

# **Clinical Teaching Fellow In Medical Education**

## **Applicant Information**



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## **Clinical Teaching Fellow in Medical Education Full Time Fixed Term for 1 year**

**1 year fixed term from 6th August 2025 until 4<sup>th</sup> August 2026  
Salary Scale – £45,504 - £60,199**

Looking for a new and exciting challenge? Then think about working in NHS Forth Valley in the heart of Scotland.

NHS Forth Valley Department of Medical Education seeks an enthusiastic trainee wishing to develop an interest in teaching and training. Working in association with the Director of Medical Education, Deputy Director of Medical Education, Head of service, the Undergraduate Co-ordinator and the three Hospital Sub-Deans (representing the Scottish Medical Schools), the holder of this clinical teaching fellow post will help provide and enhance the quality of undergraduate teaching and training provided by NHS Forth Valley.

This post will also provide opportunities for involvement in educational research and development and may provide the post holder an opportunity to get involved in developing skills in the Scottish Clinical Simulation Centre, which is located adjacent to the Medical Education Department. The holder will be expected to undertake a Certificate or Diploma in Medical Education and will be financially supported (partially) in this.

These posts will be for one year, subject to satisfactory performance, and is designed to be undertaken as out-of-programme experience (OOPE) during specialty training. It is hoped that the post-holder will be able to continue some sessions (one or two each week) of clinical work in Forth Valley hospitals.

Candidates with a minimum of 3 years full GMC registration experience in a hospital specialty, a strong interest in medical education, excellent communication skills and a high level of personal initiative are invited to apply. Candidates with 2 years' experience may apply if in possession of an additional higher degree.

Informal enquiries, which we encourage, should be made to Tanya Somerville, Head of Service ([tanya.somerville@nhs.scot](mailto:tanya.somerville@nhs.scot)), Dr Craig Anderson, Dr Rebecca Gibney and Dr Arman Shirandami, current Clinical Teaching Fellows, 01324 567478 or to Rachael Angus-Felton, Undergraduate Co-ordinator, 01324 567619 or [rachael.angusfelton@nhs.scot](mailto:rachael.angusfelton@nhs.scot).

You can look forward to a warm welcome and strong support from colleagues. Our hospital is situated in the heart of Scotland, nestled against the Loch Lomond and Trossachs National Park, and close to vibrant towns that are richly endowed with excellent cultural and sporting facilities, offering good transport links to Edinburgh and Glasgow.

To apply for these posts, please visit the job posting on the NHS Scotland Job Train website.. Applicants should have full GMC registration and a licence to practise.

Closing date: Monday 24<sup>th</sup> March 2025

Interview date: TBC

Please quote reference number 208971 on all correspondence.

## Introduction to NHS Forth Valley

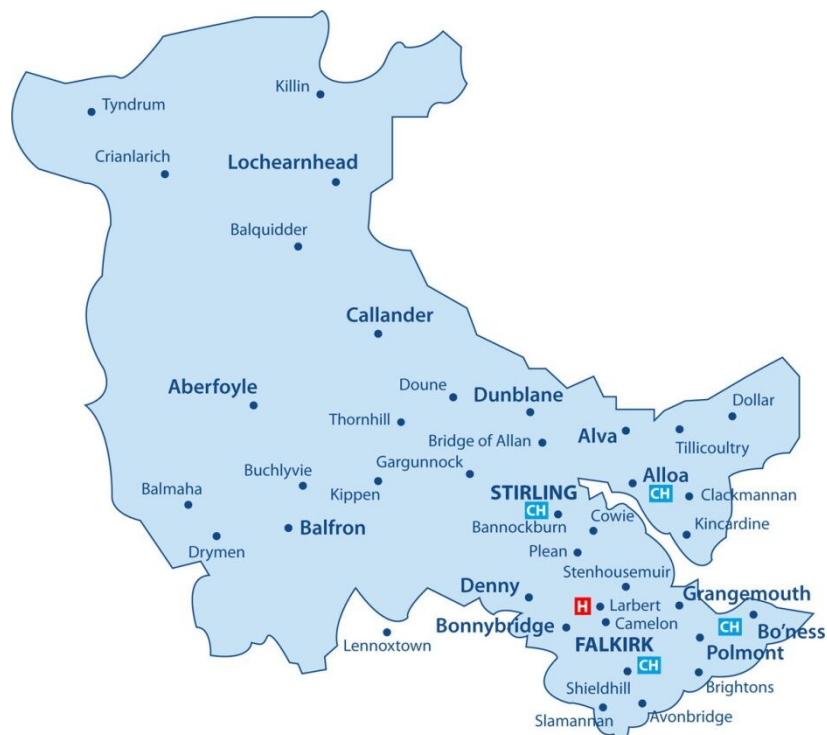
NHS Forth Valley is one of 14 regional health boards in Scotland and serves a population of nearly 310,000 in a diverse geographical area which covers the heart of Scotland and covers three council areas, [Clackmannanshire](#), [Stirling](#) and [Falkirk](#).

NHS Forth Valley has an annual budget of approximately £570 million and is the largest employer in the area, with approximately 8000 staff from a wide range of professional and support occupations. Acute Services are based in our modern, purpose built 860 bedded, Forth Valley Royal Hospital, which opened in 2011 and provides inpatient and outpatient services. It is supported by a network of four [community hospitals](#), 56 health centres, day centres providing care and support for patients with mental illness and learning disabilities and a wide range of community based services.

We are home to the [Scottish Centre for Clinical Simulation and Human Factors](#), one of the most advanced training facilities of its kind where medical staff are able to hone their skills using computerised mannequins. In addition, NHS Forth Valley has been named in a survey of trainee doctors as one of the top places to be in the UK for medical education and training.

There are two Health and Social Care Partnerships (HSCP) which cover the Forth Valley area – one for [Clackmannanshire and Stirling](#) and one for [Falkirk](#).

Further information is available at [www.nhsforthvalley.com](http://www.nhsforthvalley.com)



## The Forth Valley Area

Forth Valley, in the heart of Scotland, is an exciting place to live and work. Transport links are second to none with excellent motorway and rail links and two international airports nearby, Edinburgh and Glasgow. House hunters in the Forth Valley area are spoiled for choice. On offer are a large array of established and new properties in a variety of attractive settings.



Education in the area is first class, with excellent provision of pre-school, primary and secondary education. State schools in the area have strong reputations and there is also easy access to the area's private schools in Dollar and Crieff. On the further education front, Stirling boasts an excellent University and access to the University cities of Glasgow and Edinburgh is easy. There are also further education Colleges in Falkirk, Stirling and Alloa.

### Stirling Area

A wee city with a big history, Stirling punches well above its weight for historic attractions and spectacular scenery, not to mention shopping, places to eat and exciting events. Visit Stirling and take in the magnificent views from [Stirling Castle's](#) hill-top esplanade towards the [National Wallace Monument](#) on the edge of the rolling Ochil Hills before looking north east for the mountain peaks of [Loch Lomond & The Trossachs National Park](#). Find out more about the area on [Your Stirling](#).

### Falkirk Area

The Falkirk area is steeped in history with a wealth of attractions, including two of the world's most unique, including, [The Falkirk Wheel](#) and [The Kelpies](#) in [The Helix Park](#). Plus the Falkirk area has a significant section of the [John Muir Way](#). [Falkirk](#) is a historic town centre with a traditional high street and lots of things to be doing with two large shopping centres. Find out more about the area on [Visit Falkirk](#).

### Clackmannanshire Area

Clackmannanshire lies between the majestic Ochil Hills and the River Forth and provides the perfect year-round base to explore the stunning countryside, rich history, medieval castles and tower houses. For leisure, there are six golf courses, a luxury spa and a major shopping outlet. Find out more about the area on [Discover Clackmannanshire](#).

## Job Description

**Job Title:** Clinical Teaching Fellow (CTF) in Medical Education  
NHS FV Medical Education Services

**Posts:** 2 posts

**Tenure:** Fixed term for 1 year

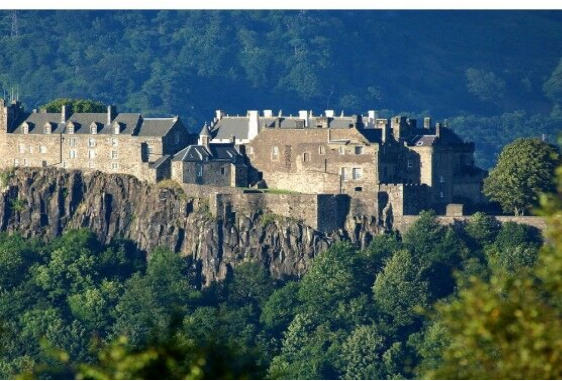
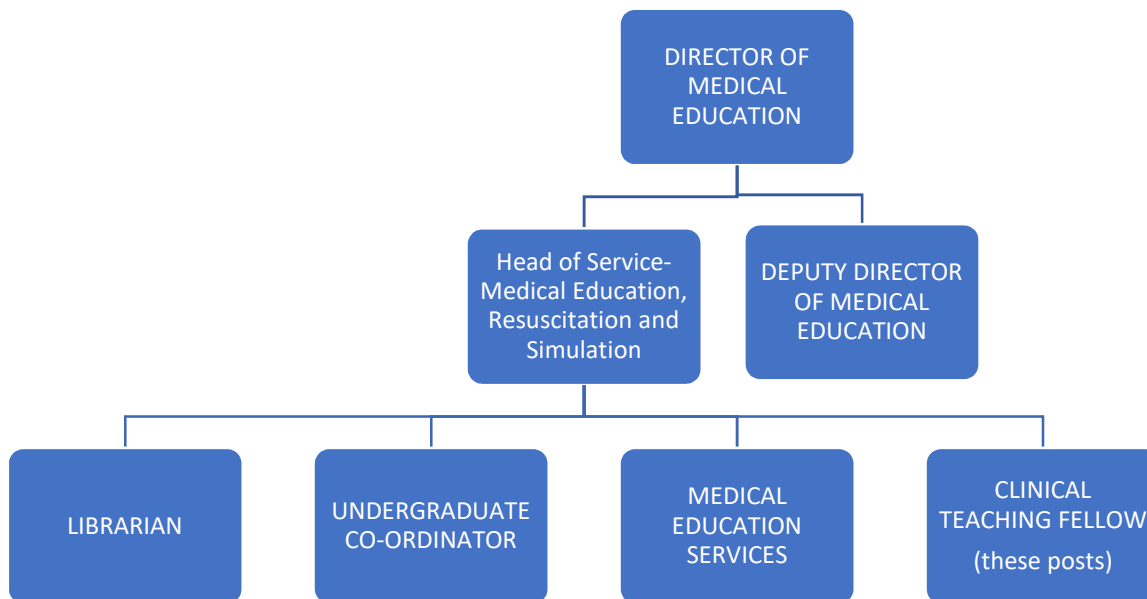
**Hours of Work:** Full time– up to 40 hours per week

### Background

#### Job Purpose

- To co-ordinate and facilitate the delivery of the medical undergraduate teaching programme in NHS Forth Valley.
- To cover the planned absence of consultants who are unable to deliver their scheduled teaching due to the on-call and post-receiving rotas, thereby ensuring continuity of student education.

#### Organisational Position



## **Dimensions**

The Medical Education Department at NHS Forth Valley seek to appoint enthusiastic individuals to assist with the delivery of undergraduate teaching in NHS Forth Valley. Both the teaching and clinical duties will be based in the Forth Valley Royal Hospital. These posts would ideally suit existing medical or surgical trainees wishing out-of-programme experience in medical education. The post holders will be expected to:

- Develop a wide-ranging understanding of educational theory and teaching methodology, complemented by the pursuit of a diploma in medical education or equivalent.
- Pursue and evidence a wide-ranging portfolio of teaching experience including some of each of the following: PBL teaching, small group bedside teaching, small group class room teaching, case based discussion for students, clinical skills teaching, OSCE examining.
- Develop understanding and skill in the use of teaching aids and tools.
- Develop understanding and skill in the use of common work-place based assessments; constructive feedback, structured debrief and assessment question construction
- Ensure that all teaching episodes are planned and well –constructed.
- Reflect on teaching evaluation and identify areas for further improvement

## **Main Duties / Responsibilities**

- It is anticipated that up to 4 sessions a week will be devoted to undergraduate teaching activities (worked flexibly). NHS Forth Valley is actively involved in teaching year 3, 4, 5 and 6 medical students from Glasgow, Edinburgh and Dundee.
- Two clinical sessions per week in the trainees chosen specialty. Clinical duties will be tailored to match the training needs of the successful candidates
- The successful candidate will be expected to enrol for a higher teaching qualification (e.g. Certificate or Diploma in Medical Education )

## **Equipment and Systems**

Extensive use and knowledge of:

- Microsoft O365 – Email, Word, Excel, Powerpoint for presentations of teaching programmes
- e-Portfolio

Training will be provided for the following clinical applications

- TrakCare
- SCI Stores
- ECS
- EDMS
- PACS
- APEX

### **Assignment and Review of Work**

The post holder(s) will report to the Deputy Director of Medical Education for educational supervision and the Head of Service for day-to-day issues, liaising with the Undergraduate Co-ordinator and exercise initiative and operate with a degree of autonomy. The post holders will be assigned an Educational Supervisor.

### **Communication and Relationships**

Primary relationship within NHS Forth Valley is with the Head of Service. Communication is also expected with the Forth Valley Undergraduate Co-ordinator all NHS Forth Valley Educational Leads and teaching staff and health care students on placement at Forth Valley.

### **Physical Demands of the Job**

- Handling laptops projectors etc for presentations
- Part task trainers

### **Most Challenging / Difficult Parts of the Job**

- Prioritise and organise unpredictable workloads, undertaking a variety of tasks simultaneously when the workplace is busy.
- Balance teaching delivery and planning with clinical commitments whilst undertaking a higher qualification in medical education.

### **Knowledge, Training and Experience required to do the job**

- Experience in general medicine or general surgery (at least 3 years at post registration level- 2 years' experience will be accepted if candidate in possession of an additional higher degree)
- Possession of a postgraduate examination to at least part 2
- Excellent interpersonal and communication skills.

- IT literate
- Interest in undergraduate education
- Previous presentation experience
- Previous teaching experience

**Person Specification**  
**Clinical Teaching Fellow in Medical Education**

**Entry Criteria**

Essential Criteria	When Evaluated <sup>1</sup>
<p><b>Qualifications</b> Applicants must have:</p> <ul style="list-style-type: none"> <li>• MBChB</li> </ul>	<p>Application form / Interview/ pre-employment check</p>
<p><b>Eligibility</b> Applicants must:</p> <ul style="list-style-type: none"> <li>• Be eligible for full registration with, and hold a current licence to practice from the GMC at the time of application</li> <li>• Have evidence of 36 months experience after full GMC registration from the intended start date ... (FY3 / ST1 can apply if in possession of an additional higher degree)</li> <li>• Be eligible to work in the UK</li> <li>• Advanced Life Support Certificate from the Resuscitation Council UK or equivalent (as required to complete Foundation competencies) by intended start date.</li> </ul>	<p>Application form, interview/selection centre</p>
<p><b>Fitness to practise</b></p> <ul style="list-style-type: none"> <li>• Is up to date and fit to practice safely</li> </ul>	<p>Application form, References</p>
<p><b>Language skills</b> Applicants must have demonstrable skills in written and spoken English, adequate to enable effective communication about clinical topics with patients and colleagues; as demonstrated by one of the following:</p> <ul style="list-style-type: none"> <li>• undergraduate medical training undertaken in English;</li> </ul> <p>or</p> <ul style="list-style-type: none"> <li>• academic International English Language Testing System (IELTS) results showing a score of at least 7.0 in each domain (speaking, listening, reading, writing), with an overall score of at least 7.5, to be achieved in a single sitting and within 24 months of the time of application</li> </ul> <p>If applicants believe they have adequate communication skills, but do not have evidence in one of the above forms, they must provide alternative supporting evidence of language skills</p>	<p>Application form, interview/selection centre</p>
<p><b>Health</b> Applicants must meet professional health requirements (in line with GMC standards / Good Medical Practice)</p>	<p>Application form, pre-employment health screening</p>
<p><b>Application completion</b></p> <ul style="list-style-type: none"> <li>• ALL sections of application form completed FULLY according to written guideline</li> </ul>	<p>Application form</p>

<b>Selection Criteria</b>		
<b>Essential Criteria</b>	<b>Desirable Criteria</b>	<b>When Evaluated</b>
<b>Qualifications</b>		
<ul style="list-style-type: none"> <li>• MBChB</li> </ul>	<ul style="list-style-type: none"> <li>• MRCS (UK) or FRCS</li> </ul>	Application form / Interview / References
<b>Career Progression</b>		
<p>Applicants must:</p> <ul style="list-style-type: none"> <li>• Be able to provide complete details of their employment history</li> <li>• Have evidence that their career progression is consistent with their personal circumstances</li> <li>• Have evidence that their present level of achievement and performance is commensurate with the totality of their period of training</li> <li>• Have at least 3 years post registration experience (not including Foundation modules) by the time of the intended start date.</li> <li>• FY3 / ST1 can apply if in possession of an additional higher degree</li> </ul>		Application form Interview/selection centre References
<b>Clinical Skills – Clinical Knowledge and Expertise</b>		
<ul style="list-style-type: none"> <li>• Ability to apply sound clinical knowledge and judgement to problems</li> <li>• Ability to prioritise clinical need</li> <li>• Ability to maximise safety and minimise risk</li> <li>• Recognition of, and ability to undertake the initial management of an acutely ill patient</li> </ul>		Application form Interview/selection centre References

<b>Personal Skills</b>		
<b>Essential Criteria</b>	<b>Desirable Criteria</b>	<b>When Evaluated</b>
<b>Probity – Professional Integrity</b>		
<ul style="list-style-type: none"> <li>• Demonstrates probity (displays honesty, integrity, aware of ethical dilemmas, respects confidentiality)</li> <li>• Capacity to take responsibility for own actions</li> </ul>		Application form Interview/selection centre References
<b>Commitment to Specialty – Learning and Personal Development</b>		
<ul style="list-style-type: none"> <li>• Shows initiative/drive/enthusiasm (self-starter, motivated, shows curiosity, initiative)</li> <li>• Demonstrable interest in, and understanding of, the specialty</li> <li>• Commitment to personal and professional development</li> <li>• Evidence of attendance at organised teaching and training programme(s)</li> <li>• Evidence of self-reflective practice</li> </ul>	Extracurricular activities / achievements relevant to the specialty(s)  Involvement with undergraduate teaching	Application form Interview/selection centre References

## CONTRACTUAL DETAILS

These Clinical Teaching Fellow posts at ST4 level is offered on a full-time, fixed term basis available from 6th August 2025 for 1 year. This appointment will be subject to the terms and conditions of service for Doctors in Training.

Formal appointment to this post will be conditional upon satisfactory completion of all pre-employment checks, including satisfactory medical screening.

NHS Forth Valley does not negotiate salary placements. On commencement of employment, salary will be determined in accordance **of NHS Circular: PCS(DD)2024/01**

This appointment will be superannuable under the NHS Superannuation Scheme, which is contracted out of the State Earnings Related Pension Scheme (SERPS). New employees will automatically be enrolled in the scheme unless they opt out. For further information, please contact the Scottish Public Pensions Agency (SPPA) on 01896 893100 or visit [www.sppa.gov.uk](http://www.sppa.gov.uk)

The employment is subject to one calendar month's written notice on either side.

Annual leave entitlement is 28 days per year, rising to 33 days per annum, dependant on salary scale point with additional statutory holiday entitlement as agreed by the Local Negotiating Committee and published annually.

The successful candidate will be expected to be registered with the General Medical Council, with licence to practise at time of application.

The post holder will be professionally responsible to the Director of Medical Education

This post will be based in Forth Valley Royal Hospital, Larbert.

## General Employment Information

### Equality in Employment

NHS Forth Valley fully supports the principle of equality in employment and opposes all forms of unlawful and / or unfair discrimination which cannot be shown to be justified. NHS Forth Valley is committed to ensuring equality of treatment for both present and potential employees.

### Human Resources Policies and Services

NHS Forth Valley is the largest employer in Forth Valley and is committed to ensuring its employment and Human Resources policies and procedures reflect best practice. As a progressive employer, NHS Forth Valley is committed to supporting and developing all employees.

### The Medical Workforce Team

In recognising the needs of services, operational requirements and medical staff, the operational Medical Workforce team provides a range of services for all grades of medical and dental staff. For assistance or information, please contact:

Danielle Cassidy

Medical workforce Advisor

01786 457380

[danielle.cassidy@nhs.scot](mailto:danielle.cassidy@nhs.scot)

### Pre-Employment Screening

#### Criminal Convictions - Protecting Vulnerable Groups (PVG) Scheme

The Protecting Vulnerable Groups (PVG) scheme has replaced the previous disclosure arrangements for people who work with vulnerable groups. The duties of this post require the post holder to undertake regulated work with children and young people (individuals aged under 18 years) and / or protected adults (individuals aged 16 or over who is provided with (and thus receives) a type of care, support or welfare service).

The post holder will be required to be a member of the PVG Scheme and to consent to NHS Forth Valley obtaining a Scheme Record or Scheme Record Update, as appropriate. Any failure to disclose convictions could result in the withdrawal of an offer of employment.

Any applicant wishing to discuss any existing criminal convictions and how these may impact upon an application for employment should contact the Medical Workforce Manager in the first instance.

## **Occupational Health Screening**

This post involves the performance of exposure prone procedures and therefore the successful applicant will be required to produce evidence of their Hepatitis B and C Immunity Status prior to appointment and to undergo satisfactory health screening. Any offer of employment will be subject to satisfactory Occupational Health assessment.

## **Confidentiality**

During the course of their employment with NHS Forth Valley, employees may have access to information about staff or patients or other aspects of NHS Forth Valley's activities, about which they have a duty to maintain confidentiality at all times. In common with all other staff, the post holder will have, in addition, a responsibility to ensure that information relating to his or her work and the operation of the Forth Valley Acute Services in general is kept and maintained securely in accordance with the requirements of the Data Protection Act (1998), the Board's policies and good practice. In particular, the disclosure of commercial or other confidential information which may affect the Board's business interests or endanger the survival of any of its services will be regarded as a fundamental breach of the mutual confidence which must exist between the employer and the employee.

## **Infection Control and Hand Washing Policy**

NHS Forth Valley is committed to providing as clean and safe environment as possible for staff, patients and visitors. The post holder will be required to comply with the Infection Control and Hand Washing Policies.

## **Health & Safety at Work**

All employees have a responsibility for their own health & safety and the health & safety of others who may be affected by what they do. Employees also have a duty to co-operate with their employer by following NHS Forth Valley policies and procedures and safe systems of work; by using equipment safely and by bringing any shortcomings in health and safety arrangements to the attention of their employer. Where something is provided in the interests of health & safety employees must not interfere or misuse it. All employees have a legal responsibility to report any shortcomings in terms of this in their area. Managers and supervisors have a responsibility for monitoring health & safety arrangements and ensuring staff are following policies and procedures and safe systems of work.

## **Partnership Agreement**

NHS Forth Valley is committed to partnership working. All employees are required to contribute to the development of partnership working by:

- supporting NHS Forth Valley in delivering its goals and objectives;
- supporting continuous improvement in individual performance and the performance of the relevant team / department, directorate and NHS Forth Valley;
- attending training, development and other activities aimed at improving individual skills for the benefit of the organisation and patient care.

## Application Process

To apply for this post, please visit the job posting on the NHS Scotland Job Train website.

Please quote **reference number 208971** on all correspondence.

Please note the following dates:

**Closing Date: Monday 24<sup>th</sup> March 2025**

**Interview Date: TBC**

Please note that we *do not* accept applications in the form of Curricula Vitae

### **Web Sites of Interest for Candidates**

**Scottish Health on the web :** <http://www.scot.nhs.uk/>

**Scottish Government:** [www.scotland.gov.uk](http://www.scotland.gov.uk)

### **Living & Working in Scotland**

<https://medicaljobs.scot.nhs.uk/working-in-scotland/>