

**UNIVERSITY OF OXFORD
MEDICAL SCIENCES DIVISION
SCHOOL OF MEDICINE AND BIOMEDICAL SCIENCES**

Deputy Directorship of the Graduate-entry Medicine course

Applications are invited for the office of Deputy Director of the Graduate-entry Medicine course within the Medical School of the University of Oxford. This is an exciting and interesting opportunity to play an important role as part of the senior management team for the programme. It is anticipated that the successful candidate will begin work in August 2020, to take over responsibility from Ms Jane Moore, who has reached the end of her term of office.

The time commitment associated with the role is on average one half-day per week (or one programmed activity). 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 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 three years' duration. There will be a probationary period of one year.

The Deputy Director will be responsible to the Director of Graduate-entry Medical Studies (Dr David McCartney). Dr McCartney will chair the selection committee for the Deputy Directorship.

Essential selection criteria

- Current employment in a University departmental academic or clinical post, or employment at Consultant or GP level within the NHS.
- 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;
- Experience of delivering high-quality medical student teaching and assessment.
- Ability to establish relationships with University departments, Colleges, partner hospital trusts and local healthcare and academic networks

Desirable selection criteria

- A Primary Medical Qualification
- Possession of a Master's degree or Diploma in learning and teaching in medical education, or similar equivalent experience
- Knowledge/experience of postgraduate medical education and career pathways particularly within academic medicine

Duties

The duties of the post are set out below. The Course Director is currently assisted in the carrying out of their 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 (Medical Sciences Teaching Centre, MSTC), manages the administration, and also provides policy support and advice.

The Deputy Director will also work in conjunction with the Graduate-entry Education Committee (the main decision-making body for the course), and the other course committees including the Module Leaders Committee, the College Tutors and the student Joint Consultative Committee (JCC).

The newly appointed Deputy Director will work with the Director to identify one or more specific areas of responsibility to support the overall delivery of the course, which may include leading on:

- **Overseeing arrangements for students' academic special interest projects** particularly in Years 1 and 2. This includes organising a 'research showcase' day during Year 1, facilitating links between students and research groups, updating and amending guidance documents, approving project proposals, responding to problems experienced by individual students, liaising with individual supervisors, overseeing arrangements for assessment of literature reviews and research projects in Years 1 and 2, offering mentorship and guidance to students considering pursuing integrated clinical academic programmes.
- **Supporting the personal development and well-being of Graduate-entry students.** Organising, maintaining and contributing to the course's appraisal system. Facilitating a network of pastoral care, academic support and careers advice provided by the Medical School and the wider collegiate University. Providing individual advice and support to students on request. Taking action in cases of students causing concern, according to the Medical School's policy and procedure on students causing concern and fitness to practise. Membership of the Medical School Health and Conduct Committee.
- **Design, delivery and implementation of curriculum developments** with a focus on digital learning and education. This includes maintaining an overview of the Year 1 and Year 2 syllabus, liaising with module organisers to ensure syllabus areas are up to date and current, reviewing and developing new material for Canvas, in association with Module Leaders and Faculty. 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.

Other duties will include:

Participating in communication and shared decision-making across the Medical School. The Deputy Director will be a member of the Graduate Entry Education Committee, and may also be asked to attend termly meetings of the Joint Consultative Committee, the termly meeting of Module Organisers, and/or the termly meeting of college tutors.

Assisting and deputizing for the Director of Graduate Entry Medicine, on occasion and where required with the following duties:

- Defining and implementing the assessment strategy for years one and two of the course.
- Ensuring that students receive high-quality teaching in years one and two of the course.
- Overseeing the selection procedures for the course.
- Oversee the promotion of the course to prospective applicants.

- 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.
- Ensuring good relationships between the course and the student body.
- Facilitating relationships with clinical and non-clinical academics
- Ensuring that the course responds effectively to national policy and regulatory initiatives
- Facilitating relationships with NHS partners and ensuring that the course has an adequate number and range of high-quality clinical placements.

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 Mrs Kirstie Vreede (kirstie.vreede@medsci.ox.ac.uk) by no later than noon on Tuesday 30 June 2020.