1 Advertisement

Post Title: Year 5 Regional Deputy Sub-Dean  
School/department: Brighton and Sussex Medical School  
Hours: 1 PA (4 hours per week). Requests for flexible working options will be considered (subject to business need).  
Contract: Fixed term for 2 years in the first instance  
Reference: 5321  
Salary: NHS Consultant  
Placed on: 8 March 2021  
Closing date: 8 April 2021. Applications must be received by midnight of the closing date.  
Start date: ASAP

Applications are invited for Regional Deputy Sub-Dean at Brighton and Sussex Medical School (BSMS) based at St Richards Hospital, Chichester. The post is being offered by BSMS in association with Western Hospitals NHS Foundation Trust where the successful applicant will hold a substantive consultant contract.

It is open to suitably qualified specialists at consultant level with experience in undergraduate and/or postgraduate medical education

The post holder will have an honorary appointment with BSMS.

From an academic perspective, this post will be based in the Department of Medical Education at BSMS.

Interested candidates are encouraged to discuss the position informally with Dr Andreas Hiersche, BSMS phase 3 lead, a.hiersche@bsms.ac.uk

For full details and how to apply visit:

www.sussex.ac.uk/jobs  www.brighton.ac.uk/jobs  www.bsms.ac.uk

The Universities of Brighton and Sussex are committed to equality and valuing diversity, and applications are particularly welcomed from women and black and minority ethnic candidates, who are under-represented in academic posts in science, mathematics, medicine and engineering at the universities.

The University of Sussex values the diversity of its staff and students and we welcome applicants from all backgrounds.
2. The School / Division

Please find further information regarding the school/division at https://www.bsms.ac.uk/

3. Job Description

Job Description for the post of: Year 5 Regional Deputy Sub-Dean

Department:

Section/Unit/School: BSMS

Location: BSMS / Chichester Regional Centre (WSHT)

Grade:

Responsible to: Prof Juliet Wright (Director Undergraduate Studies) and Prof Malcolm Reed, Dean BSMS

Responsible for:

A Y5 sub-dean is based at each Y5 teaching site. This post attracts 1 PA and administrative support from the Y5 team and local education centres. The purpose of the post is to support and develop the provision of the Year 5 Regional Centre Programme alongside the Sub-Dean Post and to contribute to other educational activities and examining during Year 5 and to contribute to BSMS in its widest sense. A post graduate qualification in medical education is desirable. The post holder should be based primarily at the Chichester site. The applicant must submit a letter from their Directorate Lead supporting their application and an agreed job plan to accommodate the 1 PA of BSMS work.

Working Relationships

This post requires close working relationships with the Chichester Sub-Dean, BSMS Phase 3 Leader, other Y5 sub-deans, deputies and the administrative staff. Overall responsibility is to Prof Malcolm Read as Dean of the Medical School. Awareness of the impact of the medical school within WSHT and the Regional Centres is necessary and requires good working relationships with the local Chief Executive, Medical Director, Director of Medical Education, Director of Medical Education, regional year 3 and year 4 leads (once appointed), Medical Human Resources and the Finance Department.

For WSHT the key relationship is with the Undergraduate Tutor. All sub-deans supporting undergraduate education in WSHT report internally to the Undergraduate Tutor.

Roles and Responsibilities
to be the second point of contact at the regional teaching centre, responsible for the co-ordination between BSMS and the NHS staff concerned with the Year 5 Regional Centre placements, alongside the Sub-Dean.

to liaise closely with sub-dean and lead clinical staff at the Chichester to ensure delivery of specialty placements and clinical teaching. A working knowledge of clinical services at Chichester is essential

to attend as regular member the UG LFG and represent year 5 teaching for BSMS

to provide with the Sub-Dean local academic and operational oversight of the delivery of Year 5 teaching at Chichester, including the experience gained by the students in the Acute Trust, Primary Care Trust(s) and Mental Health

to attend 3 Sub-Dean meetings per annum to discuss Year 5 operational, developmental and practical issues

to review student feedback on educational experience and facilities and contribute to developing and action plan jointly with the phase team and the BSMS quality and placement manager

to deliver and arrange the local induction with the Sub-Dean at the regional centre on the first day of the 3 clinical attachments. The Sub-Dean or deputy must be available to deliver this locally on that day.

to contribute to development and delivery of Integrated Finals, written and practical assessments. This will include two (2) days OSCE examining for each of Integrated Finals and one (1) day examining for any resit exams that may be necessary. This is a minimum of three (3) days in each academic year

to organise, run, contribute to and facilitate the weekly seminar programme with the Sub-Dean at the regional centre for the 24 weeks of clinical rotations, being a key support to the local academic administrator and to contribute to the quality assurance of the lectures.

to assist with organising and running the BSMS mock OSCEs at Chichester

to review students' portfolios weekly with the Sub-Dean during the clinical attachments and provide detailed written feedback for the students. This entails the review of the skills log, professional diary and sign off of the Speciality Sign Off Reports (SSORs) for each placement.

to assess, with the Sub-Dean, Cases in Depth and provide detailed written feedback during attachments 1&2 and submit via digital drop box on Student central within the 10-day marking limit. 2 CIDspers student in each regional centre per annum. A small number of re-submissions need to be marked.
• to contribute to the development of Clinical and Professional Studies electronic learning platform (CAPSULE), mainly in the form of editing and developing questions within specialty.

• with the back-up of University facilities and personnel, to take on the role of link tutor jointly with Sub-Dean to provide academic and pastoral support when required to students in Chichester liaising with their Personal Tutors (PTs) and BSMS student support staff as necessary.

• To contribute to an annual Regional Centre written report by September 30th each year

• To provide internal cover for annual leave and sickness for the Sub-Dean for BSMS related work

• to participate in the School’s process of peer-review of teaching

• to participate in the annual BSMS appraisal process

• to attend the BSMS Teachers’ Introductory Course and engage with on-going professional development

• to support the Learning and Teaching Strategy of the School

• to liaise with clinical tutors responsible for Foundation years 1 and 2 to arrange student shadowing as required

• to attend relevant meetings concerned with curriculum management, development and students including visits from the General Medical Council and other internal or external bodies.

• to contribute to interviewing prospective students at BSMS Admissions Days – a minimum of two (2) days per annum.

• to contribute to student teaching and assessment in other phases of the course (eg. Y4 projects, Y3 assessments)

• To be a professional and exemplary role model for the students and an advocate for BSMS locally and regionally

Equality and diversity

To perform the duties in a manner which supports and promotes the BSMS
commitment to equality and diversity.

Appraisal

To participate in annual appraisal within BSMS as well as WSHT.

Obligations

In the course of his/her duties the post holder will acquire knowledge of many confidential matters; the constant exercise of discretion and tact and the maintenance of confidentiality are therefore crucial.

General

The above list is not intended to be exhaustive. The post holder may be required to cover other necessary duties appropriate to his/her level and skills. You must handle personal and other electronic and manual data in accordance with the Data Protection Act 1998, the Deanery Data Protection Policy and the IT Acceptable Use Policy. Data will be stored and handled confidentially and securely, utilised for only agreed purposes and be subject to the access rights of individuals.

4. Person Specification

Essential role-specific criteria (including clinical criteria)

- NHS Consultant in a medical specialty
- Primary UK medical qualification (or equivalent)
- Appropriate postgraduate medical qualification (eg MRCP or equivalent)
- In current clinical practice and on GMC register with current licence to practise.
- Undergraduate and postgraduate education experience in teaching, learning and assessment with understanding of appropriate pedagogy
- Satisfactory enhanced level Disclosure and Barring Service check