

# Excellence in Medical Education Awards (EMEAs)

## Guidance Notes for Academic Application Form 2023-24

### Key Aspects of Teaching and the Support of Student Learning

Please select **THREE** of sections 1 – 6 to complete

Team applications should also complete section 7

Each section should be maximum 250 words

#### Job plans

For clinicians only – if relevant please state how much of your job plan is allocated to education.

Key area of activity	Information or evidence that <u>might</u> be presented in support of a claim for excellence
<b>1. Quality of teaching and/or facilitation of student learning:</b> approaches to teaching that influence, motivate and inspire students to learn	<p>Describe:</p> <ul style="list-style-type: none"> <li>your overall involvement/approach to teaching</li> <li>how you involve and motivate students</li> <li>strategies you employ to promote:               <ul style="list-style-type: none"> <li>independent or self-directed learning</li> <li>peer-to-peer learning</li> <li>critical/analytical thinking</li> <li>oral/written communication</li> </ul> </li> </ul> <p>Summarise 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"> <li>student evaluation data (Learning Surveys and locally collected feedback)</li> <li>student feedback (emails etc)</li> <li>Name and Proclaim and Top Teacher nominations</li> <li>peer observation</li> </ul>
<b>2. Quality of course design:</b> contribution to the design and planning of learning activities beyond individual teaching sessions	<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"> <li>your command of your field</li> <li>the application of educational theory</li> <li>the advancement of the curriculum as whole</li> </ul> <p>Provide examples of particularly positive student feedback about the execution of the course/module.</p>

	Indicate how you have represented your field/discipline and how you have collaborated with colleagues within and outside your immediate team to support or improve the curriculum.
<b>3. Approach to assessment:</b> evidence of the enhancement of the formative and summative assessment processes	<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"> <li>▪ the organisation of exams</li> <li>▪ feedback on the exam process</li> <li>▪ writing exam questions, standard setting, examining</li> <li>▪ applying assessment strategies that foster student learning</li> <li>▪ external examining</li> </ul>
<b>4. Student support and guidance:</b> evidence of your contribution to student support and pastoral care	<p>Provide evidence of your involvement in:</p> <ul style="list-style-type: none"> <li>▪ good practice in student support and pastoral care</li> <li>▪ the information distributed to students</li> <li>▪ good practice in supervision at all levels</li> <li>▪ staff-student committees</li> </ul> <p>Give examples of the ways in which you have helped to tackle problems.</p>
<b>5. Professional development:</b> reflection on your contribution to learning and teaching and your own development as an educator	<p>Summarise <b>your own</b> 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"> <li>▪ the teaching team in your department</li> <li>▪ mentoring and supporting less experienced teachers/colleagues</li> </ul> <p>Where relevant, comment on your contribution to educational research:</p> <ul style="list-style-type: none"> <li>▪ through the dissemination of subject materials, e.g. textbooks, videos, course guides</li> <li>▪ through publications in pedagogic journals, conference presentations, etc.</li> </ul>
<b>6. Innovation:</b> 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"> <li>▪ how you identified an area in need of improvement</li> <li>▪ how you introduced something new to student learning etc.</li> <li>▪ how you improved an existing format/idea</li> <li>▪ identifiable improvements from your innovations</li> <li>▪ how you shared your innovations with others</li> </ul>
<b>7. Teamwork (Team applications only)</b>	Indicate how each member of the team is involved, the areas they are responsible for and how, as a team, you contribute to and enhance medical education.

**Additional, relevant information to support your application:**

You may wish to describe any occasions, actions or moments where you have significantly contributed to the provision of excellence in undergraduate medical education that you have not already mentioned.

**Before submitting your application to [medsch.gaeu@ucl.ac.uk](mailto:medsch.gaeu@ucl.ac.uk), please check that it includes the following:**

1. The completed application form
2. A current job description
3. Supporting documentation
4. A reference