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| Department: | **BRIGHTON AND SUSSEX MEDICAL SCHOOL** |
| Section/Unit: | Department of Primary Care & Public Health |
| Job Title: | General Practice Clinical Small Group Work Facilitator (employed on Associate Tutor contract) |
| Hours of Work: | 36 sessions per academic year. Teaching takes place on Fridays (whole day, i.e. two sessions of 3 and a half hours). |
| Location: | Department of Primary Care and Public Health, Mayfield House, University of Brighton, Falmer |
| Responsible to: | Dr Max Cooper, 403 Module Leader  (m.cooper@bsms.ac.uk) |
| Job outline: | This post will provide:   * Academic support and facilitation to students during the General Practice Module in Year 4 through small group work, GP-related practical skills sessions and simulated surgeries * Contribute to the development of the General Practice component of Module 403 |
| Contact: | Senior Clinical Practice Administrator  [MayfieldSchoolOffice@bsms.ac.uk](mailto:MayfieldSchoolOffice@bsms.ac.uk), 01273 641458 |

**Introduction, duties and responsibilities**

Fourth year BSMS medical students undertake module 403 (general practice) throughout the academic year. University-based teaching within this module takes place on the Brighton University Falmer campus on 18 Fridays from September to July. The module dates are fixed and the dates available in advance (an example timetable available on request). Sessions consist of small groups (facilitating case presentations), GP practical skills days and simulated surgeries.

Facilitators start their day at 9am by meeting with colleagues to plan how the session will be delivered and to undertake other continuing professional development activities. Students attend a GP-focused lecture at 9am before joining their facilitator for a small group sessions at 10am. There are eight facilitators in total and each has a group of 8-9 students in the morning and another in the afternoon. Facilitators will have the same student groups across the year and it is essential they are able to commit to leading all sessions. Half the year attends in the morning (9-12) and the other half in the afternoon (2-5pm): the morning session, therefore, is repeated in the afternoon. On the 6 simulated surgeries days facilitators need to attend between between 8.30am – 5.30 pm to supervise GP-focused OSCE stations and to provide constructive feedback to students. Practical skills sessions (two days) run from 9 – 5pm and facilitators lead on practical skills teaching relating to general practice (e.g. otoscopy, prescribing, assessing back pain).

Other responsibilities of the facilitators include: preparing scenarios for simulated surgeries and OSCE examinations, writing Single Best Answer questions and providing/undertaking peer observation of teaching

Facilitators are provided with specific training and support in their role. New facilitators will have the opportunity to discuss their progress with the 403 Module Leader after three months and will have an annual appraisal.

**Person Specification**:

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|  | **Essential** | **Desirable** |
| Qualifications/Education | General Practitioner | MRCGP or equivalent  Teaching qualification |
| Experience | Experience in teaching  To be active in clinical general practice (i.e. weekly patient contact) | To have attended the BSMS teaching support course |
| Personal Attributes | An enthusiasm for undergraduate education  Ability to be adaptable and flexible when performing duties  Reliable and punctual  Willingness and ability to develop facilitation skills  Able to support colleagues |  |
| Other | Good organisational, time management, communication and administrative skills  Availability to attend all scheduled sessions |  |

This Job Description outlines the current duties expected of the post holder. These duties may vary from time to time without changing the general character of the post or the level of responsibility entailed.

**The Medical School**

BSMS has about 140 students in each academic year. The School is an equal partnership between the Universities of Sussex and Brighton together with NHS staff throughout the South East Region. The arrangements for the School’s governance reflect this approach and students are awarded a joint degree of both Universities.

The School is fully committed to the principles of *Tomorrow’s Doctors*; it endorses the value of medical education in a multi-professional context, and promotes the highest possible standards in its three pivotal components of teaching, clinical practice, and research (both fundamental and applied).

The Medical School has clinical teaching facilities at Falmer and within the Audrey Emerton Education Centre at the Royal Sussex County Hospital.

The BSMS is not a separate legal body, but in order that it may operate as an integrated entity, and in line with the recommendations contained in the Follett report, the two Universities and the University Hospitals NHS Trust have established a joint strategic planning body (the Joint Board) to align where necessary their internal policies and practices in order to provide an efficient, coherent and safe operating environment for the School, its staff, students and partners. There are joint subsidiary bodies responsible for policies and

procedures for staff with academic and clinical duties.

The Medical School has five major departments: Primary Care and Public Health, Global Health and Infection, Neuroscience, Clinical and Experimental Medicine, Medical Education.