

Job Description



MEDICAL SCIENCES DIVISION

Job title	Lead for Patient and Public Involvement in Medical Education
Division	Medical Sciences
Department	Medical Sciences Division / School of Medicine and Biomedical Sciences
Location	Oxford
Grade and salary	This role will attract an annual allowance of £9000-£13000 depending on experience.
Hours	Part time, 0.3 FTE
Contract type	Fixed term until end of September 2024
Reporting to	Director of Clinical Studies / Director of Graduate Entry Medicine / Director of Pre-clinical studies
Vacancy reference	

The role

Patient and Public involvement in medical education is an essential requirement of the General Medical Council (GMC). By working with patients and those with lived experience of health care, as equals during their undergraduate education, it is hoped that medical students will learn to listen to patients more effectively and continue to learn from them throughout their career. Patients and the Public are at the heart of medical education and have a key role to play in the whole educational process.

The post holder will be responsible for further developing and implementing the Patient and Public Involvement strategy across the 6-year Undergraduate Medicine Programme and the 4-year Graduate Entry Medical Programme reporting to the Directors of Studies in the Medical School and also with the individual Departments that contribute to the delivery of the course.

The role will support the growth of Patient and Public Involvement in both the medical curriculum and the wider educational activities within the School. They will work with educators, patients, and lay members of the public to develop novel and innovative approaches to enhance patient and public involvement in medical education, providing and sharing advice of best practice whilst advocating for the interests and needs of patients and the wider public.

The role will involve contact with patients and members of the public in healthcare settings, and at times they will not be under the direct supervision of a healthcare professional. An enhanced Disclosure and Barring Service (DBS) check is therefore required.



Responsibilities/duties

- Work with the Directors of Studies and individual Course leads to support the growth of patient involvement in curriculum development, teaching, and assessment resulting in a sustainable programme which has the needs of patients at the heart of medical education in Oxford
- Develop and implement effective processes for recruiting and supporting patients and the public as educators including selection, remuneration, welfare, and advocacy for patient tutors.
- Working alongside colleagues in MSD Learning Technologies and clinical educators, contribute towards the development of a centrally held register of expert patients willing to contribute to medical educational activities.
- Update and review the School's externally facing material (such as Website information) regarding Patient and Public Involvement in medical education.
- Develop resources and training materials to support new patient educators and lay members to contribute effectively and in a supported way to the Medical School, facilitating networking and interaction between expert patients
- Liaise with NHS colleagues in both Primary and Secondary Care to facilitate further involvement of patients in medical education.
- Contribute to the development of the School's Policies & Procedures relating to the involvement of patients and the public in education.
- Coordinate the involvement of lay members in the various Committees of the school, ensuring that the public & patients are represented in decision making and education process, sitting on Committees where required.
- Provide advice to colleagues on matters involving the representation of patients in education.
- Network with colleagues co-ordinating similar activities both within the Division (for example PPI Research Coordinators) and outside of the University, sharing resources, contacts, best practice, representing the University at relevant meetings.
- Contribute to the annual GMC self-assessment activities providing relevant and timely updates on the development of PPI work within the School.
- Provide an annual report to the Committees of the Medical School.

Selection criteria

Essential

- A demonstrable interest in undergraduate medical education
- Sensitivity and ability to work with vulnerable patients individually and in groups
- Excellent communication and interpersonal skills, including facilitating of meetings.
- Highly organised with good attention to detail.
- Ability to work independently and manage time and workload

- Experience of involvement with patients and/o users and/or carers and/or members of the public
- Ability to communicate and collaborate well with colleagues
- Ability to build networks, both internally and externally
- Excellent IT skills with working knowledge of MS Word, Excel, PowerPoint, and Outlook

Desirable

- Previous experience in facilitating Patient and Public Involvement in Research and/or Medical Education
- Previous experience in working with members of the public and within communities.
- Knowledge of medical education and elements of undergraduate medical curricula.
- An understanding of the requirements of the General Medical Council.
- Experience of the NHS and healthcare, gained either from personal experience or in a professional capacity
- Awareness of prevailing legal requirements for handling of personal data
- Previous experience of writing reports for committee and/or academic papers.

Pre-employment screening

Standard checks

If you are offered the post, the offer will be subject to standard pre-employment checks. You will be asked to provide: proof of your right-to-work in the UK; proof of your identity; and (if we haven't done so already) we will contact the referees you have nominated. You will also be asked to complete a health declaration so that you can tell us about any health conditions or disabilities for which you may need us to make appropriate adjustments.

Please read the candidate notes on the University's pre-employment screening procedures at: <https://www.jobs.ox.ac.uk/pre-employment-checks>

In addition, this job includes duties that will require the following additional security pre-employment checks:

- A satisfactory Enhanced Disclosure and Barring Service check due to contact with patients and the public, in relation to potentially sensitive matters and in their own home and due to the potential impact on patient care via medical education.

About the University of Oxford

Welcome to the University of Oxford. We aim to lead the world in research and education for the benefit of society both in the UK and globally. Oxford's researchers engage with academic, commercial and cultural partners across the world to stimulate high-quality research and enable innovation through a broad range of social, policy and economic impacts.

We believe our strengths lie both in empowering individuals and teams to address fundamental questions of global significance, while providing all our staff with a welcoming and inclusive workplace that enables everyone to develop and do their best work. Recognising that diversity is our strength, vital for innovation and creativity, we aspire to build a truly diverse community which values and respects every individual's unique contribution.

While we have long traditions of scholarship, we are also forward-looking, creative and cutting-edge. Oxford is one of Europe's most entrepreneurial universities and we rank first in the UK for university spin-outs, and in recent years we have spun out 15-20 new companies every year. We are also recognised as leaders in support for social enterprise.

Join us and you will find a unique, democratic and international community, a great range of staff benefits and access to a vibrant array of cultural activities in the beautiful city of Oxford.

For more information, please visit www.ox.ac.uk/about/organisation.

Medical Sciences Division

The Medical Sciences Division is an internationally recognized centre of excellence for biomedical and clinical research and teaching. We are the largest academic division in the University of Oxford and indeed bigger than many other UK Universities.

World-leading programmes, housed in state-of-the-art facilities, cover the full range of scientific endeavour from the molecule to the population. With our NHS partners we also foster the highest possible standards in patient care.

For more information please visit: www.medsci.ox.ac.uk

How to apply

Applications are made through our e-recruitment system and you will find all the information you need about how to apply on our Jobs website <https://www.jobs.ox.ac.uk/how-to-apply>.

Your application will be judged solely on the basis of how you demonstrate that you meet the selection criteria stated in the job description.

As part of your application you will be asked to provide details of two referees and indicate whether we can contact them now.

You will be asked to upload a CV and a supporting statement. The supporting statement must explain how you meet each of the selection criteria for the post using examples of your skills and experience. This may include experience gained in employment, education, or during career breaks (such as time out to care for dependants)

Please upload all documents **as PDF files** with your name and the document type in the filename.

All applications must be received by **midday** UK time on the closing date stated in the online advertisement.

Information for priority candidates

A priority candidate is a University employee who is seeking redeployment because they have been advised that they are at risk of redundancy, or on grounds of ill-health/disability. Priority candidates are issued with a redeployment letter by their employing department(s).

If you are a priority candidate, please ensure that you attach your redeployment letter to your application (or email it to the contact address on the advert if the application form used for the vacancy does not allow attachments).

If you need help

Help and support is available from: <https://hrsystems.admin.ox.ac.uk/recruitment-support>

If you require any further assistance please email recruitment.support@admin.ox.ac.uk.

To return to the online application at any stage, please go to: www.recruit.ox.ac.uk.

Please note that you will receive an automated email from our e-recruitment system to confirm receipt of your application. **Please check your spam/junk mail** if you do not receive this email.

Important information for candidates

Data Privacy

Please note that any personal data submitted to the University as part of the job application process will be processed in accordance with the GDPR and related UK data protection legislation. For further information, please see the University's Privacy Notice for Job Applicants at:

<https://compliance.admin.ox.ac.uk/job-applicant-privacy-policy>. The University's Policy on Data Protection is available at: <https://compliance.admin.ox.ac.uk/data-protection-policy>.

The University's policy on retirement

The University operates an Employer Justified Retirement Age (EJRA) for all academic posts and some academic-related posts. The University has adopted an EJRA of 30 September before the 69th birthday for all academic and academic-related staff in posts at **grade 8 and above**. The justification for this is explained at: <https://hr.admin.ox.ac.uk/the-ejra>

For **existing** employees, any employment beyond the retirement age is subject to approval through the procedures: <https://hr.admin.ox.ac.uk/the-ejra>

There is no normal or fixed age at which staff in posts at **grades 1–7** have to retire. Staff at these grades may elect to retire in accordance with the rules of the applicable pension scheme, as may be amended from time to time.

Equality of opportunity

Entry into employment with the University and progression within employment will be determined only by personal merit and the application of criteria which are related to the duties of each particular post and the relevant salary structure. In all cases, ability to perform the job will be the primary consideration. No applicant or member of staff shall be discriminated against because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.

Benefits of working at the University

Employee benefits

University employees enjoy 38 days' paid holiday, generous pension schemes, travel discounts, and a variety of professional development opportunities. Our range of other employee benefits and discounts also includes free entry to the Botanic Gardens and University colleges, and discounts at University museums. See <https://hr.admin.ox.ac.uk/staff-benefits>

University Club and sports facilities

Membership of the University Club is free for all University staff. The University Club offers social, sporting, and hospitality facilities. Staff can also use the University Sports Centre on Iffley Road at discounted rates, including a fitness centre, powerlifting room, and swimming pool. See www.club.ox.ac.uk and <https://www.sport.ox.ac.uk/>.

Information for staff new to Oxford

If you are relocating to Oxfordshire from overseas or elsewhere in the UK, the University's Welcome Service website includes practical information about settling in the area, including advice on relocation, accommodation, and local schools. See <https://welcome.ox.ac.uk/>

There is also a visa loan scheme to cover the costs of UK visa applications for staff and their dependents. See <https://staffimmigration.admin.ox.ac.uk/visa-loan-scheme>

Family-friendly benefits

With one of the most generous family leave schemes in the Higher Education sector, and a range of flexible working options, Oxford aims to be a family-friendly employer. We also subscribe to My Family Care, a service that provides practical advice and support for employees who have caring responsibilities. The service offers a free telephone advice line, and the ability to book emergency back-up care for children, adult dependents and elderly relatives. See <https://hr.admin.ox.ac.uk/my-family-care>

The University has excellent childcare services, including five University nurseries as well as University-supported places at many other private nurseries.

For full details, including how to apply and the costs, see <https://childcare.admin.ox.ac.uk/>

Disabled staff

We are committed to supporting members of staff with disabilities or long-term health conditions. For further details, including information about how to make contact, in confidence, with the University's Staff Disability Advisor, see <https://edu.admin.ox.ac.uk/disability-support>

Staff networks

The University has a number of staff networks including the Oxford Research Staff Society, BME staff network, LGBT+ staff network and a disabled staff network. You can find more information at <https://edu.admin.ox.ac.uk/networks>

The University of Oxford Newcomers' Club

The University of Oxford Newcomers' Club is an organisation run by volunteers that aims to assist the partners of new staff settle into Oxford, and provides them with an opportunity to meet people and make connections in the local area. See www.newcomers.ox.ac.uk.