Postgraduate Certificate in Medical Education

2020-2021

Course code: 2021CPBM01

COURSE GUIDE
Welcome and introduction

Welcome to the **Postgraduate Certificate in Medical Education**, a University of Cambridge award offered by the Institute of Continuing Education (ICE), designed collaboratively with the University of Cambridge, School of Clinical Medicine’s Clinical Deanery. The Postgraduate Certificate is taught and awarded at FHEQ level 7 (i.e. at master’s level) and attracts 60 credits at level M. The award is completed in one academic year. For further information about academic credit please see our website, [http://www.ice.cam.ac.uk/studying-with-us/information-for-students](http://www.ice.cam.ac.uk/studying-with-us/information-for-students).

Introduction and background

The ‘professionalisation’ of medical education means that all doctors are expected to develop skills as educators and trainers. This is already reflected in GMC professional standards: (aligned to the Academy of Medical Educator Professional Standards) and, for those working in University settings, the increased emphasis on fellowship of the HEA at the appropriate levels. Until recently, these standards have been promoted for the Consultant and GP workforce, particularly those with educational roles and responsibilities. A new Generic Professional Capabilities Framework, launched by the GMC in 2017, extends educator development into training programmes of all specialties: it has to be integrated into all specialty training curriculum by 2020. The design of the Postgraduate Certificate and the new progression award to Postgraduate Diploma and Masters programme reflects the increasing emphasis placed on educator development at all stages of a medical career.

The focus of the Postgraduate Certificate is the development of your own educational practice. We explore strategies for teaching in academic and clinical environments, including one-to-one, small group and large group teaching methods. We introduce you to educational theories and models, considering how they can help you develop your approaches to teaching, learning support and assessment. For those who wish to progress to the Postgraduate Diploma there is the opportunity to extend and develop your practice as an educator, educational leader and faculty developer.

The Postgraduate Diploma adds to the core learning in the Postgraduate Certificate but offers opportunities to extend expertise in curriculum design, assessment practices, faculty development and educational supervision (i.e. longitudinal roles that include mentoring, supervision and appraisal of doctors in training and medical students). This builds upon and strengthens the strong appreciation of the ways learning is supported in clinical environments that arises from the Postgraduate Certificate.

Both programmes have been developed to meet the Generic Professional Capabilities Framework, launched by the GMC in 2017. This extends educator development into training programmes of all specialties: it has to be integrated into all specialty training curriculum by 2020. The Postgraduate Certificate reflects mainly on Learning Environment and Culture, Supporting Learners and supporting educators. The design of the Postgraduate Diploma reflects the increasing emphasis placed on educational and educational leadership roles.

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3 Higher Education Academy information about fellowship. Accessed at: [https://www.heacademy.ac.uk/individuals/fellowship/fellow](https://www.heacademy.ac.uk/individuals/fellowship/fellow)
A Master levels (MST) course commenced in September 2019 runs as part of the three year programme. At present we can only accept students who have completed the Postgraduate Certificate and Diploma in Cambridge.

The Postgraduate Certificate comprises three modules providing a total of approximately 90 contact hours with additional between-module reflection, study and assessment work. A virtual learning environment (VLE) will support students’ learning throughout the programme. The three modules are:

- Core models and skills in medical education
- Applying teaching models to your role as an educator
- The role of assessment, feedback, reflection and evaluation

The Postgraduate Certificate in Medical Education is designed to support existing and teachers new to Medical Education, to help those teaching in health care settings both at undergraduate and postgraduate levels. The programme is designed to support teachers who are working in primary, secondary or tertiary care in medicine and also those who are working in professions allied to medicine. For example, some may be working with mainly undergraduates in hospital settings, while others may be dealing with postgraduate trainees in primary or secondary care. We also have an increasing number of participants from other disciplines including public health, immediate care, dentistry and veterinary medicine. The programme aims to teach principles of teaching based on the evidence and models of adult learning but how to apply these medical settings, and, as far as is possible, teaching sessions will be tailored to be relevant to the course participants particular working environments. Whilst

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the course was designed specifically to aid those working in primary and secondary care much of the content is relevant to other allied professions (for example Public health, immediate care, Nursing, Veterinary Science and Dentistry).

We encourage applicants of all grades from the more junior to the more senior and from a range of specialties and experience. We have found that as the course progresses a learning community develops and that this aids the participant’s development as they learn from each other as well as from the course itself.

The Postgraduate Certificate has been designed with explicit reference to professional standards and guidelines. The two most pertinent sets of standards are the Academy of Medical Educators Professional Standards for Medical, Dental and Veterinary Educators (2014)\(^6\) and the GMC Promoting Excellence: Standards for Educators (2017)\(^7\).

The Academy of Medical Educators guidance divides the skills and knowledge into a framework of seven themes. The programme is designed to ensure that you as a medical educator are aware of these and for each one acquire the knowledge, skills and practice that underpin each of the seven framework areas as follows:

1. Ensuring safe and effective patient care through training
2. Establishing and maintaining an environment for learning
3. Teaching and facilitating learning
4. Enhancing learning through assessment
5. Supporting and monitoring educational progress
6. Guiding personal and professional development
7. Continuing professional development as an educator

Participants acquire through the programme a grounding in each of these areas, which will be backed up by referral to the evidence base available in medical educational literature. The teaching will also be experiential and is designed to expose participants not just to theory but to a demonstration of how it can be applied. Participants will be required to maintain an educational log in electronic form where they can reflect on what they have learned as well as reflect on how to put this into practice. The Postgraduate Certificate has an important formative element of reflection and peer review to help participants develop as learners, try out ideas and to reflect on what they experience and how they might use this experience as learners to carry this forward into their roles as a teacher.

The syllabuses for each of the modules are included in this document. The reading list and resources are available once accepted onto the programme and within the VLE.

The programme is designed to:

- Meet recommendations of the GMC and Academy of Medical Educators
- Address GMC Generic Professional Capabilities in Education and Training
- Contribute to continuing professional development of doctors and allied professionals in an integrated clinical and teaching environment to stimulate more inter-professional education
- Develop a cohort of professionals who will pursue and develop their roles as teachers in the field of medical education

\(^6\) AOME Professional Standards are accessible here:  
http://www.medicaleducators.org/write/MediaManager/AOME_Professional_Standards_2014.pdf

\(^7\) GMC Promoting Excellence: Standards for Educators are accessible here:  
https://www.gmc-uk.org/education/standards.asp
• Develop a cohort of students that on successfully completing the programme will have gained skills and knowledge to:
  o Ensure safe and effective patient care through training
  o Establish and maintain an environment for learning
  o Teach and assess learning and apply core theoretical principles to their own educational contexts
  o Support and monitor educational progress
  o Guide personal and professional development

Attendance at face to face and remote sessions

Attendance at the teaching sessions is an important element of the course. These dates are specified in advance. Students are asked at interview to confirm that they can attend face to face/remote sessions prior to being offered a place on the course.

If students miss a session this will have an impact on their studies where value is placed on peer learning and working with a specific tutor group. We expect students to attend a minimum of 7 out of 9 face to face/remote teaching sessions. From 2020, we will record remote sessions so if you cannot attend at the time you can have access to the sessions in your own time. We would ask you to let us know if this is the case so we can record attendance.

If more than 2 sessions are missed, students will need to discuss their continuation on the course with the Course Director who may feel that intermission from studies, or studying on a not-for-credit basis is more appropriate at that time.

As busy professionals we do appreciate the challenges of part-time study. If students are unable to attend a session they should notify a member of the administrative team (meded@ice.cam.ac.uk) as soon as possible who will then notify the Course Director and the teaching team. Students may be asked to complete additional tasks to ensure they are not disadvantaged by missing a session.

For the Michaelmas (autumn) term of the 2020-2021 Academic Year this course is being taught remotely, online. This means that there will be no face-to-face teaching. The course content will be delivered, and the learning outcomes met, through the use of the video-based teaching platforms alongside the dedicated course Virtual Learning Environment (VLE). Face-to-face teaching will resume when it is safe and possible to do so.

Teaching staff

**Academic Director**

**Dr Diana Wood**: Clinical Dean and Director of Medical Education at the University of Cambridge School of Clinical Medicine

**Course Director**

**Dr Jeremy Webb** is a General Practitioner and is Course Director for the Postgraduate Certificate in Medical Education and Clinical Sub dean for Staff Development at the University of Cambridge, School of Clinical Medicine, jw349@medschl.cam.ac.uk

**Lead Tutor Postgraduate Certificate and Course Director for Postgraduate Diploma and MST**
Prof Clare Morris is an experienced medical educator and scholar with a keen interest in the ways in which learning is supported in clinical environments. As well as her role at Cambridge, Clare is a Reader in Medical Education Research and Development at Queen Mary University London.

Co-Facilitators

Dr Mark Lillicrap: Consultant Rheumatologist and Clinical Sub dean (Curriculum) School of Clinical Medicine, University of Cambridge

Dr Anita Gibbons: Consultant Gastroenterologist, Sub Dean Hinchingbrooke Hospital, School of Clinical medicine

Dr Nicholas Schindler: Paediatric Registrar and Royal College of Paediatrics and Child Health Trainee Representative for Examinations and Assessment

Tutors

Dr Mark Lillicrap: Consultant Rheumatologist and Clinical Sub dean (Curriculum) School of Clinical Medicine, University of Cambridge

Dr Marie Locke: General Practitioner and Managing Director of M.E Medical Education Consultancy

Dr Rachel Morris: General Practitioner and Director of Leadership Courses for a National Primary Care Training Company

Dr Maria Ross-Russell: Head of Dental Service and Clinical Lead Cambridgeshire Community Services NHS Trust

Dr Nicholas Schindler: Paediatric Registrar and Royal College of Paediatrics and Child Health Trainee Representative for Examinations and Assessment

Dr Alexandra Rowland: Registrar in Obstetrics & Gynaecology, HEE Foundation Education Fellow, lead pre-clinical Tutor for Human Reproduction at Caius College and Tomorrow's Teachers Faculty

Dr Anita Gibbons: Consultant Gastroenterologist, Sub Dean Hinchingbrooke Hospital, School of Clinical medicine

Dr Andrew Powlson: Consultant Endocrinologist, Addenbrooke’s Hospital and School of Clinical Medicine, University of Cambridge.

Administrative staff

Head of Academic Centre Administration – Professional Studies: Gillian Barclay, Email: gillian.barclay@ice.cam.ac.uk, Tel: 01223 760063

Academic Centre Coordinator – Professional Studies: Jill Noble, Email: jill.noble@ice.cam.ac.uk, Tel: 01223 746237

Academic Centre Administrator – Professional Studies: Liz Webb, Email: liz.webb@ice.cam.ac.uk, Tel: 01223 746408
Venue

For the Michaelmas (autumn) term of the 2020-2021 Academic Year this course is being taught remotely, online. This means that there will be no face-to-face teaching. The course content will be delivered, and the learning outcomes met, through the use of the video-based teaching platforms alongside the dedicated course Virtual Learning Environment (VLE). Face-to-face teaching will resume when it is safe and possible to do so.

Madingley Hall is the University of Cambridge’s campus dedicated to continuing education for adults. The magnificent Hall was built in the sixteenth century and acquired by the University in 1948. The Hall has been used by the Institute of Continuing Education as a venue since 1975.

Any face-to-face sessions will be taught in one of 14 classrooms at Madingley Hall and, occasionally, at other venues. Classrooms are arranged and equipped to encourage effective small group learning and peer interaction. Technology-enhanced learning, interactive workshops, including lecture capture where appropriate, are used in many classes and Wi-Fi is available throughout the site.

On site we also provide a range of social learning spaces which you can make use of before, or after, your class. Seven acres of superb gardens and grounds designed by Capability Brown provide space to think, reflect and relax. We offer a range of catering including formal dining, sandwiches and snacks, and a full-service bar. If you are travelling a long distance you may wish to book accommodation in one of the Hall's 62 en suite bedrooms.

The Hall is situated three miles west of Cambridge with easy access from the M11 and the A14. There is ample free on-site car parking. Central London and Stansted Airport can be reached in under an hour by train from Cambridge railway station. Taxis from the railway station to Madingley Hall typically take around 20-25 minutes. Full directions are given on our website at: http://www.ice.cam.ac.uk/about-us/how-find-us.

Contact details of ICE

Institute of Continuing Education
University of Cambridge
Madingley Hall
Madingley
Cambridge
CB23 8AQ
T: 01223 746222
Website: www.ice.cam.ac.uk
Email: meded@ice.cam.ac.uk

Please also refer to the ‘Information for students’ section on ICE’s website www.ice.cam.ac.uk/studying-with-us/information-for-students and the 2020/21 Student Handbook for award-bearing courses for further information and guidance relating to all aspects of the course including study skills, assignments, assessment and moderation. The Course Information and Help and Guidance section of the ICE VLE will also contain valuable information specific to your course.
Postgraduate Certificate – course outline

Module 1 – Core skills in medical education

Module 2 – Applying teaching skills to practice*

Module 3 – The role of assessment, evaluation and feedback*

*Please note that the sequence of sessions for Cohorts 1a/1b and Cohort 2 differ for the course in 2021.

Postgraduate Certificate – Summary of module content
Introduction to core models and skills required in teaching in medical Education, including teaching using remote platforms

Applying teaching models and skills to your practice

Principles of assessment, feedback, reflection and evaluation
Aims

The first module is designed to introduce you to Medical Education as a discipline and to demonstrate that there is an evidence base for many of the educational methods that are discussed. It is also designed to encourage you to think about and reflect on your role as a learner on the course as well as an educator. It is designed to help you to think about the needs of your students and how you can use some of the theory to plan and deliver teaching in health care settings when working with both groups of learners and with individuals. This module will also enable you to:

- ensure safe and effective patient care through training
- establish a safe and supportive learning environment
- teach and facilitate learning
- introduce you to the concepts of reflective learning and the study skills to help you at Masters level courses

Content and presentation of the module

The module will start with an introduction to some of the core principles in Medical Education within healthcare settings. It will include discussion of the principles of adult learning and how these can be applied to teaching within healthcare settings. There will be an introduction to assessment of a learner’s starting point and exploration of how learners can be at different stages of self-direction. There will be discussion of what motivates learners to learn and how assessment practice can affect this. The core principles will then be related to working with individuals, to small groups and larger groups of learners. It will look at teaching and learning in the clinical setting, including with patients, and also more formal teaching. There will be an introduction to planning teaching episodes, setting intended learning outcomes and how adaptability and flexibility can be a core skill.

Each theoretical session will be followed by smaller group work looking at the application to your own role as a teacher and how you can work to support your own learners. Wherever
possible small groups will be used so that you can work with others with similar experiences to provide a peer support network.

Finally, you will be encouraged at each stage to reflect on what you have done as learners, what you have learned and what you can do to apply this to your own role as a teacher. Reflection is encouraged both when working in the group sessions face to face as well as by completing either a learning log or some other form of reflective material that can be uploaded to the VLE (For example an audio or video diary, a presentation). Students are required to provide evidence of ongoing reflection as part of the assessment process for the course.

The module will be supported with online learning materials and you will be required to record a regular entry in your personal learning log in the VLE. All students will be expected to be able to access the online Virtual Learning Environment (VLE) and to submit assignments by uploading them to the VLE.

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<thead>
<tr>
<th>Cohort 1a</th>
<th>Cohort 1b</th>
<th>Cohort 2</th>
<th>Topics</th>
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<tr>
<td>9.30am - 4.30pm</td>
<td>Thursday 1st October 2020</td>
<td>Wed 7th October 2020</td>
<td>Introduction to teaching in medicine</td>
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<td>3.30pm</td>
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<td>Meet small group tutors</td>
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<tr>
<td>9.30am - 4.30pm</td>
<td>Friday 2nd October 2020</td>
<td>Thursday 8th October 2020</td>
<td>Introduction to teaching in clinical settings and teaching with patients Including adapting to teaching remotely</td>
</tr>
<tr>
<td>9.30am - 1pm</td>
<td>Wednesday 28th October 2020</td>
<td>Wednesday 4th November 2020</td>
<td>Introduction to educational theory – working with small groups face to face and when teaching remotely</td>
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<td>2pm - 4.30pm</td>
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<td>Reading and writing at Masters level</td>
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<td>Introduction to library and educational support in Cambridge</td>
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<tr>
<td>9.30am - 1pm</td>
<td>Wednesday 2nd December 2020</td>
<td>Friday 19th March 2021</td>
<td>Applying educational theory to working with larger groups live and remotely</td>
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<td>2pm - 4.30pm</td>
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<td>Introduction to reflection and reflective writing</td>
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<td>Providing evidence of learning</td>
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<td>• Evidence of reflection</td>
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<td>• Essay Q and A</td>
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Outcomes

• By the end of the first module participants should be able to write a literature review reflecting on key theories and how they apply to education in health care settings.

The course requires a commitment to reading and pre-class preparation, including some specific reading between class sessions.

Assignment 1 - Core skills in medical education

This assessment will consist of two parts:

1. Evidence of involvement in ongoing reflective learning.
2. A written assessment structured according to the guidance below totaling 4,500-5,500 words or the equivalent.

Write a literature review reflecting on three theoretical models that you have found particularly interesting arguing their relevance to education in health care settings. Reflecting on these, consider how they have affected you as a learner on the course so far, and then postulate how they are going to affect you as an educator in the future.

Closing date for the submission of assignments:

12.00 UTC/GMT* for Cohorts 1a and 1b Monday 4th January 2021
*Co-ordinated Universal Time/Greenwich Mean Time

12.00 UTC +1/BST* for Cohort 2 Monday 12th April 2021
*Co-ordinated Universal Time +1/ British Summer Time

Reading and resource list

Resources will be posted to the VLE and you will have access at the start of each module – the online learning materials for each session for the module should be looked at before the session and will contain links to electronic references available through the University Library and School of Clinical Medicine.
Module 2: Applying teaching skills

Aims

This module is designed to look at how educational theory and in particular in the healthcare setting can be adapted and applied in practice. It is designed to look at areas where you as a practitioner might feel less comfortable or familiar when teaching and also to start to consider how you can evaluate your own teaching and the skills that are used when providing feedback.

This module will also enable you to:

- ensure safe and effective patient care through training
- establish a safe and supportive learning environment
- teach and facilitate learning
- identify and support learners who face difficulties

Content and presentation of the module

The second module revisits some of the theoretical concepts discussed in the first but moves on to apply them to teaching in some more complex settings. It will start by looking at dealing with individuals and smaller groups but also discuss dealing with larger groups and with students at different stages of learning, for example differences between teaching undergraduates and postgraduates. In particular there will be discussion of how best to involve learners and to engage them and specifically cover issues such as:

- Teaching about consultation skills
- Teaching clinical reasoning
- How to teach examination
- How to teach within the workplace
- How to prepare a teaching plan
Towards the end of the module you will be required to plan and deliver a teaching session to your peers; this may be at the session itself or it will be videotaped and shown to a small group of your peers. This will allow you to reflect on the skills that you have acquired in delivering teaching, as well as start to look at the skills required when giving feedback and working towards appraisal as well as starting to evaluate your own teaching in preparation for the third module.

The module will be supported with online learning materials and you will be required to record a regular entry in your personal learning log in the VLE.

*Please note that the sequence of sessions for Cohorts 1a/1b and Cohort 2 differ for the course in 2021.*

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<th>Cohort 1a</th>
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<td>Thursday</td>
<td>Friday 4th</td>
<td>Applying educational theory to working with</td>
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<td>4.30pm</td>
<td>6th January</td>
<td>7th January</td>
<td>June 2021</td>
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<td>Introduction to feedback</td>
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<th>Friday 21st</th>
<th>Principles of assessment 1</th>
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<td>17th March</td>
<td>24th March</td>
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<td>Clinical Competence</td>
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|          | 3pm - 4.30pm |           |            | Meet your tutors –                              |
|          |              |           |            | Q and A Present your formative assignment      |
|          |              |           |            | and teaching plan                              |

Whilst every effort is made to avoid changes to this programme, published details may be altered without notice at any time. The Institute reserves the right to withdraw or amend any part of this programme without prior notice.

**Outcomes**

**By the end of the module**

- Participants should be able to demonstrate how they have understood and planned to apply a range of theoretical educational models to their own practice as teachers in health care settings
They should demonstrate how they have reflected on their existing skills and identify areas that they need to develop in order to become more effective teachers.

The course requires a commitment to reading and pre-class preparation, including some specific reading between class sessions.

Assignment 2 - Applying teaching skills

There is no summative assessment for this module, but participants should:

Provide evidence of ongoing involvement in reflective learning.

Provide a detailed plan for a teaching session that will be used when working with your own learners (e.g. large group, small group or with individuals). You will need to prepare some materials that can be used to illustrate your plans when you meet with your tutor and your peer group during the session on planning a teaching episode at the end of the second term.

Cohort 1a - The teaching plan to be prepared and presented on Wednesday 17th March 2021.

Cohort 1b - The teaching plan to be prepared and presented on Wednesday 24th March 2021.

Cohort 2 - The teaching plan to be prepared and presented on Friday 21st May 2021.

Reading and resource list

Resources will be posted to the VLE and you will have access at the start of each module – the online learning materials for each session for the module should be looked at before the session and will contain links to electronic references available through the University Library and School of Clinical Medicine.
Syllabus for third module

Module 3: The role of Assessment, Feedback, Reflection and Evaluation

<table>
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<th>Dates**:</th>
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<tbody>
<tr>
<td>Cohort 1a: 23rd April, 19th May 2021</td>
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<td>Cohort 1b: 23rd April, 26th May 2021</td>
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<tr>
<td>Cohort 2: 23rd April, 24th September 2021</td>
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<tr>
<td>Time: 9.30am - 4.30pm</td>
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<tr>
<td>Venue*: Madingley Hall, Madingley, Cambridge, CB23 8AQ</td>
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*Please note that teaching venue for this unit is provisional and may be subject to change in accordance with government/University guidelines

**Please note that the sequence of sessions for Cohorts 1a/1b and Cohort 2 differ for the course in 2021.

Aims

This module aims to introduce and explain important principles of giving feedback to learners to support their learning. The module also discusses some of the educational theory relating to assessment including different assessment methods. There is discussion about the importance of reflection in the learning cycle. Finally, it will look at evaluation of teaching. This module will also enable you to:

- Enhance your understanding of different assessment methods and the importance of matching the type of assessment to what you are trying to assess
- Enhance your understanding of the principles of how to give feedback
- Evaluate your teaching
- Understand the importance of reflection in learning for you as a learner and how to encourage this in your role as an educator.

Content and presentation of the module

The module will start by looking at different types of assessment that can be used in medical education. It will look at the theoretical advantages and disadvantages as well as the constraints. It will discuss the importance of matching the learning method to the assessment method. There will be discussion of the problems that are common in giving feedback that is useful to the learner, and of different methods that are used in giving feedback. This will lead on to the role of educational supervisors and their role in assessing their trainees, providing feedback and encouraging their trainees to develop as self-directed and reflective learners.
There will be a session looking at ways of evaluating teaching and learning and you will be required to work with your peers in both giving feedback and helping to evaluate your own teaching.

You will be required to observe a teaching session and give feedback; this may be at a session itself or it will be videotaped and shown to a small group of your peers. This will allow you to reflect on the skills that you have acquired in assessing and evaluating teaching and giving feedback.

The module will be supported with online learning materials and you will be required to record a regular entry in your personal learning log in the VLE.

*Please note that the sequence of sessions for Cohorts 1a/1b and Cohort 2 differ for the course in 2021.*

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<thead>
<tr>
<th>Time</th>
<th>Cohort 1a</th>
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<tbody>
<tr>
<td>9.30am - 1pm</td>
<td>Friday 23rd April 2021</td>
<td>Friday 23rd April 2021</td>
<td>Friday 23rd April 2021</td>
<td>Skills for feedback and having developmental conversations</td>
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<td>• Applying feedback skills to practical situations</td>
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<td>Principles of assessment 2</td>
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<td>• Summative assessments</td>
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<td>9.30am - 1pm</td>
<td>Wednesday 19th May 2021</td>
<td>Wednesday 26th May 2021</td>
<td>Friday 24th September 2021</td>
<td>Principals and application of Evaluation</td>
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<td>• Evaluating your teaching</td>
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<td>• Evaluating this course</td>
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<td>2pm - 5pm</td>
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<td>• Reviewing your development</td>
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<td>• Meet your tutors</td>
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<td>• Planning peer review</td>
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<td>• Q and A planning final assignment</td>
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<td>Date TBC Students to agree a date.</td>
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<td></td>
<td>Peer observation and preparation for final assignment</td>
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<td>Materials relating to peer review are available on VLE</td>
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Outcomes

By the end of this module participants should be able to demonstrate an understanding of:

- how the theories discussed in your literature review apply to your own experience as a medical educator
- how you have assured and enhanced quality and, where relevant, how the requirements of external bodies and regulatory frameworks contribute to this
- how to examine your own practice in developing others in your team, faculty or department
- how to evaluate your own teaching, its effectiveness and quality
- How to evaluate your own skills in giving feedback and supporting learners.
- How to reflect on your experience as a learner and how this will apply to you as an educator

The course requires a commitment to reading and pre-class preparation, including some specific reading between class sessions.

Assignment 3 – The role of assessment, evaluation and feedback

This assessment will consist of two parts:

1. Evidence of involvement in the peer review process both as an observer and when being observed. You should complete and submit a peer review form for the person that you are observing and ask them to provide evidence of their observations when watching you teach as well. (Submit as an appendix)
2. A written assessment of between 4,500 and 5,500 words.

Write a reflective analysis demonstrating how you have developed as an educator throughout this course. In particular you should illustrate how your practice has been shaped by feedback (from peers and your learners) by your own critical reflection and by engagement with the learning literatures.
Outline your future plan for your continued development as an educator.

Closing date for the submission of the final assignment:

12.00 UTC +1/BST* for Cohorts 1a and 1b Friday 2nd July 2021
  *Co-ordinated Universal Time +1/British Summer Time

12.00 UTC +1/BST* for Cohort 2 Friday 9th October 2021
  *Co-ordinated Universal Time +1/British Summer Time
Postgraduate Certificate in Medical Education
Background reading materials

Introduction

This guide is written to support you in the Postgraduate Certificate programme. This list of references is by no means exhaustive, but it is designed to introduce teachers in Healthcare-related professions to some of the educational theory that relates to teaching as a whole, to teaching adult learners and then moves on to illustrate how this can be applied to practical situations in which you might find yourself.

The course reading materials have been sub-divided into sections that relate to the individual modules of the programme. There is also material on the VLE that helps to summarise the main points that will be covered as well as giving ideas for personal reflection and links to electronic resources accessible via the University Library and associated libraries.

When first starting the programme there may be new language to learn and, therefore, it is helpful to be directed to some basic texts that introduce medical education as a specialty. The list below suggests some texts that may help to provide essential background material, as well as texts on educational theories and literature that relate to education in medicine and healthcare professions.

The context: professional standards for education and training

These are some of the materials that have been used to develop this course including links to relevant professional standards:


https://www.medicaleducators.org/Professional- Standards


https://www.gdc-uk.org/education-cpd/quality-assurance


GMC (2015) Promoting excellence standards for medical education and training. Available at: http://www.gmc-


**Guidance on curriculum for medical, dental and healthcare professionals**

These resources provide a professional context for educational roles in medicine, dentistry and health. They include outcomes and standards that form the basis for undergraduate education and postgraduate training.

https://www.gdc-uk.org/docs/default-source/quality-assurance/standards-for-education-(revised-015).pdf?sfvrsn=1f1a3f8a_2#:~:targetText=The%20Standards%20for%20Education%20are,expectations%20are%2 Last accessed Dec 02 2019


**Introductory texts: medical, dental and healthcare education**

The following texts provide a strong grounding in approaches to teaching, learning and assessment in medicine, dentistry and health. We have included some ‘seminal’ texts from professional education to offer a wider context. We expect your reading to have both breadth and depth; additional, subject specific references will be introduced with each on-line chapter. If you are planning to buy a ‘core text’ for the course, can we suggest either


GMC (2018) The Reflective Practitioner, Guidance for Doctors and Medical Students


Mehay, R (2012) The Essential Handbook for GP Training and Education. London: Radcliffe. Note: elements of this handbook can be accessed via the following website: http://www.bradfordvts.co.uk/online-resources/ (last accessed 8 Nov 2019)
https://www.heacademy.ac.uk/knowledge-hub/small-group-teaching-toolkit-learning
(last accessed 8 Nov 2019)

http://www.gp-training.net/training/educational_theory/adult_learning/inner_apprentice.htm
(last accessed 8 Nov 2019)


Classic (and critical) texts

These are chosen as ‘classic’ or landmark texts in the field of education. Many are cited as the basis for approaches to education and training. At masters level we encourage you to explore these texts in order to appreciate the basis of often cited concepts as, for example, ‘adult learning’, ‘reflective practice’ and ‘communities of practice’. We have included some texts that offer a critique of these ideas.


**Key journals**

Note: these are available as e-journals through Raven

Academic Medicine  
Advances in Health Sciences Education  
British Dental Journal  
British Medical Journal  
European Journal of Dental Education  
The Clinical Teacher  
Medical Education  
Medical Teacher  
Nurse Education Today

**Readings**

The following sections offer some suggested readings linked to core topics and concepts explored in each of the modules. Many of the suggested textbooks will provide a sound basis for each of these areas. At Masters level we expect you to engage with the learning literatures, identifying papers that support the ideas you put forward in written work. You can find more information on how to develop your study skills in order to do these well within the Student Information Area (part of your VLE).

**Module 1 – Core skills in medical education**


Module 2 – Applying teaching skills

Teaching in Clinical settings and teaching clinical examination


McCrorie, P (2002) Graduate Students are more challenging, demanding and questioning, *BMJ* 325:676


**Small and large group teaching**


**Module 3 – The role of feedback, assessment and evaluation**

**Feedback and assessment**


Evaluation of teaching and faculty development


**Reflective practice and portfolios**


*Last accessed December 2019*


Useful on-line resources

Alberta Rural Physicians action plan (On line with video clips) General advice on teaching in Clinical settings and useful guide – Including “the one minute preceptor”
Last accessed Dec 2019
https://www.youtube.com/watch?v=a3qiyniSaNg&list=PLjnnPOdiyGBi3u7X7Oq0TC5TcUhbsDt_Z&index=10&t=0s

AMEE (Association of Medical Education in Europe) Guides. Wide range of guides for medical educators available to purchase (may also be available as publications within the Medical Teacher journal). More information at: http://www.amee.org/publications/amee-guides (last accessed 8 Nov 2019)

BEME (Best Evidence Medical Education) Reviews. Systematic reviews of key issues in medical education. Available to purchase at: http://www.bemecollaboration.org (last accessed 8 Nov 2019)

Multi-professional faculty development. E-learning in clinical teaching site. Useful ‘bite size’ modules covering wide range of topics relevant to medical, dental and healthcare education and training. Available at: http://www.faculty.londondeanery.ac.uk/e-learning/e-learning-in-clinical-teaching-1 (last accessed 8 Nov 2019)

Patient Voices. Wonderful resource of narrated ‘stories’ from patients, carers, healthcare professionals (including junior doctors). Available at: http://www.patientvoices.org.uk (last accessed 8 Nov 2019)
TIMETABLE 2020-2021

*Please note that the sequence of sessions for Cohorts 1a/1b and Cohort 2 differ for the course in 2021.

<table>
<thead>
<tr>
<th>Session</th>
<th>Cohort 1a</th>
<th>Cohort 1b</th>
<th>Cohort 2</th>
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<tbody>
<tr>
<td>Session 1</td>
<td>Thursday 1st October 2020</td>
<td>Wednesday 7th October 2020</td>
<td>Friday 8th January 2021</td>
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<tr>
<td>Session 2</td>
<td>Friday 2nd October 2020</td>
<td>Thursday 8th October 2020</td>
<td>Saturday 9th January 2021</td>
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<td>Session 3</td>
<td>Wednesday 28th October 2020</td>
<td>Wednesday 4th November 2020</td>
<td>Friday 19th February 2021</td>
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<td>Session 4</td>
<td>Wednesday 2nd December 2020</td>
<td>Friday 4th December 2020</td>
<td>Friday 19th March 2021</td>
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<td>Session 5</td>
<td>Wednesday 6th January 2021</td>
<td>Thursday 7th January 2021</td>
<td>Friday 4th June 2021</td>
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<td>Session 6</td>
<td>Wednesday 17th February 2021</td>
<td>Wednesday 10th March 2021</td>
<td>Friday 2nd July 2021</td>
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<td>Session 7</td>
<td>Wednesday 17th March 2021</td>
<td>Wednesday 24th March 2021</td>
<td>Friday 21st May 2021</td>
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<tr>
<td>Session 8</td>
<td>Cohorts 1a, 1b &amp; 2 - Friday 23rd April 2021</td>
<td>Cohorts 1a, 1b &amp; 2 - Friday 23rd April 2021</td>
<td>Cohorts 1a, 1b &amp; 2 - Friday 23rd April 2021</td>
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<td>Session 9</td>
<td>Wednesday 19th May 2021</td>
<td>Wednesday 26th May 2021</td>
<td>Friday 24th September 2021</td>
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