fellowship of the Academy of Medical Educators or PGCert/Dip in Medical Education
- Experience with use of technology in education

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

Skills, Abilities and Competencies

Essential

- Understanding of attributes required for effective clinical assessment.
- Eloquence in written English language
- Excellent interpersonal skills
- An understanding of how both undergraduate and postgraduate education is delivered.
- IT skills, ability to use WebBrowser, Excel, Word, etc.
- Demonstrate enthusiasm and commitment to teaching.
- Demonstrate commitment to quality in education and training
- Ability to motivate others.
- Excellent interpersonal skills including in interacting with students

Desirable



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

Appointment

The appointment is available to any consultant within one of our partner NHS Trusts. Funding for the post has currently been provided to the extent of two PAs. If you wish to apply for this post, please ensure that you have discussed this with your relevant Head of Service/line manager and have their permission that the role can be accommodated within your existing job plan. It is essential that if offered the post that the activity is incorporated into your existing job plan from the agreed start date and approved by your 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 Follett Consultant scale equivalent to 10% of their basic consultant salary per PA. This will not be uplifted at APA rates. Post holders will be subject to satisfactory educational appraisal.

The post holder must be available to provide leadership for both the EoY4 main sit OSCE (expected to be run over 4-5 days), and EoY4 resit OSCE (expected to be run on one day only). Dates are already fixed for 2026 as follows:

- Main sit: 29th June, 30th June, 2nd July, 3rd July, 2026
- Resit: 20th August 2026

All post holders will be subject to satisfactory educational appraisal.

The successful candidate will be based at the George Davies Centre and must be able to undertake at least 50% of the allocated PAs per week within the George Davies Centre in order to ensure they are well connected with the assessment and support teams. The appointee will not be eligible for travel expenses or travelling time to/from Leicester to their other 'base' hospital/home. Expenses may be claimed for work at other sites/meetings in relation to this assessment role, such as when training examiners/attending national assessment-related meetings.

It is a fundamental condition of employment that the appointee holds and retains a consultant post with a partner NHS Trust acceptable to the University for the duration of your employment.

Individuals appointed to this scale 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.

Individuals employed as consultants, 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 & Medical School before the post is formally accepted.

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

The appointee is required to advise the University immediately if he/she is at any time subject to disciplinary action; of any changes to their GMC registration or licence to practice & of any changes to their employment relationship with their substantive NHS Trust.

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.

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

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 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.

