



RCP Clinical Education Fellow – Education Directorate

Reports to – Interim Executive Director for Education

Working hours – full time, 35 hours a week, you'll agree your working pattern with your manager

Location – London or Liverpool

Context

The RCP Education Directorate is a busy, innovative and supportive team. As Clinical Education Fellow you will work alongside an experienced and skilled group, including specialists in the design and delivery of education and assessment, experts in curriculum and business development, learning technologists, and other clinical faculty, as well as an excellent support and administration team.

The Education Team is based across two RCP sites: Regent's Park in London, and the Spine in Liverpool. We provide a wide range of learning opportunities at the RCP, across the UK, and internationally. Our portfolio includes standalone workshops as well as longer courses, some of which lead to academic awards and are run in collaboration with universities, such as the MSc in Medical Education (run jointly with University College London). In addition, we develop and maintain online resources, ranging from substantial programmes of study, tools to support revision, online courses to support workplace learning and improvement, and even 'bite size' learning opportunities such as podcasts. Throughout our portfolio we work closely with stakeholders and the resources we provide are always evolving and improving.

The purpose of your role

As clinical education fellow, you will be responsible for assisting with medical education projects at the RCP and will gain experience of different facets of the Education Directorate's portfolio of work. The post holder will have the opportunity to develop their personal educational experience, professional portfolio and qualifications. This will include the opportunity to attain a postgraduate certificate, diploma or masters in medical education (dependent of prior attainment) and work towards RCP educator accreditation.

Clinical education fellows work on a range of projects and educational activities which currently include supporting the development and writing of curricula, working with our educationalists to create online and face-to-face learning materials, and co-facilitating on our range of workshops and postgraduate modules in medical education and leadership. Beyond the education directorate, they have also had the opportunity to become involved in cross-College initiatives and the trainees committee.

How we'll measure your success

- Timely completion of work, meeting project milestones and reporting requirements as appropriate; escalation to more experienced colleagues when risks emerge
- The ability to work in a team and help in achieving department objectives.
- Successful interprofessional and interdisciplinary teamwork in which you contribute your expertise and make good use of the complementary expertise of others
- Development of positive, productive relationships with stakeholders and colleagues
- The ability to work in a team and help in achieving department objectives
- High satisfaction levels in feedback from stakeholders, learners, and colleagues



- Delivery of your own objectives (which you'll agree with your manager) – and your contribution to our values

What you're responsible for...

The responsibilities of the Clinical Education Fellow vary from year to year, depending on the education directorate's current projects and priorities. Normally the Fellow will gain from experience and supported development in each of the following areas of responsibility:

- Work within a team to design and/or assist in the development of educational products (e.g. workshops, revision aids, learning resources), evaluations and assessments
- Contribute to allocated projects, normally aimed at improving the quality of medical education, or designed to enhance practice in multidisciplinary teams. Work collaboratively across the RCP and with external stakeholders, as appropriate, to achieve the best project outcomes.
- Take responsibility for personal development as an educator e.g. attending RCP workshops for RCP educator accreditation, self-directed study and experiential learning, completion of a PGCert in Medical Education.
- Support the development of clinical and education curricula
- Develop knowledge and practical expertise in relation to a range of assessments
- Co-facilitate on a range of our medical education programmes as appropriate
- Contribute to: sourcing or creation of data collection instruments (e.g. questionnaires, interview/observation schedules); data collection (e.g. facilitation of focus groups), and data analysis. Identify own development needs in respect of these activities and proactively work with others to gain the expertise required.
- Write reports summarising findings and outcomes of projects, normally co-authoring with colleagues.
- Assist with the dissemination of project results through multiple communication channels, including submission of jointly-authored paper(s) for publication in good quality peer-reviewed journals.
- Undertake all duties and responsibilities in compliance with policy, rules and regulations regarding equal opportunities, health and safety, financial matters, data storage and access, research governance and ethics, and other matters that are pertinent to the execution of the role.
- On completion of the post, complete an evaluation to include an assessment of its impact on your future practice.

Your experience includes...

- Successful completion of minimum ST4 training in a physician specialty

Essential skills/ attributes

- Excellent interpersonal communications skills, including tact and assertiveness, and the ability to communicate at all levels in complex environments.
- Able to tackle challenges constructively and find creative ways to solve problems.
- Ability to work with senior contacts and co-ordinate the activities of staff and contributors at all levels both internally and externally.
- Awareness of current training curricula and their implementation.
- Systematic approach to planning and organisation to ensure tasks and projects are delivered on time
- Ability to prioritise tasks depending on relative importance. Re-evaluating priorities and seeking assistance where necessary while maintaining focus on both immediate and longer-term goals to ensure projects are completed successfully.
- Integrity and judgment in dealing with privileged information or giving information or advice.



- Sharing experience and working collaboratively.
- Strong IT skills including use of Microsoft Word, Outlook, Excel and Power Point, or similar, and ability to learn how to use additional IT applications to fulfil necessary tasks or enhance the delivery of work.
- Social media literacy.
- Promoting and protecting the organisation's values, ambitions and reputation in day-to-day dealings with colleagues, customers and clients.
- Ability to work remotely as appropriate
- Prepared to travel in the UK.

Desirable skills

- Understanding of, and experience in, contemporary approaches to learning, teaching and assessment in the workplace, workshop settings, simulation and online.

Qualifications

- Currently registered and in good standing with the GMC
- A UK resident

Our values

We are committed to **taking care, learning, and being collaborative**. These values drive the way we behave, how we interact with each other, and how we work together to achieve our vision and improve patient care.

We value taking care

This means we behave respectfully towards people, whatever their role, position, gender or background. It means we act as representatives of the RCP, and take decisions in the interests of the organisation as a whole.

We value learning

This means we continuously improve through active learning and honest reflection, so that we grow personally and as an organisation, while striving for excellence. We support learning and development opportunities.

We value being collaborative

This means we work together towards the RCP's vision in a collaborative and professional way, understanding that individuals bring different strengths and approaches to our work. We value diversity and each other's contributions.

As an employee/volunteer/temporary contractor you are expected to comply with all RCP data protection and security policies and procedures.