

Deputy Lead for Portfolio - School of Medicine and Dentistry - Grade - Clinical Senior Lecturer

Job Description

Purpose

To be responsible for the leadership, development, delivery, and assessment of Portfolio for the MBBS programme, including the Physician Associate cohort in Years 1 and 2.

To work with and support colleagues in the Professionalism and Portfolio team to meet internal and external accreditation requirements for the PA and MBBS programmes.

The post will be based across Burnley and Preston campuses; travel to other sites including Westlakes will be required.

Duties

Main Duties and Responsibilities

1. Under the oversight of the Lead for Professionalism and Portfolio, take responsibility for the ongoing development, implementation, quality assurance and assessment of the Portfolio elements of the MBBS / Physician Associate courses, ensuring regulatory body requirements are met.
2. Work closely with the Professionalism and Portfolio team, Year Leads and other relevant staff to ensure a spiral approach through the course and ensure integration with other components of assessment.
3. Plan, prepare and deliver induction sessions relating to the Portfolio and contribute to the production of any relevant documentation such as handbooks and guides.
4. Ensure adequate staff are available to act as Portfolio Tutors / Academic Advisors and oversee student allocation; provide training, supporting resources and ongoing guidance.
5. Ensure up-to-date resources are available to students to support portfolio and maintain student Blackboard spaces.
6. Work with the administrative and other staff to ensure smooth operation of the software platform(s); liaise with the platform provider as required.
7. Engage in review, evaluation and change of portfolio in response to feedback from both students and staff.
8. Act as a Portfolio Tutor / Academic Advisor if required.
9. Lead on all aspects of assessment related to the Portfolio; ensure preparation of assessment results for Assessment Boards in line with University procedures.
10. Assist with implementation of the processes for Professionalism and Fitness to Practise sanctions within the School, including the review of student reflections and taking part in disciplinary meetings as required.
11. Contribute to delivery of relevant teaching as required.
12. Provide cross-cover for the Lead for Professionalism and Portfolio and the Deputy Lead for Professionalism.

13. Liaise closely with relevant staff to ensure parity of delivery and student experience across UCLan sites.
14. Act as an OSCE examiner for OSCE assessments within the School.
Participate in student recruitment, admissions and outreach events for the School of Medicine.
15. Undertake any other duties commensurate with the role, as directed by the Head of School, Director of Clinical Studies and/or Lead for Professionalism.

Person Specification

Knowledge, Skills, and Behaviours (Essential)

- Experience of teaching in the context of medical education (Application/Interview).
- Experience in the assessment of portfolio in medical education (Application/Interview).
- Experience in the use of electronic portfolio systems (Application/Interview).
- Substantial experience of having worked as a doctor in an NHS clinical setting (Application/Interview).
- Detailed knowledge of the standards required by the General Medical Council (Application/Interview).
- Degree in relevant subject (Application/Interview).
- To be fully registered with the GMC (Application/Interview).
- Ability to manage and lead other staff (Application/Interview).
- IT literate - able to use standard Microsoft office packages (Application/Interview).
- Excellent communication skills in both verbal and written form and ability to generate clear and concise documentation (Application/Interview).
- Able to travel independently between sites (Application/Interview).
- An understanding of and demonstrable commitment to the University's Values of Common Sense, Compassion, Teamwork, Attention to Detail and Trust, as a framework for decisions, actions and behaviours (Application/Interview).

Knowledge, Skills, and Behaviours (Desirable)

- Experience of Fitness to Practice procedures (Application/Interview).
- Teaching qualification such as certificate in HE, or Fellow of the Higher Education Academy (Application/Interview).