

Guidance on the application process for Wessex Medical Education Fellow

Appointments will be made following the review of application forms (**no CV, cover letter or interview**) and two closed references. Referees should complete the appropriate form to be sent electronically to PDU.WX@hee.nhs.uk. They will be considered alongside your application form as part of the appointment process, rather than opened at the end of the process (as they may be in other circumstances).

The appointment panel:

This is a panel of four including the MEF leads and will be overseen by Dr Phil Rushton (Associate Dean). In circumstances where one or more of the panel know the applicant personally, we will ask them to step down from the panel; in some situations this will not be possible as a candidate will be known to many of the MEF group.

The application form:

There are word limits to the sections (between 200 and 500 words), so please change the size of the boxes as needed. Apart from that you can fill in the form in any way you feel best represents you as an educator. We would urge you to not just write a list of bullet points, but to try and give us a bit of information about each thing you list (i.e. your level of involvement, feedback you have had, your motivation behind what you do etc.). If you can, add a little reflection, we understand this may be challenging to do in short word limit.

Accompanying references:

We require closed references from two individuals, which will be reviewed as a part of the appointment process.

Referees:

Your referees must be individuals who can give supporting evidence of your recent professional education activities. They do not necessarily need to be your educational supervisor or even doctors. Examples could include: other professionals whom you teach (physios, nurses, other health professionals etc.), supervisors/colleagues on a postgraduate medical education course, colleagues with whom you organise educational activities or sit on educational committees, administration staff that support a course you run (and therefore see feedback from course delegates and will have insight into your organisation/interpersonal skills and your motivation for what you do), your MEF mentor if you have one or perhaps even a student with whom you have been involved in teaching. If you teach outside of medicine (music, ballet, sport etc.) colleagues you have there could also provide references.

One of your referees may be from within the MEF group; the other reference must be from outside of the MEF group to ensure that this is a robust and transparent process.

The reference:

Please ask your referees to complete the MEF reference form, which can be returned directly to PDU.WX@hee.nhs.uk. This should include details on who they are and in what capacity they can vouch for your educational practice (colleague, MEF mentor, supervisor, student, admin etc.).

They can comment on your teaching skills, educational management skills, your approach to medical education, any personal attributes they feel are relevant, your career aspirations if they are aware of them, why they feel your educational activities should be recognised with an appointment as a Wessex Medical Education Fellow and any further comments they wish to make.

You may wish to meet with your referees (and/or send them a copy of your CV) to discuss your application form and the reference. You may find that in doing so they will highlight to you other activities you are involved in that warrant a mention on your application form that you may have overlooked.

Closing dates:

Completed application forms with the relevant signatures should be returned to PDU.WX@hee.nhs.uk by the 30th April or 30th November with a short cover letter or email. Please do not include any other supporting evidence (such as a CV). Please also allow plenty of time for your referees to complete and send their forms prior to the application deadline.