# Leeds School of Medicine

# Clinical Teaching Excellence and Development Awards

On behalf of Leeds School of Medicine, Leeds Institute of Medical Education (LIME) wishes to encourage and reward excellent undergraduate clinical teaching across the NHS in West Yorkshire and Harrogate and to support the development of medical, healthcare and dental staff in this area. This 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.

**The scheme is not open to University of Leeds employees.**

The School of Medicine would particularly welcome applications with a focus on the following areas:

* Prescribing practice and/or medicines management
* Patient centred approaches
* Professionalism
* Feedback: utilising good student feedback practices and learning support effectively within the placement setting

These areas have been designated a priority and the School wishes to share good practice across student learning.

1. **Excellence Awards** are available to support further development in undergraduate clinical teaching. Awards are open to all healthcare staff who are currently involved in teaching Leeds medical or dental students and are planning to continue their involvement in teaching.

Team and individual award applications will be judged separately; teams are asked to exemplify how their team approach enhances clinical teaching.

Successful award winners will be offered a funding contribution to study the Postgraduate Certificate in Clinical Education or the Masters in Clinical Education, delivered by LIME, School of Medicine, University of Leeds.

The Postgraduate Certificate and Masters in Clinical Education are inter-professional courses highly relevant to all experienced healthcare and healthcare-related practitioners involved in education and learning in clinical or HEIs:

* Postgraduate Certificate (PGCert) in Clinical Education <https://courses.leeds.ac.uk/25041/PGCert_Clinical_Education>
* Masters (MEd) in Clinical Education

<https://courses.leeds.ac.uk/25227/MEd__Clinical_Education>

1. **Development Awards** are available for junior staff who are within the first five years of starting their career in medical education and can show that they have already received positive student feedback and are active in clinical teaching. Successful applicants will be offered a funding contribution towards the PGCert in Clinical Education delivered by LIME, School of Medicine, University of Leeds.

***Successful applicants who have completed both courses will be eligible for a financial award to contribute towards their intended personal and professional development.***

The successful award holders may be asked to contribute to the School of Medicine’s dissemination activities (*e.g.* workshops and Continuing Professional Development programme).

**Please note – We receive a high number of applications each year; therefore it is a very competitive process, you must address all the criteria evidencing examples and submit a completed application form (including the necessary signatures). Failure to do so will result in you being unsuccessful in your application.**

## Application criteria for Excellence Awards

Applicants will be assessed on evidence provided in relation to the following \*four criteria:

A – Individual/team excellence: *evidence of promoting and enhancing the student learning experience*

*For example: student and colleague feedback with actual examples, development of teaching materials to support student learning in the workplace*

B - Raising the profile of excellence: *evidence of promoting excellent teaching amongst clinical colleagues*

*For example: showcasing an approach/method in a team meeting or similar, a colleague adopting a similar initiative or methods of the individual/team, colleague feedback/peer review with actual examples - this could be interprofessional and/or linked with postgraduate education.*

C - Developing excellence: *evidence of* *the nominee/team’s commitment to his/her/their ongoing professional development with regard to undergraduate clinical teaching and learning and/or learning support*

*For example: a short description of courses attended with the ongoing learning points that the nominee/team is using to develop themselves further, any teaching qualifications obtained or in progress, any publications contributed to in the field of undergraduate education and clinical teaching.* ***This should include a short paragraph on the candidate/team’s plans or ideas for using the award.***

\*Note there is an additional **criterion D** on the form for a team application.

**D – Team applications**: *evidence of how development and integration of the team enhances excellent placement teaching*

*For example: how a multi-disciplinary team approach has enhanced student learning.*

## Application criteria for Development Awards

Applicants will be assessed on evidence provided in relation to the following two criteria:

A - Individual excellence: *evidence of promoting and enhancing the student learning experience*

*For example: student and colleague feedback with actual examples, development of teaching materials to support student learning in the workplace*

C - Developing excellence: *evidence of* *the nominee’s commitment to his/her ongoing professional development with regard to undergraduate teaching and learning and/or learning support*

*For example: a short description of courses attended with the ongoing learning points that the nominee is using to develop themselves further, any teaching qualifications obtained or in progress, any publications contributed to in the field of undergraduate education and clinical teaching.* ***This should include a short paragraph on the candidate’s plans or ideas for using the award.***

**All applicants**

The application form is attached. Applicants may self-nominate but all applicants must provide the agreement of their employer that their application is supported:

1. with the signature of the organisation’s Medical Director/Director of Medical Education or lead GP partner on the form, **and**
2. append a supporting statement from the Medical Director or lead GP partner

Applicants must complete and sign the Data Protection Act statement.

Applicants must be employed by an organisation or practice (**not University**) that teaches Leeds medical or dental undergraduates.

Recipients of awards from previous years may not submit applications based on previous applications.

Apart from the supporting statement referred to above, attachments are NOT allowed but the judging group reserves the right to request additional evidence or references.

**E – Eligibility:** *please complete details of planned further study (for funding contribution).*

Applicants must observe word limits.

**CLOSING DATE:** **Friday** **24 January 2020**. Awards will be notified in February 2020. Award holders will be invited to be presented with their award at the Clinical Teachers’ Day on Thursday 26 March 2020.

**PLEASE NOTE**

The University is unable to award a ‘cash’ grant to individuals. The award will be held in a University account to fund winners who wish to join the PGCert or Masters Programme in Clinical Education offered by LIME. If applicants have already completed both courses, the award will fund other teaching and learning or CPD activities to support their development. Funds must be spent within 18 months of the award being made.

Application forms must be submitted in WORD format and electronically to: Dr Cait Dennis, C.Dennis@leeds.ac.uk

Informal enquiries may be made to Dr Cait Dennis, Educational Staff Development Manager tel 0113 343 2527



**CLINICAL TEACHING EXCELLENCE AWARDS**  **2019/2020**

**Application Form**

# Personal details

Please note that to be eligible for an award you must be employed by, or a partner in, an organisation that is funded by Health Education Yorkshire & the Humber to provide clinical placements for MBChB undergraduates from Leeds School of Medicine or BChD/MChD undergraduates from Leeds Dental School. If you are a junior member of staff you should be planning to develop your career in West Yorkshire or Harrogate.

These contact details will be used to inform you of the outcome of your application.

|  |  |  |  |
| --- | --- | --- | --- |
| First name |  | Surname |  |
| Other name |  | Title |  |
| Job title |  | | |
| Award type: |  | | |
| Team applications only:   * *Team name &* * *all names of team members being nominated* |  | | |
| Department |  | | |
| Institution |  | | |
| Address  Postcode: |  | | |
| Work tel |  | | |
| Email |  | | |

|  |  |
| --- | --- |
| **Criterion A** | **Evidence** |
| Individual/team excellence:  Evidence of promoting and enhancing the student learning experience, including high quality feedback  Not more than 500 words |  |
| **Criterion B** |  |
| Raising the profile of excellence:  *Evidence of promoting excellent teaching and feedback amongst clinical colleagues*  Not more than 500 words |  |

|  |  |
| --- | --- |
| **Criterion C** |  |
| Developing excellence:  Evidence of commitment to own ongoing professional development with regard to undergraduate clinical teaching and learning.  Not more than 500 words | *include a short paragraph on plans or ideas for using the award.* |
| **Criterion D** |  |
| **For team applications only**:  Evidence of how development and integration of the team enhances excellent placement teaching and feedback to students  Not more than 500 words |  |
| **Criterion E** |  |
| **Eligibility for award**  (*funding contribution towards further study*) | *Include whether you are interested in applying for either the PGCert or Masters in Clinical Education at Leeds, or if you have already completed both degrees at Leeds or elsewhere and wish to have a funding contribution towards further study.* |

**PLEASE NOTE: attachments are NOT allowed but the judging group reserves the right to request additional evidence or references.**

# Support of employer

The purpose of this section is to ensure that your application has the support of your organisation and must be signed by the Medical Director/Director of Medical Education or Lead GP partner.

|  |  |
| --- | --- |
| I affirm that, should the candidate be selected for an award, the organisation will support them to participate in educational events relevant to their clinical teaching and personal development | |
| Signed\* |  |
| Print name |  |
| Position |  |
| Date |  |

**\*\*Do not forget to append a supporting statement from the Medical Director**

**or Lead GP partner\*\***

# Data Protection Act statement

In order that we can effectively administer the scheme we request your permission to store the contact details supplied on this form.

|  |  |
| --- | --- |
| I agree to the information on this form being shared with my own employer for the purposes of networking and professional development | |
| Signed\* |  |
| Print name |  |
| Date |  |

This application form must be submitted electronicallyto Dr Cait Dennis [C.Dennis@leeds.ac.uk](mailto:C.Dennis@leeds.ac.uk)

Tel 0113 343 2527**,** clearly titled “Clinical Teaching Excellence Awards 2019/20”.

**Electronic application forms only will be accepted and must have the signatures included by the deadline - Friday 24th January 2020**.