**Excellence** **in Medical Education Awards (EMEAs)**

**Application Form 2023-24**

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| **Eligibility Check**In order to be eligible to apply for an EMEA, you must:  * Have been involved in the undergraduate medical education of UCLMS students **for a minimum of one year**.
* Be a staff member at UCL or one of our partner NHS Trusts/Primary Care practices or be a member of a voluntary sector community service.

If you have won an EMEA in the last three years, you will need to show significant development in your field *or* be clear that this application is based on clearly distinct work.**The application deadline is 5pm on Friday 02 February 2024. Please submit your application and supporting evidence to** **medsch.qaeu@ucl.ac.uk****.** |

**Please complete your personal details and Sections 1 and 2 of the application form. The reference in Section 3 should be provided by a senior colleague e.g. your Head of Department, site lead or GP partner.**

**Personal details:**

|  |  |
| --- | --- |
| **Name (including title):** |  |
| **Department/Division/Trust/Site:** |  |
| **Job title:** |  |
| **Email:** |  |

**Section 1**

**Please explain why you are applying for this award:**

**Summary of education workload**:

Please provide a summary of your education workload in order to place your achievements into context.

**Job Plans**

Where relevant, how much of your job plan is allocated to education?

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**Section 2**

Please complete **three sections (from 1 – 6)** with a summary of your contribution to undergraduate teaching/support for teaching (maximum 250 words per section). Bullet points may be used. You may find the guidance notes helpful in deciding which sections are most appropriate for your application and what information to include.

If you are applying as a team, please ensure that **Section 7 - Team Work**is also completed.

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| **1. Quality of teaching and/or facilitation of student learning:** approaches to teaching and/or teaching support that influence, motivate and inspire students to learn |
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| **2. Quality of course design:** contribution to the design and planning of learning activities beyond individual teaching sessions and/or consideration of teaching activities as a whole and working towards their optimisation for students |
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| **3. Approach to assessment:** evidence of the enhancement of the formative and summative assessment processes |
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| **4. Student support and guidance:** evidence of your contribution to student support and pastoral care  |
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| **5. Professional development:** reflection on your contribution to learning and teaching and your own development as an educator and/or reflection on the modules you administer and your own professional development |
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| **6. Innovation:** evidence of innovation in student learning/teaching/evaluation/assessment etc. |
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| **7. Teamwork (Team applicants only):** 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. |
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Is there any other additional, relevant information you would like to provide to support your application? (maximum 250 words)

**Documentation:**

Please provide the following with your completed application form:

* Your current job description.
* Supporting evidence of how you go **‘above and beyond’** what is expected of you re undergraduate teaching/support for teaching as part of your job. Please provide examples, rather than full documents, where appropriate and include an explanation of each document’s relevance to the application.

Please list the supporting information below:

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| **Example** | **Reason for inclusion** |
|  |  |

**The application deadline is 5pm on Friday 02 February 2024. Before submitting your application to** **medsch.qaeu@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**

**Excellence** **in Medical Education Awards**

 **Section 3 – Reference**

This section should be completed by your referee and can either be submitted with the rest of your application or under separate cover. Your referee should be a senior colleague, who has a good knowledge and understanding of your contribution to undergraduate medical education.

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| **Applicant/Team:** |  |
| **Referee’s name:** |  |
| **Role/Job title:** |  |
| **Position in relation to applicant (e.g. line manager):** |  |
| **Department/Division/Trust/Site:** |  |
| **Email:** |  |

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| **In your opinion, how is the applicant/team suitable for an Excellence in Medical Education** **award?** |
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**In your opinion, does the applicant/team demonstrate a commitment to medical education, which is over and above what would normally be expected for someone in their job role(s) (e.g. time, effort and contribution)?**

**Yes No**

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| **Are there any other comments you would like to make** (max 100 words) |
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**Referee’s signature**: (electronic signatures are acceptable)