

Leeds Institute of Medical Education

SCHOOL OF MEDICINE



UNIVERSITY OF LEEDS

How to shape the health professionals of tomorrow: opportunities in the School of Medicine





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Welcome to our new booklet outlining the many opportunities to be involved in shaping the medical workforce of tomorrow. Many clinicians think that if they are not working at the bedside or in clinics or surgeries they cannot contribute to the activities of Leeds School of Medicine. I hope this publication shows that this is not the case. There are many ways to be involved; from helping select medical students to supporting them in a pastoral role. Around 70% of the training of medical students is done by active clinicians. Consequently, your input is invaluable.

Teaching is one of the most rewarding things professionals can do. Excellent committed teachers produce competent doctors who in turn provide excellent patient care. If you have not been involved in teaching before I hope you find areas that interest you and if you are an experienced contributor to medical student learning there may be new activities that you had not previously thought about.

Finally, a big thank you to all our teachers and would-be teachers, it is your hard work which contributes to the very high regard in which Leeds medical graduates are held.



Introduction

There are a number of opportunities for you to get involved in medical education here in the School of Medicine. These range from the undergraduate medical degree (MBChB) to postgraduate programmes such as Physician Associate Studies.

Each of the sections below contains brief information as to what is involved and contact details should you wish to get in touch. Where dates and timeframes are not specified, the activity takes place throughout the year.

For general enquiries, please contact Leeds Institute of Medical Education Reception on **0113 343 7234** or email medschool@leeds.ac.uk

Admissions

The selection process for both our undergraduate and postgraduate courses involves personal statement scoring and face-to-face interviews. The admissions process takes place between November and March each year. For the MBChB this requires interviewing around 1,000 candidates each year in a multiple mini interview (MMI) format. A team of interviewers includes clinicians from all grades and specialities, academics and the Patient Carer Community.

To get involved with MBChB admissions, please contact ugmadmissions@leeds.ac.uk

To get involved with Physician Associate Studies admissions, please contact pastudies@leeds.ac.uk

Outreach Programme

The School of Medicine has a comprehensive outreach programme supported by current medical students and alumni.

The outreach programme not only informs students about a career in medicine but also supports widening participation applicants through all stages of the application process. The outreach programme includes e-mentoring, workshops, taster days, a work experience programme and a summer school with events taking place throughout the year.

Please contact ugmadmissions@leeds.ac.uk

MBChB Year 1 Introduction Programme

Clinicians are involved in supporting various activities during the Year 1 Introduction Programme which takes place in the last two weeks of September. Senior medical specialists participate in an event called 'job idol' where they inspire new students by pitching their speciality against other colleagues in a three round knockout competition. There are also small-group teaching opportunities focusing on Professionalism & Social Media or Adult Learning/Study Skills. All of these opportunities would require an hour to two hours of your time.

Please contact Zoe Long at z.l.dillon@leeds.ac.uk



MBChB Personal Tutoring

MBChB Academic & Personal Tutors are responsible for the academic development and pastoral oversight of medical students. There are two roles focusing on Years 1 & 2 or Years 3, 4 & 5 respectively. Personal tutoring sessions for each Year group are held on a half day, three times a year. In Year 3 tutors also facilitate SAFER MEDIC small group case history and case study presentations throughout the academic year. Tutors have the opportunity to attend training and updates throughout their time with us, which is a provisional three year commitment.

To get involved with Years 1 & 2 Personal Tutoring, please contact Julie Briggs at J.Briggs@leeds.ac.uk

To get involved with Years 3, 4 & 5 Personal Tutoring, please contact Stephanie Briggs at S.X.Briggs@leeds.ac.uk

OSCEs

We rely heavily on health professionals to act as examiners for the end of year OSCEs (Objective Structured Clinical Examination). Each OSCE has its own requirements with regard to the seniority of examiners, though all examiners must attend an OSCE Examiner Training course before they can be considered.

OSCEs take place in May and June each year and would take up a minimum of half a day of your time. However, examiners are more than welcome to examine for a full day or even several days across different Year groups.

To get involved with MBChB OSCEs, please contact mbchbexams@leeds.ac.uk

To get involved with Physician Associate Studies OSCEs, please contact pastudies@leeds.ac.uk

Teaching Opportunities

Our students go out on clinical placement from the very start of their studies and there are opportunities to teach and/or supervise students whilst they are on placement. There are also a number of opportunities to get involved in formal teaching within the School of Medicine. Teaching opportunities include one-off guest lectures or facilitation with more regular involvement. Ad-hoc (usually voluntary) opportunities also arise and are communicated via email.

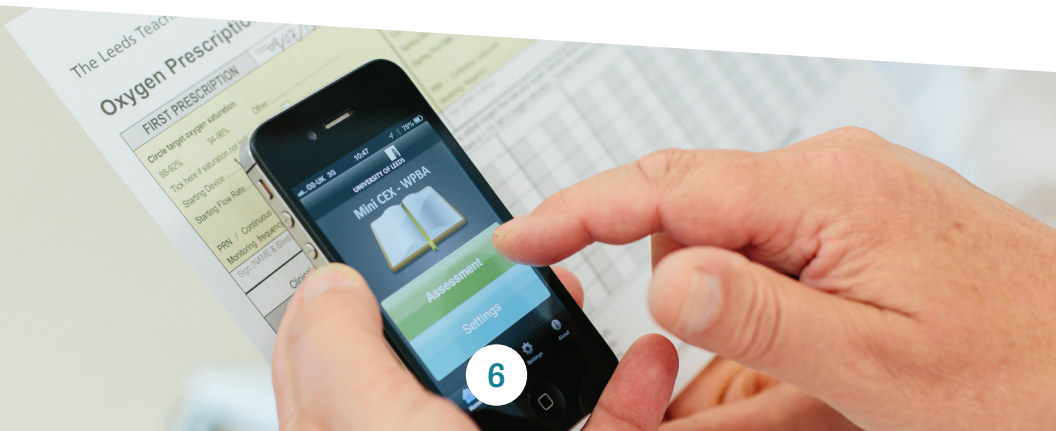
If you wish to receive these emails and be added to the volunteer list, please contact Cait Dennis at C.Dennis@leeds.ac.uk

IDEALS Tutors

The Innovation, Development, Enterprise, Leadership and Safety (IDEALS) strand requires tutors to facilitate small group sessions in MBChB Years 1, 2 & 3. IDEALS aims to develop and prepare students for their role as providers and leaders of healthcare and to develop an awareness of the role clinicians and practitioners can play in the progression and delivery of services. Teaching takes place on Monday and/or Friday mornings and requires up to four hours of facilitation time, plus preparation and marking time.

Tutors must have experience of management, leadership, healthcare delivery, and audit and service improvement. They must have a degree or equivalent experience.

Please contact Jo Homer at J.R.Homer@leeds.ac.uk



Ethics Tutors

Projects in medical ethics run during MBChB Year 3 for which new clinical tutors are always needed. The projects provide an opportunity for students to explore a topic in medical ethics in depth. For this reason, supervisors should have a qualification in medical ethics or law, such as a BA intercalated degree or an MA. Supervisors have a group of up to six students and meet them three to four times from October to March.

Please contact Georgia Testa at G.Testa@leeds.ac.uk



Research, Evaluation & Special Studies (RESS)

The RESS strand runs across all five Years of the MBChB programme and aims to provide students with the opportunity to acquire and apply research and evaluation skills. The strand is designed to enable students to build upon their learning with each successive module.

Opportunities to get involved include:

- Facilitating eight structured tutorials in Year 1 between September and December using teaching materials provided.
- Supervision of a research project with a small group of Year 1 students between January and April, analysing an available dataset.
- Tutoring an intensive two-week block in December in a subject outside of mainstream medicine for students across Years 2 & 3, aiming to develop enterprise and reflective skills.
- Supervision of an Extended Student-led Research or Evaluation Project (ESREP) between September of Year 4 and October of Year 5. This represents the culmination of the RESS strand allowing students to join clinical practice with research through active learning.
- Being on a marking panel for the Year 5 ESREP oral presentations.

Please contact Josie Mellor at j.mellor1@leeds.ac.uk

MBChB Year 4 Theme Days

Theme Days are full day teaching events delivered to Year 4 MBChB students three times a year. They aim to show students how medical care is integrated across the specialities and how healthcare professionals work together as a team for the benefit of patients.

New tutors are always required from a range of specialities either for a half or full day, depending on what they can commit to. Facilitators do not need to be specialists in the subject matter as the emphasis is on allowing students to consider the different issues raised, particularly from an ethical standpoint and encouraging them to draw on their own clinical and life experiences to inform the discussion.

To get involved with Year 4 Theme Days, please contact: medtdo@leeds.ac.uk

Electives

MChB students are required to undertake an elective (in the UK or overseas) as part of their final year and submit a final report of 1,500 words. We require markers for these reports which are an enjoyable read. Marking would take approximately up to four hours in October.

The School of Medicine also accepts visiting elective students both from the UK or overseas. Students are supervised by consultants in their chosen speciality for a four to six week block between June and September.

Please contact Alison Gledhill at A.J.Gledhill@leeds.ac.uk

Mentor Network

A Mentor Network exists to support junior doctors (or inexperienced clinical teachers) with their teaching responsibilities. Mentors receive training and, as part of the network, are provided with resources and support from the School. Mentees will be placed with Mentors, ideally in the same Trust and the mentor partnership will take place over one year with option to renew.

Please contact Cait Dennis at C.Dennis@leeds.ac.uk



Careers

The Careers Team have two activities that health professionals can get involved with:

- iDecide is an online Career Planning Tool for the use of MBChB students. Volunteers are filmed answering a series of questions related to their career, taking an hour of their time. Filming starts each year in January and runs till the end of June.
- Guest speakers are required for the Year 5 Careers Day in early September and for Year 3 in January. We are always looking for willing volunteers to talk on subjects such as: what employability means across different specialties; medical CVs; the future for medicine (in terms of careers); less than full time working; leadership and management skills.

Please contact Helen Steele at H.L.Steele@leeds.ac.uk



Through communications and showcasing the latest technological innovations, medical educators can receive support in their teaching and understanding of the School of Medicine curricula. The TiME to Teach team can visit staff in Trusts and provide bespoke sessions to raise awareness of how much their input is valued by our students. Visits can include technological training, teaching tips or CPD activities.

Please contact the TiME to Teach Team at timetoteach@leeds.ac.uk

Technology Enhanced Learning (TEL)

The TEL team has an extensive portfolio of projects and aims to involve enthusiastic staff wherever possible. Specific knowledge of technology is not required. Projects cover areas as diverse as personalised-adaptive learning, text analytics, virtual reality, augmented reality, mobile learning and assessment, 360 degree tours and a multitude of web-based material. If you have any ideas of technology enhanced learning that you would like to pursue, the TEL team would be happy to meet with you to discuss possibilities.

Please contact the TEL Team at time@leeds.ac.uk

Masterclasses for Retired Clinicians

Masterclasses are an opportunity for retired clinicians to continue their interest in medical education and for students to benefit from their knowledge and expertise. Masterclasses are essentially small group teaching focused on enhancing student competence and confidence in history taking and examination. Each class is limited to eight students and the format of sessions is determined by the clinician. Real patients provide an additional facet to the sessions.

Clinicians need to be registered with the GMC but do not need to have a current licence to practice. Masterclasses take place during the academic year and are planned to be as flexible as possible for the clinician. The clinician would ideally commit to one session of two hours each month.

Please contact Janet Cassie at J.A.Cassie@leeds.ac.uk

What can we offer you?

In return for being engaged with medical education in the School of Medicine, we can provide high quality educational professional development opportunities. You will also become a member of facilitated networks of medical education practitioners and specialists.

To build partnerships between the University and the Trusts, we can provide honorary contracts for lecturers and tutors, allowing access to many of the University's scholarship resources including the library. We believe that connecting through professional boundaries leads to an excellent student experience so we welcome our health professional colleagues to provide us with feedback on our education and help us evolve our dynamic curriculum by joining course management teams.

Further benefits of involvement with medical education include:

Postgraduate Certificate and Masters in Clinical Education

These courses are for all healthcare practitioners who engage with learning and teaching. The programme equips individuals to become exceptional education practitioners. Starting in September the Postgraduate Certificate is a part-time one year programme. Starting in January the Masters is a further two years of part-time study. This programme will particularly suit professionals who want to gain a postgraduate qualification whilst working.

Please contact Nadine Bates at clinicaleducation@leeds.ac.uk

▶ Continuing Professional Development (CPD)

Anyone with an interest in teaching and also involved in teaching and supporting students is eligible to participate in the School's CPD programme. The courses are focused on enhancing teaching and assessment skills (including OSCE Examiner Training) and are accredited by the Royal College of Physicians and free of charge. All courses are aligned with the GMC standards for medical education and training and could be used as evidence for GMC accreditation. Courses are also aligned against the standards used in the Academy of Medical Educators and can be used to help self-assess for membership application.

Please contact Cait Dennis at C.Dennis@leeds.ac.uk

▶ LeedsMEDtalks

LeedsMEDtalks are short influential videos developed in partnership with our clinical colleagues, students and patients (approximately 3-5 minutes), to encourage and promote teaching excellence and placement innovations across the curriculum. The MEDtalks help share tips and good ideas, showcasing good practice across placements, and promoting excellence in undergraduate clinical teaching.

If you are interested in producing a MEDtalk for your placement, please contact Elizabeth Allen at e.allen@leeds.ac.uk

http://medhealth.leeds.ac.uk/info/860/cpd/2416/leeds_medtalks

Scan this QR code to get easy access to all the Leeds Medtalk videos on your phone or tablet:



Awards

The School of Medicine encourages and rewards excellent undergraduate clinical teaching across the NHS in West Yorkshire and Harrogate. The scheme is open to NHS employees and teams, GP Practices and any other organisation funded by Health Education England Yorkshire & the Humber, involved in delivering medical and dental undergraduate education.

- Clinical Teaching Excellence Awards support further development in an area of undergraduate clinical teaching for both individuals and teams.
- Clinical Teaching Development Awards are awarded to junior staff who are within the first five years of their career in medical education, can show that they have already received positive student feedback and are active in clinical teaching.
- Excellent Longstanding Service to Undergraduate Clinical Education Awards are to recognise NHS clinical teachers and other NHS staff who are due to retire, or have just retired, and have a reputation for their commitment to teaching excellence and supporting our medical students over many years.

Please contact Liz Allen at E.Allen@leeds.ac.uk

Recognition Certificates

Recognition Certificates are awarded by the School to individuals and teams who have delivered an exceptional student experience. Categories include the student nomination for outstanding clinical team, interprofessional learning and patient carer contributions.





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