

## MEDICAL SCIENCES DIVISION

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<b>Job title</b>	Associate Director of Pre-clinical Studies (Health & Welfare)
<b>Division</b>	Medical Sciences Division
<b>Department</b>	Medical Sciences Divisional Secretariat
<b>Location</b>	Medical Sciences Teaching Centre, University Science Area
<b>Grade and salary</b>	Funding equivalent to one Programmed Activity
<b>Hours</b>	Part-time, equivalent to 1 Programmed Activity / four hours per week
<b>Contract type</b>	Tenable for two or three years
<b>Reporting to</b>	Director of Pre-clinical Studies (Dr Jeremy Taylor)

### The role

Applications are invited for an Associate Director for the Pre-clinical Studies (Years 1-3 of the six-year medical course, tenable for a period two or three years from 1 October 2017, or as soon as possible thereafter.

The Associate DPS will support the Director of Pre-clinical Studies, Dr Jeremy Taylor, in co-ordinating the network of pastoral support for Pre-clinical students, including providing help and guidance to students causing concern on health or welfare grounds. The work will involve face-to-face contact with students on a regular basis, within normal hours. The work will include liaising with, and supporting, College Medical Tutors and others involved in pastoral support. The Associate DPS will also work closely with Mrs Kirstie Vreede (Assistant Registrar) who is the senior course administrator and Disability Contact for Pre-clinical students.

The successful applicant will be expected to be at a senior academic or consultant (or equivalent) level, preferably clinically qualified.

The post is available on a part-time basis equivalent to one Programmed Activity (four hours per week) for those currently employed at consultant level within the National Health Service. An appointee currently holding a full-time University appointment could be paid via a 'buy-out' arrangement or an additional responsibility allowance.

Applicants will need to provide evidence of support from the relevant department and/or college, in particular affirming that it will be feasible for the applicant to make the necessary commitment to this post.



## **1. Overall responsibilities**

There is an increasing number of medical students in Years 1-3 causing concern on the grounds of ill health (particularly adverse mental health). Pastoral and support staff in Colleges, along with College Medical Tutors play a huge role in monitoring and managing students with problems, and providing support. Support is also provided by College GP's, the University Counselling Service and the Disability Advisory Service. The Occupational Health Service provides assessments and advises the Medical School in relation to students causing serious concern on the grounds of ill health.

The appointment of an Associate Director of Pre-clinical Studies (Health and Welfare) within the Medical School is intended to improve the co-ordination of this network of pastoral and medical care. According to GMC guidance, students are expected to be open and honest about problems, but if a student shares a concern with one of their College Tutors, it is often difficult for the College to know whether they can or should inform the Medical School.

The Medical School has procedures in place to be followed in the cases of students who are causing concern, and one role of the Associate DPS will be to ensure that the procedures are being followed in the cases of individual students.

The post-holder will be expected to liaise appropriately with the administrative staff in the Medical School and with Tutors and members of support staff in colleges.

## **2. Main duties of the post**

The post-holder will:

- Hold face-to-face meetings with students on request; providing advice to students on how to get support and how to apply for adjustments to the course and to examinations.
- Encourage students to be open and honest about problems, so that support and adjustments can be put in place in a timely fashion; reassure students that health conditions do not normally affect a student's fitness to practise medicine.
- Liaise with Tutors and support staff in college to co-ordinate support of students, and to monitor students' progress.
- Track each student to ensure they do not become 'lost' and that they are receiving the appropriate support. Periodically follow up on students.
- Maintain confidential files and records on students; make records of actions taken (including referrals, meetings and advice given).
- Follow up concerns flagged up by individual students and/or the DPS and/or College Tutors.
- Maintain a knowledge of General Medical Council (GMC) and Medical Schools Council (MSC) guidance relating to medical students, particularly in relation to students suffering from adverse health conditions and disabilities.
- Provide a regular time/place where students can drop in (during term time / exam times).
- Put measures in place to promote good mental health and well-being in medical students (GMC requirement for Medical Schools).
- Refer medical students to the Occupational Health Service where the concerns are serious or the situation is not improving.

- Liaise with Colleges (and if necessary the Occupational Health Service) to ensure that students returning from a period of time away from the course have provided evidence of being fit enough to resume their studies.
- Monitor student engagement with support measures that have been put in place both whilst on course and if they take time away from their course.
- Share information with Colleges and other bodies as required and as appropriate (in accordance with the law and University policies).
- Liaise with relevant staff in the Clinical School in order to smooth the transition to the clinical learning environment for students with ongoing health problems.

### **3. Administrative support**

Administrative support is available from staff in the Faculty of Physiological Sciences Undergraduate Studies Office, including the Assistant Registrar who is the Disability Co-ordinator for Pre-clinical students. It is expected that the post-holder will need a minimal level of administrative support, but support for clerical tasks can be provided if necessary by members of the office team.

### **4. Further details**

The post is available on a fixed-term basis, either for two years or three years, with a one year probationary period. There is the possibility of an extension of the appointment beyond the initial term.

The post is available on a part-time basis equivalent to one Programmed Activity (four hours per week) for those currently employed at consultant level within the National Health Service. An appointee currently holding a full-time University appointment could be paid via a 'buy-out' arrangement or an additional responsibility allowance.

### **SELECTION CRITERIA**

Candidates will be judged on the basis of the following criteria, and should try to ensure that their application shows how they meet the criteria.

#### *Essential*

- Candidates should either be established clinicians at consultant or similar level (including senior general practitioners), ideally with a higher degree and evidence of on-going interest in the scientific basis of medicine; or be an established research-active medical scientist with an interest in the application of scientific knowledge to clinical medicine.
- Substantial recent or current experience of working in a medical education environment in either a teaching, administrative or management role.
- Recent or current experience of providing pastoral or welfare support to students; ability to demonstrate empathy with students facing difficulties.
- Experience of working with students from a wide range of cultural backgrounds and an understanding of the issues affecting them.
- Knowledge of General Medical Council (GMC) and Medical Schools Council (MSC) guidance relating to medical students, particularly in relation to students suffering from adverse health conditions and disabilities.

- Ability to demonstrate good judgement and a high level of organizational skill, with the ability to manage a broad range of demanding jobs simultaneously and under pressure.
- Excellent interpersonal skills and proven ability in building good working relationships with a wide range of staff.
- Excellent oral and written communication skills with an ability to develop and frame policy.
- Proven ability to work independently, to take a proactive approach, to initiate actions, and to follow these through to conclusion, consultatively and decisively.
- Ability to contribute positively to working in a team environment.
- Ability to handle sensitive situations with discretion. Awareness of issues around confidentiality in student health and welfare matters.

*Desirable*

- Clinical qualifications.
- Knowledge or experience of Oxford's standard medical course

## **5. How to apply**

To apply for these posts, please include your *curriculum vitae* together with the names of two referees and a supporting statement indicating how you meet the selection criteria. There is no separate application form.

Applications should be sent preferably by email to [kirstie.vreede@medsci.ox.ac.uk](mailto:kirstie.vreede@medsci.ox.ac.uk) or by post to Kirstie Vreede, Medical Sciences Teaching Centre, South Parks Road, Oxford, OX1 3PL.

**The closing date for applications is 18 September 2017. The interviews are likely to be held in the week beginning 25-29 September.**

The University will assume that it is free to approach referees at any stage unless the candidate's application stipulates otherwise. Candidates who wish a referee or referees to be approached only with their specific permission and/or if they are being called for interview on the final shortlist or are in receipt of a conditional offer are asked to state such requirements specifically alongside the details of the relevant referee(s).