附件1

临床教学助教岗位职责

**Main Duties and Responsibilities 主要职责**

* Will mainly be involved in teaching by:
* 在教学过程中主要负责
  + facilitated discussion of problem solving and/or clinical case scenarios in small groups both face-to-face and virtual (online) facilitation
  + 在面授课或者网上教授小组讨论时引导学生解决问题以及开展临床病例讨论
  + human cadaveric dissection 人体解剖
  + demonstration and practice of clinical examinations
  + 临床检查演示和实践
  + opportunities to give lectures
  + 理论课程授课
* Will take a full share of all examining work, including invigilation, marking of module assessments and examination of students in OSCEs
* 充分参与所有考试工作，包括监考，课程考试评分，以及学生客观结构化临床技能考试。
* Will respond to student learning needs such as extra tutorials and support as approved by School staff
* 回应学生学习需要，如学校职工认可的额外辅导和支持。
* Will work with unit leads in the development of the medical curriculum and development of students on the course
* 同课程负责人紧密合作,促进医学课程体系发展以及课程教授过程中学生的发展。
* Enthuse, inspire and motivate students to keep a firm sight on their clinical goals by highlighting the importance, significance and relevance of basic sciences in clinical medicine and practice
* 通过强调基础科学在临床医学和实践中的重要性、意义和相关性，激发，启发和激励学生密切关注其临床目标。
* Will provide student reports each semester for students in their groups
* 每学期为学生提供成绩报告单。

**Internal and External Relationships 内外部关系**

They will meet at regular intervals to review progress in development of their skills as educators.

定期召开内部会议审查技能发展情况。

They will be in daily contact with Leads for the Units they are teaching to receive information about the teaching session and to feedback on student engagement with teaching.

将与其担任教学任务课程的课程负责人进行日常沟通，了解其所负责授课的教学内容并反映教学中学生参与情况。

**Skills, Abilities and Competencies 技能、能力与竞争力**

**Essential 必备条件**

* High level of proficiency in English, sufficient to undertake research, teaching and administrative activities utilising English Language materials and to communicate effectively with staff and students
* 具备高水平英语能力，能够使用英语资料进行研究，教学和行政管理活动，能与教职员工和学生进行高效沟通。
* Use of Microsoft Office software packages (Word, Outlook and Powerpoint)
* 能够使用Microsoft Office系列办公软件（Word, Outlook and Powerpoint）。
* Good physical and clinical examination skills to Foundation doctor level
* 具备基础医生水平的体检和临床检查技能。
* Understanding of attributes required for an effective teacher
* 了解教学效果良好的教师所具备的素质。
* Able to highlight the importance, significance and relevance of basic science in clinical medicine & practice
* 能够强调基础科学在临床医学以及实践中的重要性以及相关性。
* Excellent interpersonal skills
* 良好的人际交往能力。
* An understanding of how undergraduate medical education is delivered
* 了解本科医学教育教学。
* High standard of written\* and oral communication skills
* 高水平的书面和口头交流能力。
* Demonstrate enthusiasm and commitment to teaching
* 热心教学，专注教学。
* Demonstrates commitment to quality in education
* 关注教学质量。
* Approachable and an ability to motivate others
* 具备激励他人的方法和能力
* Ability to plan and organize effectively
* 高效计划和组织的能力。
* Able to self-manage adequate preparation time for teaching duties
* 能够为完成教学任务自行安排充足的备课时间。
* Able to undertake student evaluation with appropriate skill and consistency to meet requirements
* 具备进行学生评价的适当技能并能保持同质性以满足要求。
* The ability to interact well intellectually and personally within a team
* 具备良好的团队沟通能力。
* Administrative skills, with the ability to complete UoL-CQMU teaching coordination and teaching management and other related administrative work on time and to deadlines
* 具备行政管理能力，能够按时完成中英教学对接、教学管理及相关行政工作。
* Ability to inspire learners
* 能够启发学生。