

UNIVERSITY OF OXFORD
MEDICAL SCIENCES DIVISION

Directorship of Clinical Studies

Ref. DCS/1

Applications are invited for the office of Director of Clinical Studies within the Medical School of the University of Oxford.

The precise extent of the appointee's commitment to the Directorship of Clinical Studies will be subject to discussion and mutual agreement but it is expected that it will be for at least 50 per cent of full time. In normal circumstances the funding available for the Directorship will be used to "buy out" the successful applicant from existing duties subject to the agreement of the relevant university and NHS authorities.

Applicants will preferably be clinically active and in current employment in a career-grade clinical or clinical academic post but applications from clinically qualified persons who are not currently clinically active yet have a good understanding of the workings of NHS and the ability to develop and maintain high-quality placements for clinical medical students in primary and secondary care settings may be considered. The appointment will be offered for three years in the first instance with the possibility of re-appointment following review for one further period, of five years' duration. There will be a probationary period of one year.

The Director of Clinical Studies will be responsible to the Medical Sciences Division's Deputy Head of Division (Education) (currently Professor David Vaux).

The Head of the Medical Sciences Division (Professor Gavin Sreaton) will chair the selection committee for the Directorship.

Essential selection criteria

- Strategic educational leadership ability of a high order;
- Up-to-date knowledge of current medical educational issues and substantive experience that would be of assistance in dealing with at least some of these;
- Ability to establish excellent relationships with the medical student body and with individual medical students;
- Ability to command the confidence of a broad range of University and NHS, academic and non-academic staff members;
- Excellent written and oral skills;
- Experience of delivering high-quality teaching and assessment to clinical medical students.

Desirable selection criteria

- Possession of the Oxford Diploma in learning and teaching in higher education, or a similar educational qualification;
- Current employment and clinical activity in a career-grade clinical or clinical academic post.

Duties

The duties of the post will include:

Defining the most desirable strategic direction for the curriculum of years four to six of the standard course and ensuring that the curriculum evolves to meet the needs of students, regulators and the NHS. The Director of Clinical Studies works with the academic departments responsible for curriculum delivery and facilitates cross-departmental working to ensure that appropriate curricular objectives are set for the course as a whole and that these are met. The Director of Clinical Studies works with the Director of Pre-clinical Studies and the Director of the Graduate Entry Course to ensure continuity of curriculum objectives across the different phases of the medical courses.

Defining and implementing the assessment strategy for years four to six of the course. The Director of Clinical Studies works with academic departments to deliver assessments that are fair, transparent and innovative, while ensuring consistency in the way students are assessed in different parts of the course. The Director is responsible for integrating the results of assessments in different parts of the course and supporting Examiners' Boards in effective decision-making.

Ensuring that students receive high-quality teaching throughout years four to six of the course. The Director is responsible for ensuring that effective quality assurance processes are in place to maintain and improve the quality of teaching, and for ensuring good reporting and communication with NHS trusts, General Practices, colleges and academic departments.

Facilitating relationships with NHS partners and ensuring that the School has adequate numbers of high quality clinical placements. The Director has responsibility for producing a clinical placement plan and working with Health Education England to ensure accurate budgeting for clinical placements.

Supporting the personal development and well-being of clinical students. The Director facilitates a network of pastoral care, academic support and careers advice provided by the Medical School and the colleges.

Providing advice on and training for clinical students in relation to their elective plans. The Director has overall responsibility for assessing and approving these plans and for organising and quality assuring a programme for incoming elective students.

Referring clinical students into such disciplinary and fitness to practise procedures as may be appropriate and necessary, following consultation with the relevant parties.

Ensuring good relationships between the School and the student body. The Director is available to respond to the concerns of individual students and is responsible for ensuring that there are clear pathways for students to contribute to development of the course through participation in Medical School committees.

Supporting the development of teachers. The Director commissions and contributes to faculty development programmes and provides personal mentoring and support to academic leads and teachers.

Supporting communication and shared decision-making across the Medical School. The Director is a member of the following committees: Clinical Education Committee, Tutors' Group, Graduate Entry Course Committee, Pre-clinical course committee, Joint Consultative Committee, Committee for libraries and information provision, Joint OUH/University Education and Training Committee. The Director also attends teaching committee meetings at partner NHS trusts and visits each of the major District General Hospital partners in Northampton, Swindon, Bucks and Reading at least once each year.

Monitoring and improving the infrastructure that supports teaching in NHS Trusts and university facilities, including William Osler House, the student social facility and the Clinical Skills Laboratory.

Liaising with external bodies to ensure that the School responds effectively to national policy and regulatory initiatives. The Director is responsible for communication with the General Medical Council, the Medical Schools Council and Health Education England. The Director is responsible for completion of annual quality assurance reports to the General Medical Council and works with other course leads to prepare for quality inspection visits.

The Director is currently assisted in the carrying out these duties by a number of Associate Directors of Clinical Studies; see <https://www.medsci.ox.ac.uk/support-services/teams/medical-school> for further information.

Applications

Applications in the form of a curriculum vitae with a covering statement detailing the applicant's suitability and including the names of three referees should be submitted to divoff.jobs@medsci.ox.ac.uk by no later than **7 March 2018**.