MBBS Academic Lead (Assessment)
University College London (UCL)

Candidate Pack | June 2023
Candidate Pack

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01. Executive Summary

Since 1826, UCL has championed independent thought by attracting and nurturing the world’s best minds. UCL is a diverse global community of world-class academics, students, industry links, external partners, and alumni. Its powerful collective of individuals and institutions work together to explore new possibilities. UCL is one of the world’s premier universities; ranked eighth in the world by the QS World University Rankings (2023).

UCL Medical School (UCLMS) is ranked 6th for Medicine in the 2023 QS World University rankings. The School’s goal is to educate ‘The UCL Doctor’: a highly capable, and patient-centred clinician, equipped to practise medicine in a professional, inclusive, and sustainable way grounded in science and best practice.

UCL Medical School is delighted to invite expressions of interest for an Academic Lead for Assessment across the UCL MBBS Programme. This is a prestigious and strategic role which interfaces with several national bodies including the GMC, Health Education England and the Medical Schools Council. Its importance will be recognised by appointment at Grade 9 (Associate Professor) or above in the UCL Academic Careers Framework.
02. About UCL

Founded in 1826 in the heart of London, UCL is a diverse global community of world-class academics, students, industry links, external partners, and alumni. Its powerful collective of individuals and institutions work together to explore new possibilities. UCL is one of the world’s premier universities; ranked eighth in the world by the QS World University Rankings (2022). UCL brings together a diverse and unique community of committed, engaged and intellectually curious students. It has nearly 44,000 students from over 150 countries, of whom 20,000 are undergraduates and 24,000 are postgraduates. UCL currently employs approximately 13,000 staff with 37% coming from countries outside the UK. There are 11 Academic Faculties, currently offering 440 undergraduate programmes and more than 675 postgraduate programmes.

Vision

UCL is one of the world’s leading multidisciplinary universities. It operates in a global context and is committed to excellence, innovation, and the promotion of global understanding in all of its activities: research, teaching, learning, enterprise, and community engagement. UCL aspires to provide a supportive environment for staff and students where academic insight and pioneering thinking can thrive, deepening knowledge and developing solutions to problems worldwide. UCL academics are encouraged to collaborate with others who share their dedication to excellence and passion for knowledge, irrespective of where they are in the world.

Research

The excellence of research at UCL and its positive real-world impact has improved since 2014, according to the Research Excellence Framework 2021 (REF) assessment results. UCL came second in research power, consolidating its position at the top of the table between Oxford (1st) and Cambridge (3rd). 93 per cent of their research was graded 4* ‘world leading’ and 3* ‘internationally excellent’.
02. About UCL Medical School

UCL Medical School is part of the **Faculty of Medical Sciences** which, working collaboratively with the **Faculty of Brain Sciences, Faculty of Life Sciences** and **Faculty of Population and Health Sciences**, is a major biomedical research centre and a leader in medical and health research with one the largest and most renowned groupings of academics in biomedical, life and population health sciences.

The **Faculty of Medical Sciences** brings together UCL Medical School and six of UCL’s Divisions and Institutes, creating a powerhouse of medical science research and teaching: **UCL Medical School, UCL Division of Medicine, UCL Cancer Institute, UCL Eastman Dental Institute, UCL Division of Infection and Immunity**, and **The UCL Division of Surgery & Interventional Science**.

UCL has educated doctors since 1834 and the medical school sits in the heart of London. Working closely with several major teaching hospitals, it provides a truly world-class medical education.

Many UCL Medical School alumni have gone on to become high-profile figures and leaders of the medical profession across the globe. The current Presidents of the Royal College of Physicians and the Royal College of Surgeons are our alumni.

UCL Medical School is currently ranked 6th in the world in the QS World University Rankings by Subject (2023) and UCL is ranked 8th overall.
Units

It comprises four units:

- **MBBS**: The [MBBS Management Unit](#), which houses the six-year undergraduate medical programme;
- **PGME**: The [Postgraduate Medical Education Unit](#), their postgraduate taught programmes and continuing professional development courses;
- **RDME**: The [Research Department of Medical Education](#), home to their education research activity and research students;
- **CIMEC**: The [Centre for International Medical Education Collaborations](#), their knowledge transfer and consultancy unit.

Mission and Strategy

UCL Medical School is dedicated to delivering world class education, research, and other scholarly activities within medical education that benefit patients and society, healthcare practice and practitioners and the healthcare education community nationally and internationally. The Division strives for excellence across teaching, research and knowledge transfer activity and aims to be a pathfinder for achieving and maintaining world-class and sector-influencing activity across these three domains.

The Division aims to attract and develop the most able and committed students, academics and professional services staff to enable it to become the leading Medical School in the UK and among the top five in the world.
Campuses

Core medical education is provided at UCL and three central clinical campuses.

The **Bloomsbury campus** has its clinical facilities at University College Hospital (UCH), the National Hospital for Neurology and Neurosurgery, the Heart Hospital and the Elizabeth Garrett Anderson Hospital. The new sixteen-storey UCH building provides excellent healthcare facilities, as well as being a centre of international importance for clinical teaching and research. The Cruciform hub provides a new medical library within the lower ground floor of the Grade II-listed Cruciform Building, and includes a library, quiet study spaces, group workspace, computer clusters and teaching rooms.

The **Royal Free campus** in Hampstead is the site of the Royal Free Hospital. The campus has an excellent infrastructure with three recently refurbished lecture theatres, 12 seminar rooms, a well-equipped clinical skills facility and a newly opened large informal student learning space (the student hub). The campus also hosts Medical School offices, the Clinical Skills Centre, and the Royal Free Hospital Medical Library.

The **Whittington campus** in Archway is the site of the newly refurbished Whittington Hospital, with a new Undergraduate Education Centre. UCL created a modern teaching and learning space over two floors in the Highgate Wing in partnership with NHS Whittington Health. The Undergraduate Centre at the Whittington Campus is located on Level 3 of the Highgate Wing. The Hub, based in the Highgate Wing includes a social learning space, room for quiet individual study, a book collection, computer cluster and seminar rooms.
03. Role Description

UCL Medical School is delighted to invite expressions of interest for an Academic Lead for Assessment across the UCL MBBS Programme. This is a prestigious and strategic role which interfaces with several national bodies including the GMC, Health Education England and the Medical Schools Council. Its importance will be recognised by appointment at Grade 9 (Associate Professor) or above in the UCL Academic Careers Framework.

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This leadership role is suitable for academic and consultant staff, or those with an allied clinical background. The role holder requires a strong interest in medical education and research and a commitment to high-quality experience for medical students aligned with the GMC’s Outcomes for Graduates (2018), MBBS curriculum and assessment requirements, and Medical Licensing Agreement (MLA).

The role is ideally being offered at 0.6–0.8 FTE/6–8 PAs.
Key Responsibilities:

- Leadership of the MBBS Assessment and Feedback Unit (AFU);
- Line management of academic and professional services colleagues in the AFU;
- Curation of a scholarly approach to educational research and innovation within assessment consistent with UCLMS’ position as a world leading medical school;
- Growth of a culture of excellence, innovation and collaboration in undergraduate assessment;
- Liaison with the Medical Schools Council Assessment Alliance, GMC and Health Education England;
- Leadership of formative and summative assessments for the MBBS Programme;
- Provision of assessment and feedback strategy, governance, policy and design based on current research, contemporary evidence, best practice and excellence in assessment;
- Development of a comprehensive system of assessment including Applied Knowledge Tests (AKT), Clinical and Professional Skills Assessments (CPSA) and work-based assessment/e-Portfolio which supports student development of professional and clinical skills and embedding of the GMC’s Medical Licensing Assessment;
- Oversight of the coordinated implementation of high-quality assessments throughout the MBBS programme aligned with our MBBS Curriculum Map and GMC’s requirements;
- Provision of academic support for Year and Module leads and other UCLMS staff contributing to the assessment process, including training, blueprinting and quality assurance of AKT and CPSA assessments;
- Oversight of the development and maintenance of UCLMS question banks mapped to the MBBS Curriculum Map and Intended Learning Outcomes;
- Determination of appropriate standard setting processes and leadership on the facilitation of standard setting;
- Development and oversight of appropriate examiner training;
- A teaching load of 0.1FTE, such as postgraduate assessment methodology and undergraduate lectures focused on preparation for assessment;
- Preparation and presentation of final mark sheets to Exam Boards incorporating pre-Exam Board analysis of question performance, examination reliability and adjustment of marks resulting from these reviews, and post-hoc psychometric analyses;
- Ensuring compliance with UCL and UCLMS’ regulations and policies;
- Management of effective and transparent assessment communications with the student body;
- Provision and interpretation of appropriate psychometric data on assessments;
- Monitoring of the BAME Awarding Gap data using local and GMC data;
- Quality assurance of the assessment process including review of external examiners’ reports, responses and actions.

The Academic Lead for Assessment will participate in the following Committees:

- Member of UCL Medical School Executive Committee;
- Member of MBBS Teaching Committee and relevant Sub Committees;
- Deputy Chair of MBBS Board of Examiners;
- Member of relevant Sub Boards and Panels of Examiners;
- Member of Medical Schools Council Assessment Alliance.
04. Person Specification

The successful candidate will be expected to demonstrate evidence of the following skills, capabilities and experience:

**Essential criteria**

- Commitment to, and enthusiasm for, undergraduate medical education;
- Thorough knowledge and experience of medical education in Higher Education;
- Masters (or equivalent) qualification;
- Proven ability to lead a diverse team with a strong work ethic and to exercise leadership, initiative, and personal judgement in developing and delivering strategic goals;
- Proven commitment and ability to advance UCLMS’ capacity for the delivery of a high-quality assessment programme that emulates current best practice and makes best use of available learning technology;
- Practising physician with a primary medical qualification on the specialist register;
- Experience of leading development of an assessment programme and of course/curriculum design, and its effective and sustainable implementation, with and the ability to lead and manage change;
- Demonstrable success in strategy, education, leadership and management, and scholarship within a Higher Education institution and of motivating and encouraging others in this area of activity;
- Evidence of active contribution to Research Excellence Framework (REF) facing scholarly outputs;
- A commitment to one’s own continuing professional development and that of others, with experience of developing the skills of colleagues.

**Desirable criteria**

- Registered on the Specialist register;
- Currently a practising clinician;
- PhD or MD in a relevant discipline, and an international reputation in an area relevant to teaching and scholarship, which may be pedagogy or a specific subject area;
- Evidence of successful implementation of organisational change and quality improvement;
- An international reputation of undertaking high quality research in either Learning and Teaching in Higher Education or in one of the disciplinary areas relevant to UCLMS;
- Membership of and active participation in the Higher Education Academy / Academy of Medical Educators or equivalent;
- Postgraduate qualification in Medical Education (PGcert, Diploma or MSc).
05. Appointment Details and How to Apply

UCL is being assisted in this appointment process by the executive search firm Society (www.society-search.com).

Applications should consist of:

1. a concise covering letter (ideally no longer than two pages), addressing the criteria in the Person Specification;
2. an up-to-date curriculum vitae;
3. names and contact details of three referees (although referees will only be approached at the final stage of the process, and only with your express permission).

General advice on how to write a strong CV and strong covering letter can be found on our website.

To upload your documents via Society’s website, click here.

The deadline for receipt of applications is midday on Monday, 10 July 2023.

Shortlisted candidates will be invited to interview w/c 7 August 2023.

An appointment will be made subject to receipt of satisfactory references. The appointed candidate will be offered a salary that is commensurate with their experience and the seniority of their new role.

We are committed to ensuring that anyone can access our application processes. This includes people with hearing, sight, mobility, and cognitive impairments. Should you require access to this document in an alternative format, wish to apply in a different format, or need any other reasonable adjustments made for you (including at interview), please contact us at inclusion@society-search.com. We also welcome suggestions or comments about any more general access improvements we should consider.
Society is a global executive search firm and a certified B Corporation. 10% of our profits go to charitable causes through The Society Foundation. With colleagues in the United Kingdom, the United States, and New Zealand, we solve senior hiring challenges for responsible businesses and purpose-driven organisations around the world.

We believe that the right candidate, placed in the right organisation at the right time, can initiate a chain reaction of transformative change that will help to deliver a more inclusive and sustainable future.