

Lead Facilitator – Course in General Forensic Medicine (GFM) Job Description

JOB DESCRIPTION

The Faculty of Forensic and Legal Medicine (FFLM) is a Faculty of the Royal College of Physicians. It is a registered charity set up in 2005 to develop and maintain the highest possible standards of competence and professional integrity in the field of forensic and legal medicine. Its purpose is to advance education and knowledge, and develop and maintain good practice, in the field.



Job title:	Lead Facilitator
Tenure:	Fixed Term for 3 years, subject to annual review based on performance, including feedback from course participants
Employer:	Appropriate expenses may be claimed – see FFLM expenses policy/details (insert link). Facilitators will be self-employed contractors to the FFLM for the purpose of this role and therefore responsible for their own tax and NI as appropriate.
Location:	A combination of on-site and remote working London/University of Teesside, Middlesbrough or Darlington campus. Other sites as negotiated. Preparatory work to be completed at home.
Responsible to:	Academic Dean
Key relationships:	Course Facilitators
Working Hours:	Variable depending on where the course is held: from two (8 hour) days with live webinars throughout the rest of the week to a full five day residential commitment. The course may be split (four days one week and the assessment day two-four weeks later). Marking of case studies 4 weeks after course completion. Occasional travel in the UK required with overnight stays.
Grade/Salary:	There are different hourly rates of pay for preparation and reviewing materials, teaching on-line, prerecording sessions and teaching in person. The Finance & Membership manager will confirm the rates prior to any course.

Job purpose:

Lead Facilitator for the Course in General Forensic Medicine (GFM) leading to the University Certificate in Postgraduate Professional Development (UCPPD) in Forensic Medicine. The overall aim of this course in GFM is to provide the theoretical knowledge and practical skills required to fulfil the role of a Forensic Physician or Healthcare Professional.

Key job-specific responsibilities are:

1. Responsibilities: To work with the other facilitators to review and revise the course materials prior to each course, as required.
2. Activities: To act as a facilitator (in-person/virtual) for the course in GFM to present the course materials. To liaise with other facilitators as to who is presenting on any course and when; this includes organising the courtroom skills day (liaison with barrister).
3. To prepare and mark the course assessments as required, including the case studies.
4. The post holder will receive an annual review covering this aspect of their work which may contribute to the supporting information for annual appraisal.
5. Liaise with Teesside University (TU) as required in relation to the preparation of the Course Handbook, the assessment and grading of the students, and the continued certification of the course.
6. The lead facilitator will need to be able to manage student performance and where necessary raise concerns with the Academic Dean and TU as appropriate.

General responsibilities

1. To assist in the development of pre-course reading materials and quiz for participants.
2. To produce teaching materials for the five modules using a wide range of educational methods.
3. To develop valid and reliable course assessments (e.g. case scenarios, single best answer MCQs, OSCEs,) with the ability to mark such assessments including case studies using a marking schedule. Marking might be required against a tight and sometimes short deadlines.

PERSON SPECIFICATION	Essential	Desirable
Relevant medical qualification. On the GMC register with a license to practice - In current practice in FLM - GFM	x	
Holds Membership or Fellowship of the FFLM	x	
Post graduate qualification and/or course in Essential Teaching Skills or equivalent (e.g. GP Trainer)		x
Excellent written & verbal communication skills	x	
Demonstrable leadership and team working skills	x	
Enthusiastic and positive attitude to teaching	x	
Wide experience of working in the field of GFM to include the custody environment, the scene of sudden deaths, the role of the HCP in the examination of complainants of assault, and attendance at hospital/other venues as required for forensic procedures.	x	
Mentoring and/or coaching skills		x
Plans teaching with clearly defined learning outcomes	x	
Ability to tailor teaching to the individual needs of the student	x	
Assessment skills – writing SBA MCQs & OSCEs; mark case studies using a marking schedule	x	
Ability to provide feedback and reflect on feedback received	x	
FFLM Examiner		x
Appraiser		x
In good standing with the GMC and the FFLM	x	
Evidence of appraisal within the last year and revalidation date	x	

Confidentiality

The course content must not be shared without permission of the FFLM and any individual holding the copyright.

This is essential as the assessment materials may be taken, in part, from the FFLM Examinations' question bank and will be password protected. No password should be shared with any other individual.

In the course of the post-holder's duties, he/she may have access to confidential material about the role or work of the FFLM, its examinations, discussions, correspondence, or other business.

On no account must confidential information be divulged to anyone other than authorised persons. If in doubt, the post holder should seek advice from a senior officer of the FFLM.

Breaches of confidentiality will/may result in disciplinary action.

HEALTH AND SAFETY, SECURITY, EQUAL OPPORTUNITY & IMPROVING WORKING LIVES

Health & Safety/Security

It is the duty of every post-holder to adhere to the Health & Safety Policy and work in such a way that risks are identified, and accidents are avoided, this applies to the individual as well as colleagues. Any concerns must be brought to the attention of the FFLM administration team, and the Registrar as soon as is practicable.

It is the individual's responsibility to ensure a secure environment and bring any breach of security or confidentiality to the attention of the Faculty administration team and the Registrar.

Equal Opportunities, Respect and Dignity at Work, and Improving Life at Work

The FFLM is committed to:

- equality of opportunity and diversity in the workplace; all Faculty post-holders, as well as salaried staff are responsible for ensuring that this is delivered in practice

- respect for others: all Faculty post-holders, and salaried staff must know what is expected of them and ensuring that demonstrate consideration and respect for all with whom they have contact

The FFLM will not tolerate any form of bullying or harassment and will investigate any reports of such behaviour and institute disciplinary action where appropriate.

Please see below for Organogram showing the relevant professional working structure:

Academic Dean



Lead Facilitator



Facilitator