

Job Description

Position:	Clinical Teaching Fellow in Medical Education
School/Service:	Institute of Medicine
Reference:	
Grade:	6
Hours:	Full Time
Reports to:	Head of MBChB programme

Institute of Medicine

The **Institute of Medicine** is a cornerstone of the University of Greater Manchester's (formerly the University of Bolton) strategic vision for sustainable, high-impact growth. As part of our commitment to meeting the evolving needs of the healthcare sector, the Institute brings prestigious, future-focused medical programmes to the Northwest region, grounded in clinical excellence and innovation.

The Institute of Medicine comprises:

- **The Postgraduate School of Medicine**
- **The Undergraduate School of Medicine**
- **The Centre for Research**

Our ethos is to develop highly skilled, ethical, and compassionate doctors who are equipped to practise holistic, patient-centred medicine. We place patient safety, academic excellence, and the wellbeing of both **students and staff** at the heart of everything we do, fostering a supportive and inclusive culture that enables all members of our community to thrive.

Our undergraduate curriculum is based on the well-established MBChB programme from Leicester Medical School, designed to deliver an outstanding educational experience and fully prepare students for the demands and responsibilities of clinical practice.

The Undergraduate School of Medicine embodies the University of Greater Manchester's commitment to exceptional student support and wellbeing. This dedication has resulted in **consistently high student satisfaction ratings**, with the university **ranking first in the North West for student satisfaction for five consecutive years** and maintaining a **position in the UK's top ten for overall student satisfaction since 2020**.

We are currently engaged in the General Medical Council's rigorous and ongoing **programme of quality assurance**, with our **first cohort of undergraduate medical students due to commence in September 2025**.

Main purpose of the position:

The primary role of a Clinical Teaching Fellow (CTF) in Medical Education is to teach undergraduate medical students, mainly in the first two years of their course. These roles provide a training opportunity for medically qualified practitioners to develop teaching and clinical educational skills; the opportunity to gain a teaching qualification for the Higher Education sector; and to provide experience for a possible

future role in medical education. This position offers a unique opportunity to engage in clinical practice while contributing to the development and enhancement of the MBChB curriculum.

Principal Duties and Responsibilities:	
Teaching and Education:	
	Deliver and facilitate teaching sessions in first and second year (Phase 1), including lectures, seminars, small group teaching and practical skills workshops, aligned with the MBChB curriculum.
	Facilitate discussion of problem solving and/or clinical case scenarios in small groups, both face-to-face and virtual (online) facilitation if required.
	Supervise and guide students during their early clinical experiences, ensuring that they meet the learning outcomes for each phase of the MBChB program.
	Provide both formative and summative feedback on student performance, focusing on their clinical skills, professionalism, and knowledge base.
	Assist in the design and delivery of practical and clinical assessments such as OSCEs (Objective Structured Clinical Examinations) and case-based discussions.
	Plan and organise teaching duties independently including preparation, delivery and evaluation of teaching.
	Model best practice in patient care and ensure the integration of clinical and educational work in a safe and supportive learning environment.
Curriculum Development:	
	Contribute to the review of course content and learning objectives, ensuring they remain up-to-date and reflect current best practices in clinical medicine.
	Assist in creating and updating teaching materials and resources for the MBChB program.
Student Support and Mentoring:	
	Provide academic and pastoral support to students, such as extra tutorials and support as approved by School staff.
	Enthuse, inspire and motivate students to keep a firm sight on their clinical goals by highlighting the importance, significance and relevance of basic sciences in clinical medicine and practice.
Professional Development:	
	Engage in continuing professional development (CPD) activities, including attending relevant courses and workshops on medical education, clinical practice, and teaching methodologies.
	Will be expected to undertake a course leading to a Postgraduate Certificate in Medical Education.
Collaboration and Communication:	
	Work collaboratively with academic, clinical, and administrative staff to ensure the smooth operation of the MBChB programme.
	Contact with Leads for the Units they are teaching to receive information about the teaching session, providing feedback on student engagement with teaching and addressing any concerns they may have.
Other duties:	
	To treat everybody with whom you come into contact with dignity and respect, and to actively promote an inclusive attitude.
	To participate and engage in staff development activity and personal professional development
	To be involved with other projects and activities as necessary.
	To perform any other duties in line with the grade of the role

	Ensure and maintain integrity and confidentiality of data and associated data protection requirements in line with the statutory and corporate requirements.
	Awareness of environmental and sustainability issues and a commitment to the University's associated strategy with respect to performance/delivery of key responsibilities of the role.

Note:

This is a description of the position requirements as it is presently constituted. It is the University's practice to periodically review job descriptions to ensure that they accurately reflect the role requirements to be performed and if necessary update to incorporate changes were appropriate. The review process will be conducted jointly by the relevant manager in consultation with the position holder.

Please note that this is an evolving role with a requirement to travel and attend events external to the University in support of School/University business requirements.

Person Specification

Position:	Clinical Teaching Fellowship in Medical Education	Reference:	
School/Service:	Institute of Medicine	Priority (1/2)	Method of Assessment
Criteria:			
1	Qualifications		
1a	Medical degree (MBBS or equivalent) from a recognized institution	1	A
1b	Full registration with the General Medical Council (GMC) with Licence to Practise	1	A
1c	Have completed satisfactorily two years of Foundation Training, or the equivalent, at the time of taking up their post	1	A
1d	Further clinical qualifications in specific specialties (e.g., membership of a medical college, advanced clinical skills)	2	A/I

2	Background and Experience		
2a	Passion for teaching and a strong interest in medical education	1	A/I/P
2b	Experience in teaching or mentoring medical students	2	A/I
2c	Demonstrated commitment to the teaching role by engagement with peer education	2	A/I
2d	Experience of teaching on an online platform	2	A/I
2e	Solid foundation in clinical medicine with experience across multiple specialties, including but not limited to internal medicine, surgery, paediatrics, and general practice	2	A/I

3	Skills/Knowledge		
3a	High level of proficiency in English, sufficient to undertake research, teaching and administrative activities utilising English Language materials and to communicate effectively with staff and students	1	A/I/P
3b	Proficiency in using educational technology and learning management systems (e.g., Moodle, Blackboard)	1	A/I
3c	Use of Microsoft Office software packages (Word, Outlook and PowerPoint)		A/I/P
3d	Good physical and clinical examination skills to Foundation doctor level	1	A/I
3e	An understanding of how undergraduate medical education is delivered	1	A/I
3f	Excellent written and verbal communication skills and abilities	1	A/I/P
3g	Able to highlight the importance, significance and relevance of basic science in clinical medicine and practice	1	A/I

3h	Administrative skills, with the ability to complete work on time and to deadlines	1	A/I
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4	Personal Qualities		
4a	High level of professionalism, integrity, and ethical behaviour in both clinical and educational settings	1	I
4b	Strong organizational skills and the ability to manage competing priorities	1	I
4c	A collaborative mindset and willingness to engage in interdisciplinary work	1	I
4d	Enthusiastic, motivated, and committed to the advancement of medical education and patient care	1	I
4e	Ability to engage and inspire students and colleagues	1	I

5	Others		
5a	Willingness to undertake staff development, which may take place outside the University	1	I
5b	Awareness of the principles of the Data Protection Act, Freedom of Information Act, Prevent, the Bribery Act	1	I
5c	Awareness of the requirements of Health & Safety within the work environment	1	I
5d	Commitment to the University's policy on equal opportunities and diversity	1	I
5e	Available to work evenings and outside the normal academic year	1	I
5f	Able to travel nationally and internationally to meet the requirements of the service	1	I

Note:

1. Priority 1 indicates essential criterion – an applicant would be unsuccessful if unable to satisfy all Priority 1 criterion.
2. Priority 2 indicates desirable criterion - applicants failing to satisfy a number of these are unlikely to be successful.
3. It is the responsibility of the employee to ensure any professional accreditation/membership remains current.
4. Please note that it is normally expected that a new appointee will commence at the bottom of the scale. Employees are expected to have access to suitable IT equipment and broadband internet access at home to work remotely if required.