



## Job Description

<b>Job title:</b>	<b>Teaching Fellow 0.5 FTE (PG Diploma in Clinical Pharmacy – Primary Care / Pharmacists in General Practice)</b>
<b>Department:</b>	<b>Pharmacy and Pharmacology</b>
<b>Grade:</b>	<b>8</b>
<b>Location:</b>	<b>Claverton Down Campus</b>

<b>Job purpose</b>
<p>To be responsible for developing, delivering and assessing units of teaching within the 'AP3T' suite of taught postgraduate programmes as part of the expanding portfolio of Continuing Professional Development courses offered by the Department of Pharmacy and Pharmacology at the University of Bath.</p> <p>To participate, in collaboration with other national education providers, in the development and delivery of teaching and learning material to support the development of Pharmacists within the General Practice setting, including travel to deliver face to face teaching and learning events at a variety of national venues.</p> <p>Design and deliver high quality teaching which is informed by significant professional expertise gained via practice; research/study and teaching experience, to postgraduate students - to include lectures, seminars, practicals, workshops, distance learning, assessment and marking and pastoral care of students, in line with Department/School and University policy. The successful candidate will provide course leadership, development, updating and delivery for pharmacy postgraduate students for our clinical diploma programme. Specifically they will ensure that our learning resources and learning approach is suitable for the primary care, other community and intermediate care settings.</p> <p>To participate professional accreditation activities and contribute to University wide developments/ innovation in the design and delivery of teaching, in consultation with other staff.</p> <p>Whilst it is essential that teaching is informed by research/professional expertise there is no research component in this role.</p>

<b>Reports to:</b>
Director of Taught Postgraduate Programmes

### **Staff management responsibility**

Responsible for overseeing or coordinating the work of less experienced teaching fellows or casual staff and/or postgraduate tutors on modules they are responsible for.

### **Career & Professional Development Activities**

To engage in knowledge transfer, personal scholarship, continuous professional development, consultancy and other forms of external engagement, as appropriate.

From time to time, teaching fellows may be asked to assist in the teaching and facilitation of CPD activities. This is part of the substantive role and is not subject to any additional payment.

### **Special Conditions**

All Teaching Fellows are required to successfully complete professional development activity in teaching and learning in the form of the 'Bath Course in Enhancing Academic Practice' during their probationary period.

The Teaching Fellow must be able to travel in order to deliver teaching and learning events at a variety of national sites/venues.

### **Main duties and responsibilities**

<b>1</b>	Deliver high quality teaching to undergraduate and postgraduate students which is informed by significant professional expertise gained via practice; research/study and/or teaching experience. Contribute to the development of units of study and their assessment regimens, identifying learning objectives and teaching methods, developing materials and resources, including materials for use face to face and online, communicating subject matter clearly and encouraging debate.
<b>2</b>	Contribute to the design, implementation and evaluation of assessment tools and criteria for courses, set and mark assessments, ensuring adequate moderation, providing written or oral feedback as appropriate. Mark final assessments as required.
<b>3</b>	Design, implement and evaluate assessment tools and criteria for courses, set and mark assessments, ensuring adequate moderation, providing written or oral feedback as appropriate. Mark final assessment as required.
<b>4</b>	Convenorship of designated postgraduate units

5	Liaise with the Programme Lead, Director of Studies and other teaching staff to ensure teaching is in accordance with postgraduate programme / unit aims and regulations. Coordinate the work of external workshop contributors, external authors and/or markers as appropriate.
6	Participate in programme evaluation, including facilitating student feedback, reflecting on own teaching design and delivery and implementing ideas for improving own performance .
7	Carry out pastoral role for students. Maintain a knowledge and awareness of student support services and be able to identify student behaviour which is of concern or where support is needed and refer students on appropriately for assistance where required.
8	Play an appropriate part in the promotion of the University of Bath as a teaching centre for clinical pharmacy and pharmacy practice at a national and international level
9	Effectively carry out other teaching-related duties as allocated by the Head of Department, Director of Teaching or Programme Lead. Effectively participate in teaching-related administrative activities, for example attend team meetings, Internal Review Meetings and Boards of Examiners as needed

## Person Specification

Criteria	Essential	Desirable	Assessed by		
			A/F	I/T	R
<b>Qualifications</b>					
Be registered with the General Pharmaceutical Council as a registered pharmacist, or with the General Medical Council as a doctor.	√		√		
Be a member of the Royal Pharmaceutical Society or equivalent professional body		√	√		
Have a Postgraduate Diploma in Clinical Pharmacy or equivalent	√		X		
Be Annotated as an Independent Prescriber if a Pharmacist		√	X		
<b>Experience/Knowledge</b>					
Have previous experience with clinical teaching and learning activities associated with postgraduate and/or undergraduate pharmacy students	√		√		
Have previous experience of supporting learning in face-to-face contexts.		√	√	√	√
Demonstrates recognisably high quality teaching technique (as evidenced eg by teaching observations, student feedback scores)		√		√	
Experience of using a virtual learning environment and supporting learners who are studying at a distance		√	√	√	
Have previous experience with the use of a broad range of assessment methods		√	√	√	
Be capable of developing and coordinating clinical teaching modules at the postgraduate level		√	√	√	
Demonstrates depth and breadth of understanding of healthcare issues affecting pharmacy, health care and the pharmaceutical sciences.	√		√	√	
Current experience in primary care, community or hospital pharmacy practice	√		√	√	
Has a sound understanding of academic processes and university regulations associated with teaching & teaching quality.		√		√	
<b>Skills</b>					

Provides a stimulating learning environment with insights from research or practice.	√				
Ability to take full responsibility for the design, delivery and co-ordination of teaching programme(s).	√				
Must have excellent interpersonal skills and interactive capability.	√				
Ability to develop and prepare own teaching materials.	√				
Ability to recognise those having difficulties, intervene and provide help and support.	√				
<b>Attributes</b>					
Ability to engage and encourage active participation by students in own learning.	√				
Reflective about own practice and able to pro-actively work to improve	√				
Commitment to professional development in own subject and in teaching & learning	√				