

**UNIVERSITY OF OXFORD**  
**MEDICAL SCIENCES DIVISION**

**Directorship of Graduate-entry Medical Studies**

Ref. DGEMS/2018

Applications are invited for the office of Director of Graduate-entry Medical Studies within the Medical School of the University of Oxford. This is an exciting and interesting opportunity to play an important leadership role in shaping changes to the structure of the course following a recent review. It is anticipated that the successful candidate will begin work during the summer of 2018 in order to be in a position to take over responsibility from the current Director, Dr Paul Dennis, from 1 October 2018.

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 (or four programmed activities) 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 may be used to "buy out" the successful applicant from existing duties subject to the agreement of the relevant university and NHS authorities or to cover the cost of a responsibility allowance, as appropriate.

Applicants will preferably be clinically active but applications from non-clinicians who have a good understanding of the workings of the NHS and the delivery of clinical medical education will 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 Course Director will be responsible to the Medical Sciences Division's Deputy Head of Division (Education) (currently Professor David Vaux). Professor Vaux 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 (including clinical 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;
- Recent involvement in the management of an undergraduate degree programme;
- Experience of delivering high-quality medical student teaching and assessment.

*Desirable selection criteria*

- Current employment in an academic or clinical post within the University or NHS locally.
- 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 three Deputy Directors and one Associate Director; see <https://www.medsci.ox.ac.uk/support-services/teams/medical-school> for further information. Administrative support is provided by a full-time Senior Academic Administrator who is dedicated to the Graduate-entry course. The Assistant Registrar (MSTC), manages the administration, and also provides policy support and advice.

The Director will also work in conjunction with the Graduate-entry Education Committee, which is currently chaired by Professor Chris Pugh but of which the Director may become the Chair in due course.

**Defining and implementing the most desirable strategic direction for the curriculum of years one and two of the graduate-entry 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 Pre-clinical Studies and the Director of Clinical Studies to ensure continuity of curriculum objectives across the different phases of the medical courses.

**Defining and implementing the assessment strategy** for years one and two of the course. This will involve recommending changes to the Examination Regulations and Conventions. The Director will co-ordinate the annual update of the syllabuses for years one and two of the course. The Director will recruit examiners for Parts I and II of the Preliminary Examination in Medicine, and issue guidance to the Boards of Examiners to ensure that assessments are fair and transparent.

**Ensuring that students receive high-quality teaching in years one and two of the course.** The Director will liaise with module organisers and individual members of staff delivering lectures and seminars to facilitate a co-ordinated approach to delivery and coverage of the curriculum. The Director will oversee the termly production of the lecture and seminar timetable. The Director will also liaise with Heads of University Departments to set up agreements for medium- to long-term provision of teaching and examining in relevant disciplines. The Director may contribute to teaching by delivering lectures, seminars and/or clinical sessions.

**Overseeing the selection procedures for the course.** Co-ordination of the annual admissions process for Graduate-entry Medicine involves close liaison with Medical Tutors in the Oxford Colleges which admit students for the course. The Director will oversee the shortlisting process and the final ranking process. The Director will work with the Graduate-entry Education Committee and the Deputy Directors to develop the selection procedures to ensure that the selection criteria are applied consistently, and that the best applicants receive offers, regardless of their choice(s) of college.

**Oversee the promotion of the course to prospective applicants,** including text for prospectuses and websites, and participating in Open Days (currently 3 per year).

**Referring Graduate-entry medical students into such disciplinary and fitness to practise proceedings** as may be appropriate and necessary, 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 Medical Tutors in the Oxford Colleges which admit students to the course, and chair meetings (3-4 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.

**Facilitating relationships with clinical and non-clinical academics** to support students in participating in high quality research as part of their learning.

**Participating in communication and shared decision-making across the Medical School.** The Director will be a member of the following committees: Graduate Entry Course Committee, Joint Consultative Committee, Clinical Education Committee, Pre-clinical course Steering 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 and Associate Directors, and overseeing activities carried out by them.** These currently include:

- **Facilitating relationships with NHS partners** and ensuring that the course has an adequate number and range of high-quality clinical placements.
- **Supporting the personal development and well-being of Graduate-entry students.** Facilitating a network of pastoral care, academic support and careers advice provided by the Medical School and the wider collegiate University.

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

### *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](mailto:divoff.jobs@medsci.ox.ac.uk) by no later than **12<sup>th</sup> March 2018**.