

**MBChB programme  
PBL Tutor – Years 1 & 2**

<b>Responsible to and other key relationships</b>	<ul style="list-style-type: none"> <li>• PBL academic lead</li> <li>• Module lead</li> <li>• Module clinical co-lead</li> </ul>
<b>Time Commitment/ Hours:</b>	<ul style="list-style-type: none"> <li>• Two 1 to 1.5 hr PBL teaching sessions per week for 8-10 weeks (Sept-Dec or Feb-May) plus preparation time.</li> <li>• 1 or 2 meetings with individual students in your group per semester to discuss their progress (15 mins per student, 10-12 students per group)</li> <li>• Attending tutor training (1.5-3 hrs per year)</li> </ul>
<b>Type and Level of Appointment:</b>	Clinical or Academic appointment with relevant teaching experience, at research fellow, lecturer or above
<b>Introduction to Role &amp; Key Responsibilities:</b>	<ul style="list-style-type: none"> <li>• Two 1 to 1.5 hr PBL teaching sessions per week, at fixed times (Monday morning and Friday morning for year 1, Monday afternoon and Tues morning for year 2), for a semester (8-10 weeks) plus preparation time. Marking attendance for these sessions.</li> <li>• First point of contact for students; and often link between students and the programme.</li> <li>• You will be provided with full tutor notes and access to student resources</li> <li>• 1 or 2 meetings with individual students in your group per semester to discuss their progress (academic progress review) – notes to be recorded on student electronic record</li> <li>• PBL tutors are also expected to do one day a year OSCE examining for years 1/2. An additional teaching contribution tariff will be provided for this.</li> </ul>
<b>Person Specification Essential Knowledge, Skills and Experience:</b>	<p><i>Be able to:</i></p> <ul style="list-style-type: none"> <li>• Demonstrate an understanding of the undergraduate medicine MBChB programme</li> <li>• Relevant teaching experience in small groups</li> <li>• Academic appointment at the university with relevant teaching experience. Good group facilitation skills.</li> <li>• Bioscience background, ideally with some expertise in the content of one of the four modules in Phase 1 (life cycle, cardio-respiratory fitness, mind &amp; movement, nutrition &amp; metabolism)</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></p> <p>For individuals who haven't been involved in the MBChB before, they will be invited to a short informal meeting to discuss the role, and the broader context of the programme.</p>
<b>Training and Support:</b>	<ul style="list-style-type: none"> <li>• Training is provided to new tutors in the semester prior to that they are teaching in. This involves two sessions plus</li> </ul>

	<p>shadowing some PBL</p> <ul style="list-style-type: none"> <li>• Compulsory attendance for specific training in PBL and the role of the PBL tutor, observation of PBL, including giving basic academic support and advice, and appropriate feedback to students</li> <li>• Training in understanding the structure of the MBChB programme</li> <li>• Each tutor will be part of our peer observation programme on a 2-3 yearly cycle, and will also receive student evaluation at the end of the semester.</li> <li>• Refresher training every 3 years</li> <li>• Start of semester briefing</li> </ul>
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