



Excellence in Medical Education Awards (EMEA)

EMEA Academic Application Form 2019-20 Guidance Notes

Check List

Your completed application form should include:

1. **The completed application form**
2. **A current job description**
3. **Supporting documentation.** Please provide examples, rather than full documents, with an explanation of each document's relevance to the application.
4. **A reference**

Key Aspects of Teaching and the Support of Student Learning

Key area of activity	Information or evidence that <u>might</u> be presented in support of a claim for excellence
<p>1. Quality of teaching and/or facilitation of student learning: approaches to teaching that influence, motivate and inspire students to learn</p>	<p>Description of:</p> <ul style="list-style-type: none"> ▪ your overall involvement/approach to teaching ▪ how you involve and motivate students ▪ strategies you employ to promote: <ul style="list-style-type: none"> ○ independent or self-directed learning ○ peer-to-peer learning ○ critical/analytical thinking ○ oral/written communication <p>Summary of the range of teaching methods you are involved in or you apply, i.e. clinical teaching (bedside/clinic/community), lectures, practical sessions, small group teaching (problem based/project based/case based).</p> <p>Comments on the quality of teaching should be verified by evidence from students and peers, for example:</p> <ul style="list-style-type: none"> ▪ student evaluation data (SEQ and locally-collected feedback) ▪ Name and Proclaim and Top Teacher nominations ▪ peer observation
<p>2. Quality of course design: contribution to the design and planning of learning activities beyond individual teaching sessions</p>	<p>Summarise your contribution to developing the courses and/or improving the delivery of teaching in your department, module or discipline.</p> <p>Give examples of resources/materials developed that reflect:</p> <ul style="list-style-type: none"> ▪ your command of your field ▪ the application of educational theory ▪ the advancement of the curriculum as whole <p>Provide details of any severe timetabling concerns and what actions you took to ensure they were overcome.</p>

	<p>Provide examples of particularly positive student feedback about the execution of the course/module.</p> <p>Indicate how you have represented your field/discipline and also how you have collaborated with colleagues within and outside your immediate team to support or improve the curriculum.</p>
<p>3. Approach to assessment: evidence of the enhancement of the formative and summative assessment processes</p>	<p>Describe your involvement in formative assessment, e.g. the development of innovative ways of providing feedback to students.</p> <p>Provide examples of involvement in summative assessments including:</p> <ul style="list-style-type: none"> ▪ the organisation of exams ▪ feedback on exam process ▪ writing exam questions, standards setting, examining ▪ applying assessment strategies that foster student learning ▪ external examining ▪ enhancement of the assessment processes/procedures
<p>4. Student support and guidance: evidence of your contribution to student support and pastoral care</p>	<p>Provide evidence of your involvement in:</p> <ul style="list-style-type: none"> ▪ good practice in student support and pastoral care ▪ the information distributed to students ▪ your accessibility to help students ▪ good practice in supervision at all levels ▪ staff-student committees <p>Please give examples of the ways in which you have helped to tackle problems.</p>
<p>5. Professional development: reflective practice on the contribution to learning and teaching in your discipline and to your own development as an educator</p>	<p>Summarise your participation in your own development as an educator. This can include staff development, training and theoretical courses.</p> <p>Provide examples of how you have used student feedback or a critical incident to improve your educational work.</p> <p>Describe your role in:</p> <ul style="list-style-type: none"> ▪ the teaching team in your department ▪ mentoring and supporting less experienced teachers/colleagues <p>Where relevant, comment on your contribution to educational research:</p> <ul style="list-style-type: none"> ▪ through the dissemination of subject materials, e.g. textbooks, videos, course guides ▪ through publications in pedagogic journals, conference presentations, etc.
<p>6. Innovation: evidence of innovation in student learning/teaching/evaluation/assessment etc.</p>	<p>Summarise any innovations you have made and provide evidence of:</p> <ul style="list-style-type: none"> ▪ how you identified an area in need of improvement ▪ how you introduced something new to student learning etc. ▪ how you improved an existing format/idea ▪ identifiable improvements from your innovations ▪ how you distributed your innovations to others
<p>7. Other: any additional, relevant information to support your application</p>	<p>Describe any occasions, actions, moments where you have significantly contributed to the provision of excellence in undergraduate medical education that you have not already mentioned.</p>
<p>8. Teamwork (Team applications only)</p>	<p>Indicate how each member of the team is involved, which areas they are responsible for and how, as a team, you contribute to and enhance medical education.</p>