



## 1 Advertisement

**Post Title:** Lecturer in Physician Associate Education

**School/department:** Brighton and Sussex Medical School

**Hours:** part time hours considered up to 0.4 FTE (16 hours per week). Requests for flexible working options will be considered (subject to business need).

**Contract:** Permanent

**Reference:** 6466

**Salary:** starting at £42,149 to £50,296 per annum, pro rata

**Placed on:** 31 August 2021

**Closing date:** 22 September 2021. Applications must be received by midnight of the closing date.

**Expected start date:** ASAP

- This is a part time role (0.4 FTE) that could sit alongside a clinical commitment. It will be based within the Department of Medical Education at BSMS located at the Watson Building, University of Brighton, Falmer campus. Some travel throughout the region to liaise with clinical placement sites may be involved.
- We are looking for an enthusiastic and experienced Physician Associate educator to join our dynamic team. Applicants should have clinical experience as a PA in primary and/or secondary care.
- The post holder will have high-level responsibility for reviewing existing course materials and developing new and inclusive content and/or modules. They will help ensure that course content maps to the national curriculum requirements.
- The post holder may have clinical placement responsibilities, developing relationships with placement providers and increasing the number of placement sites. They would develop and support new initiatives, deliver lectures and develop assessment materials as part of their teaching portfolio. They will assist the course lead with course administrative requirements.
- The MSc in Physician Associate Studies is a highly successful programme that was established in 2016. Our students consistently perform well in the PA national examinations. The successful candidate will make an important and regular contribution to teaching on the Physician Associate MSc, which will be dependent on their clinical background.

Please contact Karen Roberts, [k.roberts@bsms.ac.uk](mailto:k.roberts@bsms.ac.uk) for informal enquiries.

The University is 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, Technology, Engineering, Medicine and Mathematics (STEMM) at Sussex.

For full details and how to apply see our [vacancies page](#)

*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: [www.bsms.ac.uk](http://www.bsms.ac.uk)

## **3. Job Description**

Job Description for the post of: Lecturer in Physician Associate Education

**Department:** Department of Medical Education

**Section/Unit/School:** Brighton and Sussex Medical School (BSMS)

**Location:** Watson Building, University of Brighton, Falmer campus

**Grade:** 8

**Responsible to:** Karen Roberts, Physician Associate Studies Programme Lead

**Responsible for:** N/A

### **PRINCIPAL ACCOUNTABILITIES**

1. To design and deliver high-quality teaching programmes that are attractive to students.
2. To contribute fully to the School and University by playing a significant role in working groups, committees, and other School and University activities.

### **KEY RESPONSIBILITIES**

#### **1. Teaching & Student Support**

- 1.1 Engage in the planning, delivery and assessment of innovative high-quality undergraduate and postgraduate teaching, in liaison with the relevant programme and course convenors.

- 1.2 Identify, design, develop and manage new curriculum proposals that are attractive to students.
- 1.3 Develop high-quality inclusive teaching materials, methods and approaches, take responsibility for their quality, and ensure that they meet defined learning objectives.
- 1.4 Ensure that teaching materials remain up-to-date and relevant, incorporating advances in the subject area into the course of study, and utilising appropriate technology.
- 1.5 Set, mark, and assess coursework and examinations; select appropriate assessment instruments and assessment criteria, and provide constructive and comprehensive feedback to students.
- 1.6 Undertake continuous professional development to maintain an understanding of appropriate pedagogy in the subject area.
- 1.7 Supervise the work of undergraduate and taught postgraduate students, providing advice on study skills.
- 1.8 Contribute to the accreditation of courses and quality-control processes.
- 1.9 Undertake and complete administrative duties required in the professional delivery of teaching.
- 1.10 Undertake academic advising duties, and provide first-line support for sensitive issues, referring on as appropriate to services providing further assistance.
- 1.11 Adopt an approachable and accessible attitude towards students, offering office hours, informal advice etc.
- 1.12 Supervise student projects, fieldtrips and, where appropriate, placements.
- 1.13 Supervise the work of others, and co-ordinate work to ensure modules are delivered to the required standards.

## **2. Scholarship & Enterprise**

- 2.1 Make presentations at conferences, or exhibit work in other appropriate events, and identify ways to disseminate results of scholarly activity informally via the internet, the media, and other forms of public engagement.
- 2.2 Identify sources of funding and secure or contribute to the process of securing bids.
- 2.3 Identify and secure opportunities for enterprise activity, knowledge exchange income and/or consultancy.
- 2.4 Actively build internal and external contacts, and play a key role in internal networks and relevant external networks in order to, for example, identify sources of funding, secure student placements, and build relationships for future activities.
- 2.5 Supervise master's students as part of a supervision team.
- 2.6 Contribute to a relevant national professional body or recognised events.

- 2.7 Continually update knowledge and understanding in field or specialism, and engage in continuous professional development.
- 2.8 Engage in subject, professional and pedagogic research as required to support education activities
- 2.9 Extend, transform and apply knowledge acquired from scholarship to education and appropriate external activities
- 2.10 Conduct individual or collaborative scholarly projects
- 2.11 Develop and produce learning materials and disseminate the results of scholarly activity

### **3. Contribution to School & University**

- 3.1 Attend and contribute to School meetings.
- 3.2 Engage in activities beyond day-to-day teaching duties, for example Admissions Days.
- 3.3 Assist with undergraduate and postgraduate recruitment.
- 3.4 Undertake an administrative or organisational role within the School e.g. Library Representative, Year Tutor or personal academic tutoring.
- 3.5 Play a key role in School or University working groups or committees, as required.
- 3.6 Advise and provide support to less experienced colleagues.
- 3.7 Conduct risk assessments, and take responsibility for the health and safety of others, if required.
- 3.8 Undertake additional administrative duties, such as time-tabling, examinations, assessment of progress and student attendance, as required by the Head of School.

### **4. Role-specific duties**

- 4.1 Assist the course lead with course administrative requirements.
- 4.2 Oversee the establishment and development of close working relationships with PA placement providers, working to increase the availability of placement sites. This may require visiting placement sites across the region. Plan placement assignments for Y1 and Y2 students.
- 4.3 Work with the medical school administrators to develop PA-specific Service Level Agreements and work with regional placement providers to formalise agreements.
- 4.4 Review existing course materials and develop new and inclusive content. Ensure that content maps to the national curriculum requirements. Deliver teaching to year 1 and year 2 PA students across all teaching themes as requested by the course lead and in line with the PA core matrix and clinical teaching.
- 4.5 Prepare SBA questions and OSCE stations across all teaching themes for both year groups, to enhance the number of items available in the PA assessment databases.

- 4.6 Engage in OSCE examining activities for the PA programme and the medical school (as needed).
- 4.7 Act as a 'pod leader' for an assigned number of PA students.

This Job Description sets out current duties of the post that may vary from time to time without changing the general character of the post or level of responsibility entailed.

### **INDICATIVE PERFORMANCE CRITERIA**

1. A record of development of new modules/groups of modules, course or significant components of schemes of study or CPD courses.
2. Proven and sustained track record of successful teaching at the levels appropriate for the post.
3. A high standard of teaching performance as judged by standard evaluation methods.
4. Evidence of using feedback information from a range of sources to improve the student experience.
5. Evidence of using knowledge arising from research and scholarship to enhance teaching and curriculum development.
6. Evidence of engagement in advising students and proactively responding to student problems.
7. Evidence of contributions to a relevant national professional body or recognised event.
8. Evidence of identifying and employing current pedagogic best practice to improve the student experience.
9. Masters supervision
10. Involvement in the creation, transfer and use of results of research through a range of knowledge exchange activities.
11. Success in transferring research results into commercial, professional, public sector or other practical use.

### **4. Person Specification**

## **ESSENTIAL CRITERIA**

1. Normally educated to doctoral level, or other equivalent qualification, or appropriate level of experience, as appropriate to the discipline (see role-specific criteria below).
2. Excellent interpersonal skills, with the ability to engage with students using a variety of different methods.
3. Experience of teaching at undergraduate and taught postgraduate level.
4. Evidence of significant independent contribution to the design and execution of research.
5. Excellent presentation skills, with the ability to communicate effectively, both orally and in writing, with students, colleagues and external audiences.
6. Ability to work individually on own initiative and without close supervision, and as part of a team.
7. Ability to exercise a degree of innovation and creative problem-solving.
8. Excellent organisational and administrative skills.
9. Ability to prioritise and meet deadlines.
10. A willingness to participate in support activities beyond normal classroom duties.
11. Excellent IT skills, with the ability to produce high-quality learning support materials.

## **ESSENTIAL ROLE-SPECIFIC CRITERIA**

1. Qualification as a Physician Associate
2. Experience working as a Physician Associate in primary and/or secondary care
3. Proven experience in the delivery of high-quality PA education
4. Knowledge of PA educational and placement needs
5. Registered on the PA Managed Voluntary Register

## **DESIRABLE CRITERIA**

1. Experience of successful curriculum design or re-design.
2. A recognised higher education teaching qualification.
3. Experience of supervising postgraduate students.
4. Membership of professional body, if appropriate.
5. Record of developing an education portfolio with some focus on scholarship