Job Title: Fellow in Medical Education
Grade: SpR/StR (at current level)
Specialty: TBC
Accountable to: Director of Medical Education

PURPOSE OF POST
This post is designed to support SpRs/StRs who wish to make a commitment to education as part of their career. The six month 'out of programme' post, based at Northwick Park Hospital (North West London Hospitals NHS Trust), is aimed at those who wish to build on their personal teaching experience, develop expertise in educational theory and practice, and undertake supervised educational research.

The postholder will have a designated educational mentor who will oversee their development as an educator during the placement and co-ordinate opportunities for personal development. A customised programme of training and educational experience will be designed around the needs of the individual.

Although an enthusiasm for teaching is a prerequisite, no assumptions will be made about formal knowledge of educational theory or practice. Hands-on teaching will be central to the post, as will a critical engagement with educational issues around providing postgraduate training in a changing context, both nationally and locally.

Participants will be encouraged to develop a sustained commitment to education within their clinical career. The postholder will be encouraged to undertake a Masters programme in education related to their specialty. This may be the Masters in Clinical Education at the Institute of Education, or the Imperial M Ed in Surgical Education, or an equivalent part-time programme. Course costs will be supported by the Trust’s Medical Education Department and a bursary may be available from London Deanery.

The postholder will attend monthly learning sets at the London Deanery, along with all other Fellowship in Medical Education (FME) post holders. It is also expected that FMEs will attend the London Deanery’s range of faculty development courses, contributing as attendee, participant observer, teacher or co-facilitator (depending on experience and expertise and constraints of each individual course). Fellows will also have the option of taking part in the observation of teaching programme (ECTOR). Although this six month ‘out of programme’ post will not carry prospective approval for training, personal approval for training may be obtainable. No study leave funding is attached, as the relevant training is provided within the post.
POST DESCRIPTION
The Fellowship includes three main components;

1. **Teaching**
The postholder will have a regular schedule of teaching commitments and will actively contribute to the development and delivery of the Trust’s postgraduate education programme for both Foundation trainees and Core Training junior doctors (levels F1-2 and ST1-2). The FME will collaborate with the Foundation and MMC leads to help organise and quality assure the Foundation and Core Training programmes and assessment of competencies, to meet Foundation School and PMETB curriculum requirements.

The postholder will be actively involved delivering in-house simulation training to F1-2 trainees, and will be encouraged to participate in on-going in-situ simulation training in anaesthetics, A&E, paediatrics and on labour ward. Participation in Undergraduate teaching is encouraged, in collaboration with the Directors of Clinical Studies and Undergraduate Teaching Fellows.

The postholder will have the opportunity to participate in the wide range of Trust-based medical education and training programmes, such as IMPACT, ALS, ATLS delivered at different clinical levels, supported by the Postgraduate Education Centre’s Course Administration Service.

The Trust is keen to allow the postholder to develop other teaching programmes/modules that may be specialty specific or of interest to the individual postholder, this may include

The post holder may be asked to participate in development of self-directed learning packages including e-learning for certain modules within Induction and mandatory training.

2. **Educational Research**
The postholder will have the opportunity to take part in a range of educational research activities, centred on the training of postgraduate doctors but including other groups of learners. These options are aligned with existing research activity and include (but are not confined to) the following:

- Evaluation of F1 and F2 teaching programmes within the Trust, identifying problem areas and developing possible solutions
- Involvement in the London Deanery General Surgical Skills Programme for surgical SpRs
- Researching the operating theatre as a site of multidisciplinary teaching and learning
- Developing ‘patient-focused simulation’ (hybrid combinations of inanimate simulators with professional actors) within postgraduate education and assessment
- Cross-boundary teaching and learning
- Education for new professional roles in surgery (Perioperative Specialist Practitioner and Surgical Care Practitioner, Clinical Site manager as part of the work for EWTD)
- Exploring the concept of ‘excellence’ in teaching and how it changes in response to Masters level education
- Involvement in the evolution of the MEd in Surgical Education

The postholder will be supported to generate publishable outputs, including conference presentations (national and international) and publications in peer reviewed medical and educational journals.

3. **Clinical commitment**
A clinical commitment of up to 1 day per week with the Trust will ensure that the postholder maintains their clinical involvement during the attachment, and encounters postgraduate doctors in a clinical setting. Details of this clinical component will depend on the appointee’s clinical specialty and experience, but might include outpatient clinic or related activity.
The Fellowship may also include:

4. **Advanced Medical Educational learning opportunities**

Where it is appropriate, e-learning and multi-media learning opportunities will be promoted, such as the faculty development initiative and undergraduate learning projects. It is hoped that the Fellow will help develop e-learning resources for the Trust and Medical School.

5. **Learning about Medical Education Structures and Roles**

In order to learn about medical education from a more systemic perspective, the postholder will attend the Trust Medical Education Board. There will be opportunities to shadow the clinical and academic tutors in their roles within the Trust, the Training Programme Directors and to meet regularly with the Director of Medical Education.

**MAIN DUTIES AND RESPONSIBILITIES**

The post will offer generic adult learning opportunities allowing the fellows to develop educational insight and capability. This will include lecturing and small group work, with medical undergraduates and postgraduates, as well as multiprofessional group learning opportunities, including in the simulation centre. Generic professionalism training opportunities will also be provided. Clinical skills training for undergraduates and postgraduates, particularly Foundation Programme doctors, will form a significant part of the job description. Fellows will also be trained in work-place-based assessment methods and appraisal techniques. The Fellow will also be trained to support and deliver simulation training on part-task training devices and high fidelity full immersion platforms.

The Fellow will be expected to build a generic clinical educational portfolio. When appropriate the Fellow will be encouraged to submit this portfolio for professional accreditation (if available) to the Academy of Medical Educators. The Fellow will be supported in producing this portfolio by an educational developmental and appraisal process. Performance management and job planning will also provide feedback and quality assurance for the Faculty Development Unit at the London Deanery.

You will work closely with the Medical Education Managers throughout the post on the following projects:

- Simulation facility development and training
- Medical Student teaching
- Departmental Inductions
- Matching specialty teaching programmes to the relevant curricula
- SpR Management Programme
- Development of Synapse/Moodle site
- Development of in-house e-learning resources
- Audit as part of Medical Education
- Medical Education Quality Monitoring
- Faculty Development Teaching

Administrative support will be offered on all projects.

The duties and responsibilities outlined above are not intended to be exhaustive, may vary over time and are subject to management review and amendment.

**Appraisal**

The Director of Medical Education will supervise the Fellow including setting objectives and agreeing a personal development plan. These will be regularly reviewed. Fellows’ development
needs will be met through the trust, in conjunction with opportunities and services provided by the London Deanery Faculty Development Unit.

GENERAL

Confidentiality
The post holder is required not to disclose such information, particularly that relating to patients and staff. All employees are subject to the Data Protection Act 1998 and must not only maintain strict confidentiality in respect of patient and staff records, but the accuracy and integrity of the information contained within. The post holder must not at any time use personal data held by the trust for any unauthorised purpose or disclosure such as data to a third party. Fellows must not make any disclosure to any unauthorised person or use any confidential information relating to the business affairs of the trusts, unless expressly authorised to do so by the trust.

Health and safety
The post holder must co-operate with management in discharging responsibilities under the Health and Safety at Work Act 1974 and take reasonable care for his or her own health and safety, and that of others. The post holder must also ensure the agreed safety procedures are carried out to maintain a safe environment for patients, employees and visitors.

Equal opportunities
The post holder is required at all times to carry out responsibilities with due regard to the trust’s Equal Opportunities Policy and to ensure that staff receive equal treatment throughout their employment with the trust.

Risk management
All staff have a responsibility to report all clinical and non-clinical accidents or incidents promptly and when requested to, co-operate with any investigation undertaken.

Conflict of interests
The post holder may not without the consent of the trust engage in any outside employment and in accordance with the trust’s Conflict of Interest Policy must declare to their manager all private interests, which could potentially result in personal gain as a consequence of the employment position in the trust. Interests that might appear to be in conflict should also be declared.

In addition the NHS Code of Conduct and Standards of Business conduct for NHS Staff (HSG 93/5) required the post holder to declare all situations where the Fellow or a close relative or associate has a controlling interest in a business (such as a private company, public organisation or other NHS voluntary organisation), or in any activity which may compete for any NHS contracts to supply goods or services to the trust. The post holder must therefore register such interests with the trust, either on appointment or subsequently whenever such interests are gained. Fellows should not engage in such interests without the written consent of the trust, which will not be unreasonably withheld. It is the Fellow’s responsibility to ensure that they are not placed in a position, which may give rise to a conflict between their private patient’s interest and their NHS duties.
### PERSON SPECIFICATION AND ATTRIBUTES

**POST TITLE:** Fellow in Medical Education

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<th>ESSENTIAL</th>
<th>DESIRABLE</th>
<th>EVIDENCE</th>
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<td><strong>ELIGIBILITY</strong></td>
<td>An StR or SpR in a recognised specialty training programme. By the time of taking up the post will have completed 1 year (WTE) or more of an approved training programme. By the time of completing the Fellowship will have no less than 6 months (WTE) of the training programme to run.</td>
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<td><strong>CLINICAL ABILITY</strong></td>
<td>Satisfactory progression through training as demonstrated by satisfactory RITA or ARCP outcomes.</td>
<td>Prizes or distinctions. Presentation of work at a national or international meeting. Publications in peer reviewed journals. Additional degree or MSc in relevant subject area.</td>
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<td><strong>EDUCATIONAL CAPABILITY</strong></td>
<td>Previous experience in medical education. Understands and can apply a range of educational concepts. Able to demonstrate personal and educational reasons for applying for this Fellowship programme. Shows a commitment to continuing professional development.</td>
<td>Demonstrates knowledge of career pathways in medical education. Good general knowledge / broad interest in academic medicine. Research experience. Demonstrates how the post will benefit patients in London in future.</td>
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<td><strong>PERSONAL ATTRIBUTES</strong></td>
<td>Good communication skills. Able to work well in a team. Approachable and friendly. Tolerant and empathetic.</td>
<td>Evidence of educational leadership potential. Good organisational and problem solving skills.</td>
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