



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

Head of MBChB, School of Medicine, Faculty of Medicine and Health



Applications are invited from suitably qualified clinical staff at consultant level, or equivalent

Closing Date: 3 April 2023

Salary: £88,364 - £119,133 (the 2003 Consultant Contract)

Between 4-8 academic programmed activities (PAs), to be combined with a minimum of 2 clinical PAs (up to a combined total of 10 programmed activities / full time)

Head of MBChB

School of Medicine

Do you have the skills and creativity to lead our MBChB programme as we strive to continually evolve to deliver an outstanding experience for our students, and train the future workforce?

As Head of MBChB, you will be responsible for the management, delivery and quality assurance of the Medicine and Surgery MBChB programme, a flagship undergraduate programme for the University of Leeds. You will ensure that the content, learning objectives, delivery and assessment of the MBChB programme are kept under review, in accordance with the recommendations of the General Medical Council's (GMC) outcomes framework.

You will play a key strategic and oversight role in the development, promotion, and delivery of the MBChB programme. Working proactively across the School of Medicine, Faculty and University structures as well as the NHS and our other clinical partners, you will identify and develop opportunities for programme improvement. This will include whole-scale curriculum review, with lead responsibility for promoting and monitoring teaching quality assurance, including the student experience, across the MBChB programme. You will be supported in these activities by the MBChB Deputy Programme Lead.

Applications are invited from suitably qualified clinical staff at consultant level, or equivalent (including qualified GPs). Candidates must remain clinically active. Employment arrangements will be agreed individually upon appointment. The role will equate to a minimum of 4 PAs Programmed Activities (PAs) of academic time, to be combined with a minimum of 2 clinical PAs (up to a maximum of 10 PAs.)

It is anticipated that the successful candidate's clinical and academic PAs will be combined under a single, joint appointment between the successful candidate's clinical employer and the University. We are able to offer flexibility as to who is the lead employer in this relationship. We would welcome applications from candidates who already hold a clinical appointment in the region, and would like to combine this with an academic role.



However, candidates may be new to the region. The University has a range of clinical partners with whom we would help to negotiate clinical PAs.

Clinical service will be defined by your area of speciality training.

What does the role entail?

As Head of MBChB your main duties will include:

- Ensuring that the programme is of sufficient high quality to pass all scrutiny from internal University (Annual Health Checks and Student Academic Experience Reviews, student surveys), and external regulatory reviews (GMC).
- Being academic lead (supporting and setting standards) to staff teaching and/or contributing modules/components on the MBChB programme. Setting, documenting and disseminating standards, ensuring their adherence.
- Working in partnership across the School with the Education Leadership Team, and specifically, with the Director of Student Education for medical undergraduate programmes, to maintain the quality of the programme and share learning.
- Ensuring the staffing structure and appointments in relation to MBChB programme delivery, are sufficiently robust and provide the consistency and quality across the programme.
- Maintaining strategic oversight of the MBChB budgets, including annual review to ensure effective use of funds, with spend aligned with Faculty of Medicine and Health financial objectives whilst supporting the quality of delivery.
- Ensuring the programme remains dynamic, informed and evidenced by research developments, as well as meeting professional regulatory requirements.
- Ensuring learning outcomes, at all levels, are clear, consistent with GMC requirements, and understood by all those delivering the programme.
- Providing assurance that assessment requirements throughout the programme satisfy the University's Code of Practice on Assessment and allow achievement of the learning outcomes to be assessed and formative feedback to be provided.
- Ensuring adequate levels of academic and pastoral support for students, including electives and on placement.



It is anticipated candidates will be appointed at Associate Professor level, or Honorary Associate Professor level, where the candidate's lead employment is with their clinical employer. Appointment at Professor or Honorary Professor level will be considered, where candidates meet the University's Professorial criteria.

It is anticipated that the successful candidate's clinical and academic PAs will be combined under a single, joint appointment between the successful candidate's clinical employer and the University. Clinical duties will be agreed with the successful candidate and their clinical employer / honorary employer, thereby agreeing a joint job description prior to commencement in post, after which the post holder will be required to participate in annual joint job planning and appraisal by the University and clinical employers.

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.

You will report to the Head of the Leeds Institute of Medical Education, and through them to the Dean of Medicine.

What will you bring to the role?

As Head of MBChB you will have¹:

- Completed a recognised medical training programme with the ability to demonstrate a high level of clinical experience and competence;
- Full registration as a medical practitioner with the General Medical Council (GMC) with a licence to practice, and on the relevant GMC specialist register;
- The ability to bring up to date knowledge of the context of clinical practice in the health service to an educational setting;
- A proven understanding of medical education, both at undergraduate and postgraduate levels, regionally, nationally and internationally;
- A track record of academic excellence, achievement and leadership.
- Experience of managing and delivering high quality undergraduate and/or taught postgraduate education programmes;
- A broad understanding of School of Medicine and University student education policies;

¹ This is based on appointment at Professor or Honorary Professor level will be considered, where candidates meet the University's Professorial criteria



- A broad understanding of both quality assurance and quality enhancement processes and issues;
- The ability to identify, disseminate and embed best practice in education to meet the needs of a constantly evolving and improving medical student learning experience;
- The ability to initiate and manage change on a consistent and pan-curriculum basis;
- The ability to prioritise workloads and meet competing deadlines to achieve agreed objectives as determined by the School and General Medical Council recommendations;
- The ability to work with a wide range of individuals and organisations both at regional and national levels.

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:

Professor Laura Stroud, Deputy Dean, School of Medicine

Email: l.stroud@leeds.ac.uk

Laura Smith, Interim Head of the Leeds Institute of Medical Education and Director of Student Education (Medical Undergraduate Programmes)

Email: l.e.smith@leeds.ac.uk

Additional information

Find out more about the [Student Education Service](#)

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



Find out more about [Athena Swan](#) in the Faculty.

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 (Exceptions) Order 1975

This post requires enhanced and barred list criminal record check from the Disclosure and Barring Service (DBS), and any equivalent overseas authorities where relevant. The successful candidate will be required to give consent for the University to check their criminal record status. All applicants are required to make a self-declaration where applicable.

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.





