



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

IDEALS Facilitator, Leeds Institute of Medical Education



Salary: Grade 9 (£106.68 per 3.5 hour session including preparatory time)

Reference: MHIME1109

Closing date: 19 August 2019

Interview date: 23 August 2019

Fixed-term for 2 years initially

IDEALS Facilitator

Faculty of Medicine and Health, School of Medicine, Leeds Institute of Medical Education

Are you an experienced facilitator interested in supporting the delivery of the MBChB curriculum? Do you have experience of management, leadership, healthcare delivery and audit and service improvement?

The School of Medicine is looking to recruit an experienced facilitator to assist the Course Management Team in the delivery and assessment of the Innovation, Development, Enterprise, Leadership and Safety (IDEALS) course.

We are inviting applications from individuals with experience of management, leadership, healthcare delivery and audit and service improvement. You will have a Degree or equivalent experience. Clinical teaching experience and formal qualifications in education, though not essential would be an asset. Good small group facilitation skills are essential. There is an expectation that the successful applicant will pursue further development in undertaking continuing professional development courses related to their role and take part in the department peer review and appraisal process.

The aim of IDEALS is to develop and prepare students for their role as providers and leaders of healthcare and to develop an awareness of the role clinicians and practitioners can play in the progression and delivery of services. The course will provide students with an understanding of team working and leadership, learning, patient safety, career planning, the NHS business, governance and organisational environments, legislation and strategic analysis / managing change (including resources and finance). We do not expect every IDEALS tutor to be expert in all of these areas.

What does the role entail?

As an IDEALS Facilitator your main duties will include facilitation of small group sessions to undergraduate students in year two of the MBChB curriculum. Successful applicants will attend mandatory training days in preparation for the role prior to the commencement of each academic term.



Teaching will take place on Monday and/or Friday mornings throughout the academic university terms.

Main work activities

- Prepare for and facilitate small group seminars;
- Conduct one to one reviews with students and assess fitness to progress;
- Work within the MBChB structure and pedagogy to deliver the designated course material;
- Attend and contribute to tutor training sessions;
- Provide formative feedback to your small group and to individual students throughout the academic year as appropriate both during seminars and online via the Progress File;
- Provide summative feedback to students where indicated;
- Contribute to marking assessments;
- To commit to full teaching blocks of activity where appropriate;
- Participate in the process of peer review and appraisal;
- Maintain an appropriate level of Continuing Professional Development for the role;
- Undertake all duties in line with the University Health and Safety Policy;
- Show a commitment to diversity, equal opportunities and anti-discriminatory practices.

These duties provide a framework for the role and should not be regarded as a definitive list. Other reasonable duties may be required consistent with the grade of the post.

What will you bring to the role?

As an IDEALS Facilitator you will have:

- Degree or equivalent experience;



- Experience of management, leadership, healthcare audit and/or service improvement;
- Knowledge of contemporary teaching methods, small group teaching and critical appraisal;
- Small group facilitation skills;
- Good communication skills;
- Effective interpersonal and influencing skills;
- Computer literate;
- Good team working skills.

You may also have:

- Postgraduate certificate in medical / clinical education;
- Allied Health Professional, Medical, Nursing or Social Work background;
- Teaching experience with medical students;
- Experience of the University of Leeds ePortfolio.

How to apply

You can apply for this role online; more guidance can be found on our [How to Apply](#) information page. Applications should be submitted by **23.59** (UK time) on the advertised closing date.

Contact information

To explore the post further or for any queries you may have, please contact:

Valerie Farnsworth

Tel: +44 (0)113 343 0774

Email: v.l.farnsworth@leeds.ac.uk



Additional information

Find out more about the [Faculty of Medicine and Health](#).

Find out more about [Athena Swan](#) in the Faculty of Medicine and Health.

Find out more about [Leeds Institute of Medical Education](#).

Working at Leeds

Find out more about the benefits of working at the University and what it is like to live and work in the Leeds area on our [Working at Leeds](#) information page.

Candidates with disabilities

Information for candidates with disabilities, impairments or health conditions, including requesting alternative formats, can be found on our [Accessibility](#) information page or by getting in touch with us at disclosure@leeds.ac.uk.

Criminal record information

Rehabilitation of Offenders Act 1974

A criminal record check is not required for this position. However, all applicants will be required to declare if they have any 'unspent' criminal offences, including those pending.

Any offer of appointment will be in accordance with our Criminal Records policy. You can find out more about required checks and declarations in our [Criminal Records](#) information page.

