

# JOB DESCRIPTION

<b>Vacancy reference:</b>	SRF32955
<b>Post Title:</b>	Senior teaching fellow
<b>Grade:</b>	Grade 7 0.2FTE (applications for secondments will also be considered)
<b>School/Department:</b>	Centre for Inter-Professional Postgraduate Education and Training (CIPPET)
<b>Reports to:</b>	Prescribing programme director
<b>Responsible for:</b>	No direct line management

## Purpose

This teaching intensive post will support the teaching, learning and assessment on the independent and supplementary prescribing programmes provided by the Centre for Inter-Professional Postgraduate Education and Training (CIPPET). The successful applicant will have clinical knowledge and skills and be able to work collaboratively with colleagues across the team to support, deliver and organise a range of teaching and learning activities.

## Main duties and responsibilities

- Design and deliver postgraduate taught teaching and learning within CIPPET
- Contribute to the further development of innovative teaching and learning methods to meet the needs of future healthcare professionals
- Contribute to student support through tutorials and appropriate workplace-based activities
- Work within a team to deliver the modules and programmes
- Support the quality assurance of teaching, learning and assessment
- Act as role model to students as a healthcare professional
- Actively contribute to meeting the CIPPET teaching and learning strategy
- Work with the Director of CIPPET to build and maintain relationships with workplace-based learning stakeholders
- Support the admissions tutor for the prescribing programme
- Undertake teaching and learning administrative roles as required by the Director of CIPPET and Head of Department
- Develop and provide leadership in new teaching initiatives to support the growth of the postgraduate teaching portfolio
- Attend CIPPET meetings as required
- As a member of staff, the post holder will also be expected to contribute to the wider activities of the School and be an ambassador for the School in external communities.
- Undertake appropriate professional development in support of the role
- Maintain knowledge and skills required to understand the role of healthcare professionals, ensuring maintenance of Professional Regulatory and Statutory Body registration where required

## Supervision received

This role reports to the Prescribing Programme Director. The post holder will be expected to be able to work independently and take responsibility for some elements of the programmes. All staff are assigned a mentor to support them in their role.

### **Supervision given**

The post holder will support students while undertaking their studies and may be required to support other visiting staff and workplace-based supervisors as required to fulfil their role.

### **Contact**

The post holder will have frequent contact with colleagues and students within the Department of Pharmacy, and the wider School of Chemistry, Food and Pharmacy.

Externally, the post holder will have some contact with visiting staff and workplace-based supervisors as required to fulfil their role.

### **Terms and conditions**

This is a part-time, 0.2FTE, two-year fixed term, teaching-intensive academic position. There may occasionally be the need to work out-of-hours and/or at weekends depending on the needs of the role.

This document outlines the duties required for the time being of the post to indicate the level of responsibility. It is not a comprehensive or exhaustive list and the line manager may vary duties from time to time which do not change the general character of the job or the level of responsibility entailed.

**Date assessed: 15/04/2020**

# PERSON SPECIFICATION

Job Title		School/Department
Senior teaching fellow		School of Chemistry, Food and Pharmacy
Criteria	Essential	Desirable
Skills Required	<ul style="list-style-type: none"> <li>• Ability to teach healthcare professionals</li> <li>• Excellent oral and written communication skills</li> <li>• Ability to work in a multi-disciplinary team and maintain relationships with others</li> <li>• Effective problem identification and solving skills</li> <li>• Computer literacy</li> <li>• Ability to plan, prioritise and organise own workload</li> <li>• Ability to identify knowledge, skills or behaviours requiring development and acting to address these</li> <li>• Ability to teach basic physical assessment skills to healthcare professionals</li> </ul>	<ul style="list-style-type: none"> <li>• Clinical competency across a range of clinical skills</li> <li>• Critical appraisal skills</li> <li>• Ability to mentor and train workplace-based supervisors</li> </ul>
Attainment	<ul style="list-style-type: none"> <li>• Registered part 1 nurse with the Nursing and Midwifery Council</li> </ul> <p>OR</p> <ul style="list-style-type: none"> <li>• Registered Allied Health Professional with the Health and Care Professions Council</li> </ul>	<ul style="list-style-type: none"> <li>• Annotation as an independent prescriber</li> <li>• Fellowship of the Higher Education Academy</li> <li>• Postgraduate qualification/studies in healthcare related topics</li> <li>• Postgraduate qualification/studies in education related topics</li> </ul>
Knowledge	<ul style="list-style-type: none"> <li>• Knowledge of clinical competency requirements of healthcare students</li> </ul>	<ul style="list-style-type: none"> <li>• Strong knowledge of clinical skills in healthcare</li> <li>• Familiarity with the requirements of postgraduate professional healthcare-related programmes</li> <li>• Knowledge of teaching and learning theories and practises</li> <li>• Knowledge of national healthcare strategies in the UK</li> </ul>

<b>Relevant Experience</b>	<ul style="list-style-type: none"> <li>• Current clinical practice</li> <li>• Experience of physical assessment skills in healthcare</li> <li>• Supervision of students in workplace-based learning environments</li> <li>• Experience of delivering teaching and learning to healthcare professionals</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of delivering teaching and learning in higher education</li> <li>• Supervision of postgraduate students, ideally prescribing students</li> <li>• Experience of one-to-one, small and large group teaching, assessment and feedback</li> <li>• Experience of using e-learning platforms</li> </ul>
<b>Disposition</b>	<ul style="list-style-type: none"> <li>• Ability to work as part of a team, be considerate of others and maintain good working relationships</li> <li>• Ability to work independently managing own workload</li> <li>• Ability to be flexible and willing to engage in teaching across the team</li> <li>• Ability to maintain quality standards of work, including when under pressure</li> <li>• Empathetic approach with students, patients, service users and stakeholders</li> <li>• Commitment to continuous professional development</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to use own initiative when required</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>• Own transport and willingness to visit students in place of work</li> <li>• Willing to travel as required to workplace-based training centres</li> <li>• Some flexibility in relation to workdays</li> <li>• Ability to work out-of-hours and/or weekends</li> <li>• Must be able to travel to Whiteknights campus</li> </ul>	

<b>Completed by:</b> Kat Hall	<b>Date:</b> 15/04/2020
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