

Excellence in Medical Education Awards (EMEAs)

Guidance Notes for Academic Application Form 2024-25

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
<p>1. Quality of teaching and/or facilitation of student learning: approaches to teaching that influence, motivate and inspire students to learn</p>	<p>Describe:</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>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"> ▪ student evaluation data (Learning Surveys and locally collected feedback) ▪ student feedback (emails etc) ▪ 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 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.
3. Approach to assessment: evidence of the enhancement of the formative and summative assessment processes	Describe your involvement in formative assessment, e.g., the development of innovative ways of providing feedback to students. Provide examples of involvement in summative assessments including: <ul style="list-style-type: none"> ▪ the organisation of exams ▪ feedback on the exam process ▪ writing exam questions, standard setting, examining ▪ applying assessment strategies that foster student learning ▪ external examining
4. Student support and guidance: evidence of your contribution to student support and pastoral care	Provide evidence of your involvement in: <ul style="list-style-type: none"> ▪ good practice in student support and pastoral care ▪ the information distributed to students ▪ good practice in supervision at all levels ▪ staff-student committees <p>Give examples of the ways in which you have helped to tackle problems.</p>
5. Professional development: reflection on your contribution to learning and teaching and your own development as an educator	Summarise your own development as an educator. This can include staff development, training and theoretical courses. Provide examples of how you have used student feedback or a critical incident to improve your educational work. Describe your role in: <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.
6. Innovation: evidence of innovation in student learning/teaching/evaluation/assessment etc.	Summarise any innovations you have made and provide evidence of: <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 shared your innovations with others
7. Teamwork (Team applications only)	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, please check that it includes the following:

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