

## MBChB PBL academic lead

<b>Responsible to and other key relationships</b>	<p>Year 1 &amp; 2 leads</p> <p>Key relationships</p> <ul style="list-style-type: none"> <li>• Module leads</li> <li>• Year 1 &amp; 2 PSS staff</li> <li>• PBL training lead</li> <li>• PBL tutors</li> </ul>
<b>Time Commitment/ Hours:</b>	<p>Modules run Sept to Dec and Jan to May each academic year.</p> <p>During semester time: 3 - 4 hrs per week</p> <p>Meetings with year leads/PSS (2 - 3 times a year).</p> <p>PBL tutor training – new tutors and refresher training (6-8 sessions per year)</p>
<b>Type and Level of Appointment:</b>	Academic appointment with relevant teaching experience, at lecturer or above
<b>Introduction to Role &amp; Key Responsibilities:</b>	<p>The post holder will be responsible for:</p> <ul style="list-style-type: none"> <li>• Supporting the training of new tutors and running refresher sessions in conjunction with the PBL training lead</li> <li>• Tutor briefing for each semester</li> <li>• Tutor semester and group allocations</li> <li>• Tutor peer review process – allocation of reviewers and reviewees, compilation of reviews</li> <li>• Allocation of cover tutors for clashes and emergencies.</li> <li>• PBL cases review (from the point of view of best PBL practice)</li> <li>• Emergency cover tutor arrangements for all semesters</li> <li>• Tutor performance assessment (based on reviews and student feedback)</li> <li>• Handling and analysis of student complaints regarding PBL tutors</li> <li>• Organisation and running of open day PBL sessions</li> </ul> <p>In addition, the post holder might also be a PBL tutor</p>
<b>Person Specification Essential Knowledge, Skills and Experience:</b>	<ul style="list-style-type: none"> <li>• Know and understand the MBChB programme structure and outcomes and how the module fits within the overall context of the year and the programme.</li> <li>• Demonstrate commitment to, and enthusiasm for, undergraduate medical education.</li> <li>• Experience as a PBL tutor on the MBChB or equivalent experience on another programme</li> </ul>

	<ul style="list-style-type: none"> <li>This role description will be reviewed as appropriate and the post holder will be expected to have an annual review in accordance with University requirements.</li> </ul>
<b>Application and recruitment process:</b>	<p>Application by CV and brief supporting statement to MBChB Associate Director for Academic Affairs, Dr Jo Hart  <a href="mailto:jo.hart@manchester.ac.uk">jo.hart@manchester.ac.uk</a>  Selection will be by interview, date to be arranged.</p> <p>Initial closing date 18<sup>th</sup> April 2018. However, given that a number of leadership roles are being advertised, we may choose to extend the deadline until a suitable candidate is found.</p> <p>Informal enquiries to Professor Doug Corfield, MBChB Programme Director <a href="mailto:doug.corfield@manchester.ac.uk">doug.corfield@manchester.ac.uk</a> or Dr Minal Singh, MBChB Associate Programme Director for Teaching &amp; Learning <a href="mailto:minal.singh@manchester.ac.uk">minal.singh@manchester.ac.uk</a></p>
<b>Training and Support:</b>	<p>The new PBL academic lead will work with the current PBL lead for a handover, and will receive support from the year leads throughout the transition.</p> <p>Any other training and support to be discussed with year leads.</p>