

Effective Consulting Labs Tutor Recruitment Information 2023-24

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Background

At Bristol Medical School, a key component of the curriculum is Effective Consulting (EC) which runs throughout years 1-5 providing integrated learning opportunities in Clinical Reasoning, Clinical Communication and Clinical Skills. In years 1 and 2 Effective Consulting comprises campus-based teaching (EC Labs) and Clinical Contact which alternates between primary and secondary care.

An EC Lab is so called to reflect its theoretical and practical nature: a place of testing, collaboration and participation. As EC Lab tutors, doctors facilitate small groups (8-12 students) guiding them in development of early reasoning, communication and clinical skills.

In year 1, students have 10 EC lab sessions across the year. Three in Foundations of Medicine (FOM) and a further seven during the Human Health and Wellbeing block (HHW). Each session is themed around our toolkit for teaching and learning about clinical encounters ([COGConnect](#)) and aligned to broader topics during FOM and HHW.

In year 2, students have 12 EC labs. Students revisit the [COGConnect](#) toolkit during Teaching Block 1 (Oct – Dec, 4 sessions). Then, during Teaching block 2 (Jan – June, 8 sessions), the emphasis shifts to putting the whole consultation into practice in the context of symptom-based learning.

Our EC lab tutors play a vital part as doctor role models, facilitating the development of collaborative, creative and compassionate groups, and curious individuals. Tutors will support them in their early clinical learning, providing a safe space for them to try out new consulting skills with colleagues and simulated patients.

Feedback from previous EC lab tutors:

- *"It has been a privilege to work as part of the EC team this year - thank you for your brilliant learning materials!"*
- *"It is such a fantastic course and a real privilege to be part of first year education, watching the students grow and develop over the course of the year."*
- *"I have really enjoyed seeing the students develop their consulting skills and grow in confidence over the year. They have challenged me and worked hard to shape their own consulting styles."*
- *"What I've really enjoyed in being an EC tutor this year is how much the students have inspired me and motivated me. Their engagement and enthusiasm has been wonderful. Thank you for the opportunity."*
- *"I have really enjoyed the past year and piecing together COGConnect with the students, seeing them make connections and activate so effectively."*
- *"I have really enjoyed teaching this year and it has reminded me how much I value medical education within my career. Thank you for being such a dynamic and supportive team."*

Role Summary for an EC Lab tutor:

All of our EC Lab tutors are clinicians All the learning and teaching material is centrally developed and provided, along with clear session plans for tutors.

Our expectations of you

- Follow the teaching programme provided by the EC team which outlines clear objectives and structured activities.
- Facilitate all core learning material and cover the stated learning objectives each session
- Prepare for sessions by reading the tutor guide and associated material. You are welcome to attend/watch the preparatory lecture as part of your preparation although there is no additional payment for doing so.
- Guide and support students as they first learn about, and then begin to practise the clinical communication, clinical reasoning and clinical skills needed for Effective Consultations. Help students bring together theory and practice, content and process in the Clinical Consultation.
- Work with actors as simulated patients
- Facilitate a safe group space, with good group dynamics
- Be a clinical role model for early years students
- Understand and be able to implement the principles of good feedback
- Provide feedback to students and help students to develop their own reflective practice
- Facilitate peer led feedback
- Identify students in difficulty and be familiar with university protocols for signposting to appropriate resources
- To ensure concerns about student academic progress and/or pastoral concerns are raised with the EC Year leads
- Be open to peer review and willing to develop your own practice
- Learn from colleagues and be prepared to share learning with tutor peers
- Feedback to EC leadership team on what works well, and what could change
- Record and report student absences within 48 hours of a session
- Agree to teaching on the proposed dates or offer ad hoc sessions as a cover tutor.
- Attend the required training sessions
- Liaise with the administrative team and year leads as soon as possible if you are unable to teach
- Be punctual and keep to time
- Facilitate a group of up to 12 students as described above
- Respond to student requests for feedback (Team Assessment of Behaviour) for their ePortfolio
- Tutors are also expected to provide feedback on student's creative assignments: full guidance and support is provided.

What you can expect from the EC team at the University

The learning material is released one week in advance for both students and tutors. A briefing email is sent before each tutorial, and the Lab Leads for EC are available to answer questions in advance. Effective Consulting has a dedicated administrator, who can provide logistical, technical and financial information and support. The EC team and group of tutors provide and facilitate a community of support and tutor led learning which we have found invaluable both for sharing top tips and any difficulties.

Training in the use of all teaching materials and delivery methods is provided. Support is ongoing throughout the year.

Teaching sessions are remunerated at a clinical payment rate, training is provided free of charge.

Time commitment

Tutorials: Each EC Lab teaching session is 1 hr 50 minutes. All sessions occur on a Thursday. There are 3 potential time slots (see Appendix - please note these are fixed due to student timetables and room allocations). Preparation of 1 hour is allocated for each session. In total, one teaching session attracts 3 hours of payment.

Year 1 and 2 EC Labs occur in different weeks. You can apply to be either a Year 1 EC lab tutor and/or a Year 2 EC Lab tutor. Please note your preferences will be considered but we may not be able to allocate all tutors to their preferred year group or number of sessions. The maximum number of EC Lab sessions that one tutor can run regularly is 2, with ad hoc cover in addition. If you are not able to commit to teaching all dates this year, please let us know if you would like to be a cover tutor.

Training: All tutors are required to attend the pre-course training.

What remuneration is available?

Payment is for sessions taught only and is commensurate with University Clinical Teacher rates. The rate for teaching this year is £86.66 per hour for self-employed individuals and £65.00 per hour (*inclusive of annual leave entitlement*) for Teaching Support Role (TSR) contracted staff. There will be more details to follow in a dedicated payment FAQ's document.

Additional information 2023-24

Teaching dates are currently provisional, but we acknowledge that you will sign up to the dates as offered. We ask that tutors commit to delivering all scheduled sessions throughout the academic year.

We commit to providing at least 6 weeks' notice of a change in date and would ask that you also provide at least 6 weeks' notice if you are unable to teach because your clinical circumstances have changed.

Who are the EC team?

A team of clinician medical educators with administrative support:

Professor Trevor Thompson
Dr Juliet Brown
Dr Jessica Buchan
Dr Gayani Herath
Rhys Morton

Contact Email: medi-effective-consulting@bristol.ac.uk

We also work closely with GP colleagues in Primary Care across North and South Bristol and Secondary Care Colleagues in North and South Bristol academies, and a dedicated team of Clinical Teaching Fellows to deliver the clinical provision within Effective Consulting.

Criteria for an Effective Consulting Lab tutor, Bristol Medical School

	Essential	Desirable
Experience & Knowledge	<ul style="list-style-type: none"> Experience of teaching medical undergraduates 	<ul style="list-style-type: none"> Small group facilitation experience Awareness of basic educational principles and theories Experience of facilitating undergraduate learning in clinical skills, clinical communication and/or clinical reasoning Experience of working with simulated patients Understanding of the structure, principles and aims of the MBChB curriculum Experience in providing and engaging in feedback with learners
Skills	<ul style="list-style-type: none"> Ability to quickly establish an effective, safe and student-centred learning environment Ability to work with simulated - patients to facilitate students' skills practice Ability to appropriately use a range of learning activities 	<ul style="list-style-type: none"> Team motivational skills Understanding of group process and group dynamics
Personal Attributes	<ul style="list-style-type: none"> Strong interest in clinical medical education An interest in the consultation itself Ability to work within a team Ability to work with student's personal processes, to support the pastoral care of students, within the framework of Bristol Medical School Commitment to advance own educational capability through evaluation, reflection and continuous learning Interest in using arts-based approaches A willingness to learn and try new things Willing and able to be a good clinical role model Demonstrate an appropriate understanding of Equality and Diversity issues Flexible and creative approach to teaching and learning Willingness to engage in peer observation and feedback 	
Qualifications	<ul style="list-style-type: none"> A Medical Degree GMC licence to practice OR GMC registration within 2 years of cessation of clinical practice OR clinically trained but no longer practicing, with a significant educational experience 	<ul style="list-style-type: none"> Teaching qualification Previous experience of Effective Consulting

Reporting To:

The EC lab tutor will report to the Year 1 and 2 EC Leads.

Formal line management and appraisal remain within the EC tutor's clinical environment. The EC team do not provide formal appraisal documentation for this role.

Application Details

All applications from suitably qualified individuals will be considered. All posts are offered for one academic year.

The recruitment period is open between 18th April – 16th May 2023 (but may be extended if recruitment needs are not met during this time period). Your application form will be considered by the Year leads and matched to our teaching needs. All applicants will be notified of the outcome by the end of June 2023.

We anticipate that occupational checks will take place in July - September and all staff should be registered with the relevant university departments by the start of September. If offered a post please ensure you respond to requests for information in a timely manner, as delays may affect your ability to access university teaching resources in time for the first tutorial.

For an informal discussion please contact: medi-effective-consulting@bristol.ac.uk

Please feel free to share this information with any interested clinical colleagues.

Application Form

To apply for Effective Consulting 2023-24, please complete the online application form here:

[Effective Consulting – Tutor Application Form 2023-34](#)

APPENDIX: Provisional Teaching Dates 2023-24

Please note all teaching dates are provisional.

Pre course training date 14th September 2023 09.30am - 3.30pm

Teaching session times for both Year 1 and Year 2 are:

- 09.00 – 10.50
- 11.30 – 13.20
- 14.00 – 15.50

All teaching takes place on **Thursdays**.

Effective Consulting 2023-24 Lab Dates:

Year 1 Effective Consulting Dates	Year 2 Effective Consulting Dates
<i>Foundations of Medicine (Teaching Block 1)</i>	<i>System-based Teaching (Teaching Block 1)</i>
Lab 1: 28 th September 2023	Lab 1: 26 th October 2023
Lab 2: 19 th October 2023	Lab 2: 9 th November 2023
Lab 3: 16 th November 2023	Lab 3: 23 rd November 2023
<i>Human Health and Wellbeing (Teaching Block 2)</i>	Lab 4: 7 th December 2023
Lab 4: 11 th January 2024	<i>Symptom-based Teaching (Teaching Block 2)</i>
Lab 5: 25 th January 2024	Lab 5: 18 th January 2024
Lab 6: 8 th February 2024	Lab 6: 1 st February 2024
Lab 7: 22 nd February 2024	Lab 7: 15 th February 2024
Lab 8: 7 th March 2024	Lab 8: 29 th February 2024
Lab 9: 25 th April 2024	Lab 9: 14 th March 2024
Lab 10: 9 th May 2024	Lab 10: 18 th April 2024
	Lab 11: 2 nd May 2024
	Lab 12: 16 th May 2024