

UNIVERSITY OF OXFORD
MEDICAL SCIENCES DIVISION

Directorship of Pre-clinical Studies

Applications are invited for the office of Director of Pre-clinical Studies within the Medical School of the University of Oxford. This is an exciting and interesting opportunity to play an important leadership role in the delivery of the course to students in Years 1-3 of the standard 6-year medical programme. It is anticipated that the successful candidate will begin work during Trinity Term 2020 or the Long Vacation in order to be in a position to take over responsibility from the current Director, Dr Jeremy Taylor before the beginning of the 2020-21 academic year.

The precise extent of the appointee's time commitment to the Directorship will be subject to discussion and mutual agreement but it is expected that the initial commitment might need to be of the order of 40 per cent of full time and that the extent of the required commitment would be kept under regular review in relation to the needs of the course and the specific arrangements agreed within the Director's team. The funding available for the Directorship is likely to be used to 'buy out' the successful applicant from existing duties subject to the agreement of the relevant university and/or College and/or NHS authorities. Part of the funding may be used to cover the cost of a responsibility allowance, as appropriate.

Applicants will hold a permanent University position. They need not be clinically qualified or clinically active but non-clinicians will need to have a good understanding of the workings of the NHS and the delivery of medical education. 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 up to five years' duration. There will be a probationary period of one year.

The Course Director will be responsible to the Medical Sciences Division's Deputy Head of Division (Education) (Professor David Vaux). Professor Vaux will chair the selection committee for the Directorship.

Essential selection criteria

- Current employment in an academic post within the University (it is expected that Associate Professors will no longer be in their initial period of office).
- Strategic educational leadership ability of a high order;
- Ability to establish excellent relationships with the pre-clinical student body and with individual pre-clinical medical students;
- Experience of delivering high-quality teaching and assessment to pre-clinical 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;
- Recent involvement in the management of an undergraduate degree programme;
- Up-to-date knowledge of current educational issues in Oxford and beyond and substantive experience that would be of assistance in dealing with these;
- 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.

Desirable selection criteria

- A primary medical qualification
- Possession of a diploma in learning and teaching in higher education, or a similar educational qualification;
- Knowledge/experience of postgraduate medical education and career pathways particularly within academic medicine

Duties

The duties of the post are set out below. The Director is currently assisted in the carrying out of these duties by the Deputy Director (Professor Chris Norbury) who takes responsibility for overseeing the admissions procedures, recruitment and widening participation, and also takes a share of the committee work. There is also an Associate Director (Health and Welfare) (Dr Laurence Leaver) who is available for consultation with individual students.

Administrative support is provided by a team of five members of staff who also administer the undergraduate programme in Biomedical Sciences, which is closely linked to the Pre-clinical course. The Director will work closely with the Director of the Biomedical Sciences course. The Assistant Registrar (MSTC), manages the administration, and also provides policy support and advice.

The Director will work in conjunction with the Pre-clinical Medicine Steering Committee, for which they will act as Chair.

Defining and implementing the most desirable strategic direction for the structure and curriculum of Years 1-3 of the standard medical course and ensuring that the curriculum evolves to meet the needs of students, regulators and the NHS. The Director will also work with the Director of Clinical Studies and the Director of Graduate-entry Medical Studies to ensure continuity of curriculum objectives across the different phases of the medical courses.

Ensuring that students receive high-quality teaching in Years 1-3. The Director will liaise with Course Committee chairs, heads of departments, members of staff responsible for organising teaching within departments, and individual members of staff delivering lectures and seminars to facilitate a co-ordinated approach to delivery and coverage of the curriculum. In conjunction with the individual Course Committees, the Director will co-ordinate the annual update of the syllabuses for First BM Parts I and II and will oversee the timely production of the timetable for Years 1 and 2. The Director will also liaise with heads of the relevant University departments to set up agreements for medium- to long-term provision of teaching and examining in relevant disciplines. The Director will contribute to teaching by delivering lectures, seminars, and practical classes.

Developing and implementing the assessment strategy for the Pre-clinical course. This will involve developing and overseeing changes to the Examination Regulations and Conventions. The Director will act as the Senior Nominator of Examiners for the First BM Parts I and II, FHS Medical Sciences and the Qualifying Examination in the Principles of Clinical Anatomy, and issue guidance to the boards of examiners to ensure that assessments are fair and transparent. The Director will respond to comments made in examiners' reports and take actions arising from their recommendations once agreed with the relevant bodies.

Taking appropriate actions in the cases of students causing concern, either on grounds of ill health or on grounds of unprofessional behaviour, following the established procedures.

Ensuring good relationships between the course and the colleges. The Director will also need to foster and maintain good working relationships with college tutors in the Oxford colleges which admit students to the course, and chair meetings with college tutors (normally 3 per year) at which matters of mutual interest are discussed.

Ensuring good relationships between the course and the student body. The Director will be available to respond to the concerns of individual students and will be responsible for ensuring that there are clear arrangements for student engagement and representation. The Director will oversee the collection of, consideration of, and response to student feedback, and will chair the Joint Consultative Committee for Pre-clinical Medicine, as well as face-to-face feedback sessions with student representatives.

Participating in communication and shared decision-making across the Medical School. The Director will be a member of the following committees: Medical School Committee, seven First BM Course Committees, Joint Consultative Committee for Pre-clinical Medicine, Clinical Education Committee, Graduate-entry Education Committee, Medical Sciences Undergraduate Studies Committee.

Ensuring that the course responds effectively to national policy and regulatory initiatives of such bodies as the General Medical Council, the Medical Schools Council and Health Education England. The Director will assist with the completion of annual quality assurance reports to the General Medical Council and will work with other course leads to prepare for quality inspection visits.

Line-management of the Deputy Director and Associate Director, and overseeing activities carried out by them.

This is not an exclusive list. The balance of responsibilities between the Director and the Deputy Director will be kept under review, and there is the potential for responsibilities to shift between members of the team according to experience and expertise.

The areas for which the Deputy Director of Pre-clinical Studies currently has responsibility are as follows:

- **Overseeing the selection procedures for the course.** Co-ordination of the annual admissions process for A100 Medicine involves close liaison with medical tutors in the Oxford colleges which admit students for the course. The Deputy Director oversees the shortlisting process, interviews, the ranking process, and the final allocation of applicants to colleges. The Deputy Director works to ensure that the selection criteria are applied consistently, and that the best applicants receive offers, regardless of their choice(s) of college.
- **Overseeing the promotion of the course to prospective applicants.** Approving text for prospectuses and websites, and participating in Open Days (currently 3 per year) and other events such as the Oxford and Cambridge Student Conferences.
- **Widening access activities.** Overseeing the delivery of and participating in the UNIQ Summer School for Medicine. Participating in other widening participation programmes and events.
- **Attending Year 3 committees.** Membership of the Advanced Options Committee / FHS Course and Examination Policy Committee.

The Associate Director (Health and Welfare) currently has responsibility for:

- **Supporting the personal development and well-being of Pre-clinical students.** Holding face-to-face meetings with students on request; providing advice and support to students. Liaising with college tutors and the network of health providers and support staff across the collegiate University. Monitoring student follow up issues identified.
- **Students causing concern.** Working with the DPS and the Assistant Registrar to operate the procedures in the cases of Pre-clinical medical students causing concern on grounds of ill health and/or misconduct.

Applications

Applications in the form of a curriculum vitae with a covering statement (no more than two sides of A4) detailing the applicant's suitability and including the names of three referees should be submitted to the Assistant Registrar (MSTC), Mrs Kirstie Vreede (kirstie.vreede@medsci.ox.ac.uk) by no later than noon on Friday 6 March 2020.