



Excellence in Medical Education Awards (EMEA)

EMEA Administrator 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 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 support that influence, motivate and inspire students to learn</p>	<p>Description of:</p> <ul style="list-style-type: none"> ▪ how you involve and motivate students and how you contribute to a positive student experience ▪ your role in planning educational activities ▪ 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>Comments on teaching support 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) ▪ student feedback (emails etc) ▪ Name and Proclaim and Top Administrator nominations
<p>2. Quality of course design: consideration of teaching activities as a whole and working towards their optimisation for students</p>	<p>Summarise your contribution to developing the courses and/or improving the delivery of teaching in your department, module or discipline.</p> <p>Provide details of any 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 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</p>	<p>Describe your involvement in formative assessment, e.g. the development of innovative ways of providing feedback to students.</p>

summative assessment processes	<p>Provide examples of involvement in summative assessments including:</p> <ul style="list-style-type: none"> ▪ organisation of exams ▪ feedback on exam process ▪ the satisfactory resolution of any issues arising on assessment day ▪ enhancement of the assessment processes/procedures ▪ applying assessment strategies that foster student learning
4. Student support and guidance: evidence of your contribution to student support and pastoral care	<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>
5. Professional development: reflective practice on the modules you administer and on your own professional development	<p>Summarise your participation in your own professional development. This can include training and theoretical courses.</p> <p>Provide examples of how you have used student feedback to improve your educational work.</p> <p>Describe your role in:</p> <ul style="list-style-type: none"> ▪ the module team ▪ mentoring and supporting less experienced colleagues <p>Where relevant, comment on your contribution to educational evaluation/research.</p>
6. Innovation: evidence of innovation in student learning/teaching/evaluation/assessment etc.	<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
7. Other: any additional, relevant information to support your application	<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>
8. Teamwork (Team applications only)	<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>