

It is important to note that this job description is a guide to the work you will initially be required to undertake. It may be changed from time to time to meet changing circumstances. It does not form part of your contract of employment.

Director of Medical Education EHM0199-0717

Reporting to: Associate Dean Research and Innovation
Faculty of Health and Social Care

Accountable to: PVC and Dean of Faculty of Health and Social Care

Edge Hill University wishes to appoint an exceptional individual to the post of Director of Medical Education. This is a key strategic leadership role and the appointed individual will drive forward the development of the Edge Hill Medical School.

He/she will lead the establishment and implementation of an undergraduate medical programme and will have strategic leadership for the well- established postgraduate medical programmes within the Postgraduate Medical Institute. The establishment of a Medical School has strong institutional support and appropriate resources will be available to the successful candidate.

A Professorial title will be awarded for appropriately qualified candidates

Undergraduate medical education at Edge Hill

Edge Hill recognises the need to develop an undergraduate medical programme which will equip the doctors it produces with the knowledge, skills and values to work in the rapidly changing global healthcare environments of today, tomorrow and the future. Professionalism, leadership and management, social responsibility, innovation, patient safety and an understanding of community healthcare challenges will be key parts of the curriculum. We envisage high levels of patient contact throughout the programme which includes significant exposure to primary care and goes beyond general practice.

The Medical School will work closely with other departments both within the Faculty of Health and Social Care and in the wider University to embed inter-professional learning and team working. It will be embedded in the local community and will develop and support initiatives to support widening participation into medicine. The Medical School will offer high levels of student support and will provide an excellent student experience.

The Medical School has high levels of Faculty and Institutional support. Its development will be supported by appropriate staffing, including new appointments, and relevant consultancy input. It has strong support from local healthcare providers in both primary, community and secondary care. Edge Hill has excellent facilities and there is a commitment for further development to support The Medical School. The first intake of undergraduate medical students is planned within 3 years.

The Post

The Director of Medical Education will be responsible for the strategic leadership and development of The Edge Hill Medical School. This includes establishment and delivery of an undergraduate medical education programme. He/she will be supported by the Senior Management Team of the Faculty of Health and Social Care.

He/she will play a key role in identifying and defining appropriate staffing, facilities and resources. The Director of Medical Education will provide strategic leadership for all current postgraduate educational programmes which sit within the Postgraduate Medical Institute and will work closely with existing programme leaders to ensure effective delivery. He/she will drive forward further development of postgraduate medical education provision.

Liaison with professional bodies and organizations to ensure appropriate approvals and accreditation will be a key part of the role. The post holder will promote, develop and support research and ensure research informed teaching and curriculum design. Applications from candidates who wish to retain some clinical duties will be welcomed.

The post provides an exciting opportunity to make a major contribution to Edge Hill University at an exciting time in its development.

The main duties and responsibilities of this post are as follows:

The Director of Medical Education will:

- Provide strategic leadership for medical education at Edge Hill University.
- Provide strategic leadership for the development and delivery of an innovative undergraduate medical programme which produces graduates which are equipped with the knowledge, skills and values to practice compassionate and person-centred medicine in a rapidly changing health and social care environment.
- Provide strategic leadership for all existing educational postgraduate programmes in the Postgraduate Medical Institute/area of responsibility working with existing programme leaders to ensure high quality and innovative learning and teaching is provided to all students
- Liaise with the GMC and other professional bodies to ensure appropriate approvals and accreditation for programmes within area of responsibility
- Lead on the strategic development and operational planning of all programmes related to medical education
- Ensure that all education programmes produce graduates that are competent practitioners with the practice skills and knowledge recognised and valued by employers
- Develop systems to ensure excellent student support, guidance and communication

- Represent the Faculty and University on appropriate external committees and boards to ensure appropriate representation of views
- Develop excellent relationships with external stakeholders to ensure appropriate high quality placement opportunities and clinical learning for students
- Provide inspirational leadership and ensure staff experience highly effective management practices. Develop and sustain a culture of outstanding performance through an empowering leadership style which delivers high levels of staff engagement.
- Undertake responsibility for line management, performance review, personal and career development of academic staff within area of responsibility.
- Make a major contribution to the strategic identification and recruitment of appropriate staff for the delivery of postgraduate and undergraduate programmes. Ensure, as appropriate, that staff retain currency and clinical credibility
- Ensure highly effective operational delivery of all educational provision ensuring that the student experience is at the heart of all delivery
- Ensure that educational programmes and modules embrace inter-professional learning and maximise resources across the Faculty and the wider University.
- Ensure that fitness to practice issues relating to students are managed effectively and professionally.
- Contribute to, and lead as appropriate, Faculty strategic planning, curriculum development and ongoing quality review related to relevant educational programmes within the Faculty.
- Lead and support staff colleagues in raising the regional, national and international profile of the University through scholarly activity, publication, conference presentation and consultancy.
- Engage in continuing professional development to ensure adequate skills and knowledge to carry out the role.
- Undertake such specific roles and management functions within the Faculty and University as may be required by the line manager or such other person to whom responsibility may have been delegated.
- Attend and lead meetings and participate in other committees and working groups within the Faculty, the University and external to it as is appropriate to the role.

- Develop and manage resources in support of major research and teaching activities.
- Ensure compliance with health and safety requirements in all aspects of work.
- Carry out any other duties associated with the area to be included by the Pro Vice Chancellor/Dean of faculty, or designated representative.

Corporate responsibilities

The Director of Medical Education will:

- Participate in Edge Hill University's decision-making process
- Contribute to and serve as appropriate on internal committees, working and advisory groups
- Contribute to the fulfilment of Edge Hill University's Mission Statement, Research Vision 2015, and Strategic Plan by implementing agreed Edge Hill Policy
- Encourage and promote the generation of income including the provision of research and consultancy
- Promote and implement the Universities equal opportunities policies.

In addition to the above all Edge Hill University staff are required to:

1. Adhere to all Edge Hill's policies and procedures, including Equality and Diversity and Health and Safety.
2. Respect confidentiality: all confidential information should be kept in confidence and not released to unauthorised persons.
3. Undertake appropriate learning and development activities as required.
4. Participate in Edge Hill's Performance Review and Development Scheme.
5. Adhere to Edge Hill University's environmental policy and guidelines and undertake tasks in a sustainable manner.
6. Demonstrate excellent Customer Care in dealing with all customers.

Director of Medical Education

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CRITERIA: Applicants should be able to provide evidence of their ability to meet the following criteria.

		Essential	Desirable
1	A high level of academic achievement as evidenced by a good first degree and a PhD/MD in a relevant field	*	
2	Relevant professional background and standing	*	
3	Relevant clinical standing and GMC registration		*
4	An established national or international reputation as a scholar in an area relevant to the post	*	
5	Exceptional leadership and management skills	*	
6	Demonstrated ability for strategic thinking and for successful operational delivery		
7	Relevant experience of leading, developing and managing academic medical programmes	*	
8	Experience of liaising with professional bodies and a full understanding of the requirements of these for medical education programmes	*	
9	An excellent track record of building and sustaining successful partnerships with external partners	*	
10	Evidence of high levels of understanding of current issues relating to healthcare and the ability to respond to these	*	
10	Experience of successfully leading and managing and motivating a large team of academic staff in a University environment.	*	
11	Ability to lead the development of innovative curricula	*	
12	Ability to take responsibility for academic quality and standards		
13	Demonstrated ability to provide academic leadership in research	*	
14	Appropriate financial and resource management skills	*	
15	Effective communications style with the ability to engage and influence a wide range of audiences	*	
16	Excellent interpersonal skills and proven track record of networking	*	
17	Ability to reflect on own skills and knowledge, and to seek opportunities for professional and personal development	*	