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UCL Medical School
MBBS Academic Manual
Clinical and Professional
Practice Leadership

For organisational charts see:
https://www.ucl.ac.uk/medical-school/current-mbbs-students/mbbs-leadership-and-management

Overview of Clinical and Professional Practice Modules

The Clinical and Professional Practice modules (CPP) make up almost 20% of the overall MBBS programme. Learning in CPP is central to understanding medicine as an integrated whole. There are 16 CPP modules, each organised over six years:

Student-centred learning, person-centred learning:

1. Portfolio
    a. Y1 online submission at end of year
    b. Y2 online submission at end of year
    c. Y4 E-portfolio
    d. Y5 E-portfolio and Case of the Month
    e. Y6 E-portfolio and Case of the Month

Patient pathways:
2. Integrated and Community Care (Y1 & Y2)
3. Cardiometabolic Medicine (Y2)
4. Cancer Medicine (Y4)
5. Person-Centred (Y5)

Integrated CPP strands:

6. Anatomy and Imaging
7. Clinical Skills and Practical Procedures
8. Pathological Sciences
9. Doctor as Data Scientist
10. Use of Medicines

Overarching Themes:

11. Mental Health
12. Social Determinants of Health
13. Clinical Communication
14. Ethics and Law
15. Professionalism
16. Patient Safety and Patient Experience

The organisation of the CPP is complex, from both an administrative and academic perspective. There are 16 CPP modules, each organised over six years. CPP teaching takes place both as centrally organised and 'peel off' activities in dedicated teaching sessions and activities fully integrated into the horizontal modules. Teaching methods include lectures, small group work, patient visitors, placements and self-paced learning across a large number of learning venues. Close liaison and co-ordination is needed with all horizontal module leads and administrative teams; with assessment leads and teams; and with NHS teachers, university teachers, patients and a large number CPP Tutors.

Clinical and Professional Practice learning is *everybody's business,* however academic oversight of the CPP modules as a whole is central to maintaining the MBBS vision; ensuring student-facing resources

and teaching are of the highest quality; ensuring all 16 CPP modules have good representation in the MBBS; and co-ordinating ongoing developments. Equally, whilst local module administration is carried out by year and module teams, the core CPP team within MBBS Management is responsible for overall co-ordination of timetabling, overall co-ordination of CPP Moodle sites and course documentation; quality assurance, co-ordinating the CPP Moodle sites and CPP course documentation; co-ordinating assessment requirements including the portfolio; recruiting and managing over 50 contributing CPP Tutors and their teaching sessions; supporting the CPP Lead and Deputy leads; and guiding and directing contributing divisional module administrators.

CPP Tutors come from all sectors of the healthcare system: they are not all doctors. All CPP tutors do have expertise in small group facilitation, uphold the very highest of standards as a teacher as befits a role as a teacher at UCL and are familiar with, and advocates of, *Good Medical Practice*. Depending on their exact role, CPP tutors will have expertise in one or more of the CPP module domains.

CPP Tutors are recruited by the MBBS Management CPP team and paid on a sessional basis funded by national undergraduate tariff. Rates of pay are aligned with the rates paid to GP Tutors (Core GP, Collective teaching).

Academic Lead for Clinical and Professional Practice Modules
0.2 FTE/2 PAs: UCLMS funded
Administrative support: MBBS Management
Reports to: Head of MBBS Programme
Accountable to: UCLMS Divisional Director

Remit
- Strategic development and leadership of CPP teaching in the MBBS programme
- Managing CPP Module Leads and monitoring module content and delivery
- Liaising with horizontal module leads to ensure and facilitate the integration of CPP into the overall MBBS curriculum and timetables
- Overseeing recruitment, induction, appraisal, management and training of the CPP Tutors
- Overseeing the development, review and presentation of CPP course materials and learning resources to ensure consistency with CPP and MBBS strategy and service standards
- Overseeing the contribution of CPP module to assessments
- Quality assurance of CPP modules including ensuring appropriate actions and responses to student feedback
- Liaising with Clinical Teaching Fellows

Committees:
- Member of MBBS Executive Committee
- Member of MBBS Teaching Committee and relevant Sub Committees
- Member of MBBS Examination Board
- Member of mQMEC
- Chair of the CPP Teaching Committee
- Member of relevant CPP Module Teaching Sub Committees

Deputy Lead for Clinical and Professional Practice Modules
0.1 FTE/1 PA: UCLMS funded
Administrative support: MBBS Management
Reports to the Lead for CPP
Accountable to: Head of MBBS Programme

Remit
- Support for the CPP lead in all his/her roles and deputising in his/her absence
- Review and edit year 1 and 2 MBBS CPP materials with Module leads
- Particular responsibility for recruitment, training and appraisal of CPP Tutors
- Particular responsibility for support of tutors delivering fully integrated module based CPP activities
- Assistance with assessments

Committees:
- Member of MBBS Teaching Committee and relevant Sub Committees
- Member of relevant MBBS Examination Sub Boards and Panels
- Member of mQMEC
- Deputy Chair of the CPP Teaching Committee

Module Leads
FTE/PAs dependent on size and duration of module: UCLMS funded
Admin support: Divisional admin commissioned by MBBS student load
Accountable to Head of MBBS Programme via the MBBS Lead for Clinical and Professional Practice
Appointed by: MBBS Senior Leadership Team with the agreement of Divisional Directors/Trust Executives

Student-Centred Learning, Person-Centred Learning:

Portfolio
Patient Pathways:
     Integrated and Community Care (0.1 FTE/1 PA)
     Cardiometabolic (0.05 FTE/0.5 PA)
     Cancer Medicine (within 0.2 FTE/2 PA role of Cancer Medicine Module Lead)
     Person-Centred (0.5 FTE/0.5 PA within the remit of the Y5 Module Lead)
Integrated Clinical and Professional Practice:
     Anatomy (0.1 FTE/1 PA) & Imaging (0.1 FTE/1 PA)
     Clinical Skills and Practical Procedures (0.2 FTE/2 PAs)
     Pathological Sciences (0.2 FTE/2 PAs, co-ordinating 5 disciplines)
     Doctor as Data Scientist (0.2 FTE/2 PAs)
     Use of Medicines (0.2 FTE/2 PAs)
Overarching Themes:
     Clinical Communication (0.2 FTE/2 PAs)
     Ethics and Law (0.1 FTE/1 PA)
     Mental Health (0.1 FTE/1 PA)
     Social Determinants of Health (0.2 FTE/2 PAs, co-ordinating 4 subjects)
     Professionalism (0.1 FTE/1 PA)
     Patient Safety and Patient Experience (0.1 FTE/1 PA)

Leadership:
- To lead and coordinate core module teaching and assessment to Medical School requirements aligned with the Intended Learning Outcomes set out in the Curriculum Map and the GMC's Outcomes for Graduates
- To lead curriculum review and development in the module
- To work collaboratively with the CPP Leads, Year Leads and relevant CPP Module Leads to ensure the module is integrated into all relevant years of the MBBS programme of study

Curriculum:
- To coordinate module teaching, ensuring that the content aligns with the core curriculum and the Intended Learning Outcomes set out in the Curriculum Map and draws on a variety of teaching methods including small group teaching
- To ensure the development and provision of core course materials for the module and contributing specialties which are common to all students and aligned to the Curriculum Map, including on-line resources and e-learning
- To liaise with horizontal and vertical module leads and teachers to ensure high quality delivery of Use of Medicines teaching across the programme
- To coordinate placement provision where applicable to the module

Assessment:

- To work with Year Leads to determine the content of written, practical and clinical assessments aligned with the Intended Learning Outcomes set out in the Curriculum Map
- To participate in writing, reviewing and marking assessment materials for formative and summative written, practical and clinical examinations and to ensure participation by module teachers
- To participate in standard setting processes and ensure participation by module teachers
- To participate in practical and clinical assessments and to ensure participation by module teachers
- To co-ordinate module assessments and course work

Quality Assurance:
- To respond to issues raised through MBBS quality monitoring and assurance mechanisms and to ensure appropriate follow up action
- To support educational appraisal

Committees/Examination Boards:

- Chair of Module Management Group
- Member of CPP Teaching Committee
- Member of Year Staff Student Consultative Committee

Clinical and Professional Practice Tutor Roles

Lead CPP Tutors
Maximum 0.2 FTE/2 PAs per site: NHS Tariff
Sites may appoint 1 Lead CPP Tutor with 0.2 FTE/2 PAs or 2 x Lead CPP Tutors each with 0.1 FTE/1 PA or shared roles on a sessional basis. The equivalent in CPP tutor sessions is 9 sessions for a Year 1 Lead Tutor and 9 sessions for a Year 2 Lead Tutor per year.
Accountable to: Academic Lead for CPP

Remit:
- Liaison with Trust Director of UG Medical Education to ensure best possible student experience of site based CPP teaching
- To maintain an overview of CPP teaching in all years on the site
- To attend site specific education committees to represent the CPP Modules
- Attendance during CPP teaching at key times (e.g. visitor days, when giving lectures) and co-ordination of site specific learning events (e.g. Y1 hospital visit)
- Assist CPP lead with the selection and training of CPP tutors:
- Interviewing and recruitment of site staff
- Training of site specific CPP tutors as required
- Line management of CPP tutors:
  - Acting as 1st point of contact for CPP tutors locally and liaison between tutors and CPP Office
  - Staff induction including ensuring staff know how to navigate UCL website, access and use My View and can use Moodle to carry out required tasks
  - Ensuring probation is completed including compulsory training
  - Liaising with MBBS Management CPP team office to manage leave:
  - Monitoring and mitigating staff absence to support student experience, ensuring A/L taken outside teaching time, enforcement of contracted working hours, working with CPP office to ensure appropriate cover is provided
  - Responsibility for understanding performance standards and upholding them including appraisal of tutors
  - Acting as a focus for information exchange: cascade information to tutors, cascade feedback information to tutors, act as a source of feedback from tutors to CPP office

Committees:

- Member of CPP Teaching Committee

CPP Tutors
Remunerated on a sessional basis: NHS Tariff
Accountable to: Lead CPP Tutors

The main role of the CPP tutor is to facilitate student learning through small group work, predominantly focused on topics within the 'overarching themes' in CPP. This involves planning and preparations for designated teaching sessions, working with relevant resources to deliver teaching in collaboration with the CPP Module Leads/Lead CPP Tutors. Also early years Tutors will act as Personal Tutors to one group of students. The role will involve a small amount of CPP course assessment marking; providing written feedback to students and checking completion of CPP areas of the student portfolio.

Working collaboratively with module leads, professional services teams, assessment teams, NHS and university teachers, patients and other CPP tutors forms a central element of the CPP Tutor role.

Main duties and responsibilities

Reporting to the Lead CPP Tutor

- Facilitate students' learning through small group work during CPP teaching
- Prepare for and attend all teaching sessions as identified in the personalised rota negotiated at the beginning of each academic year
- Lecture in areas of general knowledge
- Work with relevant learning resources to deliver this teaching according to the instruction of the CCP academic leads
- Listen to any plenary sessions associated with small group work sessions
- Mark a small number of CPP course assessments, giving written feedback to students
- Provide feedback on students' performance where requested by students or staff
- Attend the relevant CPP tutor training and ensure compliance with induction, probationary and ongoing appraisal requirements of CPP Tutors within UCL and the Medical School
- If teaching students in Years 1 or 2, act as Personal Tutor to one CPP group of students.
- Understand the MBBS programme as a whole and the place of CPP teaching in respect to individual and specific teaching sessions within it
- Any other duties that are within the scope, spirit and purpose of the job as requested by the MBBS Programme Lead and Academic Lead for CCP at UCL Medical School
- Specialist Tutor Roles

In addition, some CPP Tutors may undertake additional duties within one or more areas of particular expertise. The ability to undertake these more specialised duties will be assessed at application and/or interview.

Additional requirements for specialist roles, outlined below:

Specialist Tutors: Clinical Communication
- Have expertise or previous experience of teaching clinical communication (E)
- Have expertise in giving detailed and specific feedback in simulated environments (D)
- Have experience of working with simulated patients (E)

Specialist Tutors: Ethics & Law
- Have expertise and previous experience of teaching in clinical ethics (E)

Specialist Tutors: Mental Health
- Have expertise or previous experience of teaching in the field of mental health (E)
- Be able and confident in working with patients with mental health problems (E)

Specialist Tutors: Clinical Skills, Patient Safety and Patient Experience, and Professionalism (specialist session)
- Be a currently practising doctor or nurse with a qualification in clinical examination (E)

Person specifications

Leadership roles

Term of office: normally 5 years with annual appraisal
Employer: Leadership role holders must hold a substantive contract with either UCL or one of our NHS providers

- A demonstrated commitment to, and experience of, teaching and teaching innovation
- Knowledge of the MBBS curriculum and assessment and teaching materials appropriate to future doctors
- A commitment to world class education and enhancing the student experience

- Demonstrable leadership skills with the ability to devise strategy and coordinate senior academics and clinicians
- A track record of leading complex project work (e.g. curriculum mapping, CIF weeks, revision of assessment methods, on line resources)
- A track record of further development as an educator (for example further qualifications in education or fellowship of an education excellence organisation) or as an education scholar (for example education publications or a higher degree in education or associated fields)
- A PG qualification in education, Fellowship of the Higher Education Academy or equivalent or is an accredited PG education supervisor
- Substantive contract with either UCL or one of our NHS providers and with a UCL honorary title
- For clinical leadership roles, a doctor in good standing with the GMC or health professional as appropriate

Operational roles

- A demonstrated commitment to and experience of teaching
- Understanding of the MBBS curriculum and assessment and of teaching material appropriate to future doctors
- A commitment to integration of science and clinical material
- A commitment to world class education and enhancing the student experience
- Participation in a variety of teaching methods including small group teaching

We anticipate that:

- *Role holders will work flexibly in undertaking the above duties* and *will maintain contact via email, regularly checking and responding to messages sent to their UCL email address*
- *Role holders will maintain regular face-to-face contact with the medical school, determined in conjunction with line manager and including attending key committee meetings usually, but not exclusively, on Wednesday afternoons*
- *For Clinical & Professional Practice Leads, one-to-one meetings will take place with the Academic Lead for CPP and the CPP manager. For Deputy Year Leads, one-to-one meetings will take place with the Year Lead and Year manager. Frequency will depend on the level of support required and the needs of the programme*
- *Role holders with 2 PAs/0.2 FTE may wish to consider a joint clinical/academic appraisal with a member of the Senior Leadership Team present, to enhance educational performance*
- *Role holders will participate in institutional citizenship activities such as assisting on interview panels, examinations outside of their years, open days, personal tutoring, joint responsibility for relevant clinical teaching fellows etc*

A 6 month review period will apply to MBBS appointments. During this period the role holder will be supported by their Academic or Year Lead and Year Manager and will be provided with information to support them in their new role and to set standards. A review meeting will take place after 6 months to provide feedback on performance and progress and if concerns are raised, to identify further support measures.

Review of performance and engagement will be ongoing and where levels of performance and engagement give rise to concerns, UCLMS reserves the right to withdraw the role from the role holder following a three month notice period.

CPP Tutor roles

All CPP Tutors will be expected to be committed to supporting learning within the MBBS programme. This includes an understanding and commitment to the vision of the MBBS programme and the learning and teaching strategy of UCL Medical School.

	Requirements	Criteria E / D*	Assessed A / I*
1.	**Education, Qualifications and Training**		
	A qualification in healthcare or related industries; doctors, basic medical scientists, behavioural scientists, nurses, professions allied to medicine	E	A / I
2.	**Skills and Abilities**		
	Excellent organizational and planning skills	E	A/I
	Excellent facilitation skills	E	A/I
	Ability and commitment to promote reflective practice	E	A/I
	Good presentation skills	E	A/I
	Good communication skills (written and verbal)	E	A/I
3.	**Experience**		
	Experience of teaching in healthcare settings, preferably gained from within an undergraduate programme and/ or programme relating to medical education or medicine	E	A/I
	Experience of using a virtual learning environment, preferably Moodle	D	A/I
	Experience of lecturing	D	A/I
4.	**Knowledge**		
	A good knowledge of the undergraduate training programme for doctors	E	A/I
	Knowledge and evidence of commitment to 'Good Medical Practice' including ethical and professional standards in research, education and clinical practice	E	A/I
	Good working knowledge of basic Microsoft Office software, (Word, Outlook etc.)	E	A/I
5.	**Personal qualities / aptitudes**		
	Ability to work both as a team member and independently	E	A/I
	Evidence of continuous professional development	E	A/I

* E = Essential; D = Desirable; A = Application; I = Interview

Policies for CPP Tutors

The following information is to assist understanding of policies and expectations for teachers that are particularly relevant to CPP Tutors. The CPP office and divisional staffing office is on hand to provide guidance and further information on any policies outlined below as required.

1 Contract

   a. Agree on an annual basis a personalised contract identifying all teaching and training sessions to be undertaken in the forthcoming academic year by [end of May date] at the latest

b. Understand your contract and who your contacts are for contractual enquiries
c. Know your contracted hours and ensure you complete all teaching/training sessions
d. Know your notice period and procedures for resigning
e. Understand what your duties and responsibilities are and follow these
f. Understand the performance standards expected of you
g. Understand the structure of UCL Medical School and how CPP roles fit in (the context of your work)
h. Know where to find relevant UCL policies
i. Understand what can be expected of CPP and Staffing administrators
j. Complete staff induction (new tutors only): http://www.ucl.ac.uk/hr/new_starters/
k. Attend relevant training as required, and advised by CPP Leads

2   Annual Leave and Unavoidable Time off on agreed Teaching days

a. Recognise that your contract agrees all annual leave is to be taken outside of teaching time with annual leave accrued paid out at the end of each teaching year
b. Where unavoidable events occur and you need time off, you must contact the CPP office and Lead CCP tutor in writing with leave requests and reasons for absence. Approval can only be granted by the CPP academic lead.
c. Understand leave requests in teaching time will only be granted where a replacement can be found. It may take several days to identify a named replacement, we cannot agree to release you from your teaching until we are sure we have the session covered
d. Understand that any 'swaps' are agreed with the approval of the CPP office and relevant Leads
e. Understand if cover is arranged for one of your contracted sessions we will expect you to make yourself available to do alternative sessions in lieu of these
f. Recognise that UCL accommodates leave required for domestic, personal and compassionate reasons which is handled differently to the above
g. UCL's 'reasons for leave' policy applies to all UCL staff: http://www.ucl.ac.uk/hr/docs/leave_domest_personal_reasons.php

3   Sick Leave procedures

a. Follow UCL guidance at: http://www.ucl.ac.uk/hr/docs/sickness_absence.php
b. Contact your named line manager (Lead CPP Tutor) and the CPP office if you know in advance that you are going to be unable to teach
c. Contact your named line manager (Lead CPP Tutor) (or arrange for someone else to contact them on your behalf) if you are unable to make it in to teach on the day

4   Access to UCL systems

a. Recognise you are responsible for ensuring you have access to UCL systems including knowing how to reset and change passwords (support provided upon request)
b. Know how to acquire a UCL staff ID card and replace it if necessary
c. Be competent using Moodle to access course materials and review and mark work submitted here (support provided upon request)
d. Expectation that CPP tutors use and regularly check their UCL email account

5   Teaching Day Expectations

a. Know your own personalised rota
b. Come prepared and in good time for teaching sessions and know where teaching resources are kept on relevant sites
c. Have access to key contact numbers in case of room booking problems etc.
d. Check you know where your designated room is, and check the room before the start of the session if possible.
e. Understand duties as a CPP tutor and performance standards expected

6   Other

   a.   Meet any deadlines for coursework marking and feedback
   b.   Know how to access the library
   c.   Be familiar with the student support system and how to feed into it as a UCL teacher, including the relationship between CPP tutors and personal tutors.