



Job Title: Preparation for Clinical Practice Assessment Lead, including specific responsibility for the Finals (Year 5) OSCE

Grade: Clinical at Consultant

Department: Leicester Medical School

Hours/Contract: Part-time (3-4PA, 12-16 hours per week), fixed term contract for 3 years (subject to satisfactory educational appraisal) with potential to renew for a further agreed period

Reference: 10761

Role Purpose

Leicester Medical School is seeking to appoint a clinician with expertise in clinical assessment to take a leadership role in our Finals OSCE. In addition, the lead will be an integral member of our highly-experienced assessment team, leading in the delivery of simulated patient training, assisting in the delivery of summative OSCEs for other year-groups and, with the Deputy Head of Assessment, leading on examiner training.

Leicester Medical School has been ranked in the top two schools for Assessment and Feedback in the National Student Survey for the past two consecutive years. It is well-known that 'assessment drives learning' and, as such, this post is pivotal in our excellent course. Providing a high-quality Finals assessment ensures we only graduate students capable of being competent and safe 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. The 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.

Our Finals OSCE comprises one component (the Clinical and Professional Skills Assessment or CPSA) of the Medical Licensing Assessment (MLA), which is a mandatory licensing requirement for newly-graduated doctors from the 2024-25 academic year onwards.

The Finals OSCE is the responsibility of individual medical schools but is rigorously reviewed and validated by the GMC, so that they are assured that our standards equate to those they expect and are equivalent to those set by all other medical schools. The GMC have recently confirmed that our current finals OSCE is compliant with their MLA requirements and it will be your responsibility, with guidance from the Head of Assessment, Deputy Head of Assessment, and Directors of Clinical Studies, to ensure that it continues to meet their requirements. You will be responsible for the further development and annual delivery of this examination, with support from the block leads and wider team.

The other MLA component, the Applied Knowledge test (AKT), a Single Best Answer written paper, is being developed by the Medical Schools Assessment Alliance (MSCAA) and will be delivered locally by individual schools.

Alongside these external requirements, our finals examinations will also comprise a Short Answer Question paper, which will continue to be developed locally and you will be required to work closely with the finals written paper lead to ensure that the content of the OSCE is complementary to that of the SAQ paper each year, as well as contributing to question-writing, reviewing, standard setting and marking.





We are committed to delivering a fair and equitable assessment for all of our students and your role will also include leadership of the delivery of training of simulated patients and co-leadership of the training of examiners (with the Deputy Head of Assessment) to ensure that they are suitably-prepared for their roles and that they will deliver them consistently, in line with the written station instructions. You will also need to work with the block leads to ensure that real patients are recruited so that the students can authentically demonstrate their clinical examination skills and clinical reasoning. In addition, you will work with the professional services assessment team, UHL undergraduate medical education manager and block leads to ensure that examiners are recruited for the examinations and that they are allocated to appropriate stations, according to their clinical expertise and examining experience.

The post holder will be awarded an appropriate honorary title where this is not already held.

Interested applicants are welcome to discuss this post informally with:

Dr Sapna Ladani, Deputy Head of Assessment, sl691@leicester.ac.uk

Dr Fiona Miall, Deputy Head of School, fmm15@leicester.ac.uk

Dr John Dormer, Deputy Head of School, john.dormer@leicester.ac.uk

Main Duties and Responsibilities

The MB ChB course has two phases: Phase 1 (which is essentially our pre-clinical phase) and Phase 2 (our clinical phase). As Preparation for Practice Assessment lead you will predominantly work within Phase 2, focusing on the Finals OSCE but also providing support for the OSCEs in Years 2, 3 and 4, and will:

- Lead the development and delivery of the clinical assessment for Year 5 of the MB ChB Programme. This includes delivering two examinations – the Finals main sit OSCE and Finals resit OSCE, and overseeing the post-assessment period, receiving, collating and investigating students' concerns, assisting with the provision of student feedback etc.
- Draw on the expertise of relevant block leads covering the specialties encountered in Year 5, as well as those encountered in earlier years of our curriculum, to help provide and quality-assure OSCE station material.
- Liaise with the Year 5 written paper lead to ensure that complementary topics are assessed in the written and OSCE examinations.
- Have oversight of real patient, simulated patient and examiner recruitment in relation to the Finals OSCE and resit.
- Lead the training of simulated patients across the whole OSCE programme (years 2-5) so that they are competent to perform their role and examine fairly (without bias). This leadership will involve oversight of the simulated patient training programme, taking responsibility for training of simulated patients for the finals OSCE and assisting the other OSCE leads with training of simulated patients for the OSCEs in Year 2-5. You will also assist the Simulated Patient administrator in the provision of feedback to simulated patients





- Co-lead the training of examiners (with the Deputy Head of Assessment), including delivery of face-to-face training for new examiners, oversight of the online platform for refresher training and provision of feedback to examiners
- Ensure that the Finals OSCE assessment maps to the components of the curriculum that have been taught prior to the assessment (i.e. years 1-5, but principally years 3-5) and the Medical Licensing Assessment (MLA) content map.
- Ensure that the Finals OSCE meets the requirements set out by the GMC for the MLA and assist the Head and Deputy Head of Assessment in the preparation and submission of evidence to the GMC.
- Contribute to the delivery of the OSCEs in other years, including examiner and simulated patient training and floor-leading.
- Help to 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 Head and Deputy Head of Assessment to ensure that assessment processes are harmonised throughout the MB ChB Programme.
- Contribute to the quality-assurance of OSCE and written assessment items by involvement in the question/station-writing, editing and review processes.
- Review print proofs of OSCE paperwork for the professional services assessment team.
- Contribute to standard setting and marking of written examinations
- Gain an understanding of the role of psychometric evaluation in assessments and its role in quality-assurance
- Liaise closely with our Simulated Patient administrator, UHL administrators and clinicians and other educational providers responsible for helping with clinical assessments.
- Work with the professional services assessment team to ensure that students receive timely and personalised feedback after their Finals OSCE assessment(s).
- Brief students about the Finals OSCE process, create preparation material for the students (e.g. videos) and liaise with the academic support team to provide support for students (e.g. those requiring resit examinations).
- Be a key member of the Year 5 Panels and Boards of Examiners.
- Be an active member of our Assessment Strategy Group.

Internal and External Relationships

Internal

Responsible to the Head of MB ChB Assessment, Deputy Head of MB ChB Assessment & the Directors of Clinical Studies (Phase 2)

Working also with:

- OSCE leads for Phase 1, Year 3 and 4
- Professional services assessment team, UoL
- Simulated patient administrator, UoL
- Psychometrician, UoL





- Assessment professional services team, UoL

External

- UHL Lead for UG studies
- UHL undergraduate medical education manager
- External examiners for Year 5 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 and Deputy 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 directly employed by a GP practice responsible for teaching Leicester medical students or will be at the time of commencement*
- Experience and interest in undergraduate or postgraduate medical education*
- Evidence of personal commitment to own educational development

Desirable

- Evidence of training in teaching and learning (training the trainers courses etc)*
- Experience in clinical assessment design*
- Experience in developing clinical assessment material*
- Experience in writing 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

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.
- 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***

Accountability and Reporting Arrangements

You will be responsible for all academic activities to the Head of Medical School & Deputy Head of the Medical School.

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

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.

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 position in a local General Practice or partner NHS Trust acceptable to the University for the duration of your employment.

Appointments to the Integrated pay scale - £99,532-£131,964pa

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.

GPs substantively employed by a GP practice responsible for Leicester medical students may be considered for an SAGP contract. GPs will be contracted & paid by the University for the academic PAs.

A Memorandum of Understanding with the University will be required to be signed by you, the Medical School & your employing GP practice for the duration of this role which includes a joint job plan detailing your weekly academic and clinical PAs (3 University PAs and a minimum of 2 clinical PAs or 4 University PAs with a minimum of 1 clinical PA). An Honorary SAGP contract will be sought from NHS England. You will be responsible to the School of Medicine for academic duties, and your clinical duties will be based at your GP practice. You must hold and retain an honorary SAGP contract with NHS England for the duration of your employment.

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 or GP practice.

You will be required to comply with all employment checks required by your NHS Trust/GP practice 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.

Non-Integrated pay-scale £82,435-£106,859pa.

Appointees who do not meet the requirements for an integrated contract as detailed in the above section will be remunerated on the non-integrated payscale.

The post holder, must be available to provide leadership for both the Finals main sit OSCE (expected to be run over 4 days), and Finals resit OSCE (expected to be run on one day only). Dates are already fixed for 2025 as follows:

Main sit: 31st March, April 1st, 3rd and 4th, 2025

Resit: 30th May, 2025





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 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.

