EFFECTIVE CONSULTING LABS

Tutor Recruitment Information 2025-26

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Contents

Background

- At Bristol Medical School, a key component of the curriculum is Effective Consulting (*EC*) which runs throughout years 1-5 providing integrated learning opportunities in Clinical Reasoning, Clinical Communication and Clinical Skills. In years 1 and 2 Effective Consulting comprises campus-based teaching (EC Labs) and Clinical Contact which alternates between primary and secondary care.

- In **Year 1**, students have 10 EC lab sessions across the year. Three in Foundations of Medicine (*FOM*) and a further seven during the Human Health and Wellbeing block (*HHW*). Each session is themed around our toolkit for teaching and learning about clinical encounters (the toolkit is called **COGConnect***) and aligned to broader topics during FOM and HHW.

- In **Year 2**, students have 12 EC labs. Students revisit the COGConnect* toolkit during Teaching Block 1 (Oct – Dec, 4 sessions). Then, during Teaching block 2 (Jan – June, 8 sessions), the emphasis shifts to putting the whole consultation into practice in the context of symptom-based learning.

- In both years, students participate in a creative reflection of their learning. You can see some examples of previous students work here at **https://outofourheads.net/.**

- Students in Years 1 and 2 are assessed through Team Assessment of Behaviour and Clinical and Communication Skills Assessments.

*Further information on the COGConnect toolkit can be found here:
https://www.bristol.ac.uk/primaryhealthcare/teaching/cog-connect/

What are EC Labs?

- Effective Consulting labs are delivered to groups of 8 - 12 students across Years 1 - 3 at Bristol Medical School.

- They provide integrated learning in clinical communication and clinical reasoning working through work with peers and simulated patients.

- An EC Lab is so called to reflect its theoretical and practical nature: *a place of testing, collaboration and participation*.

Bristol Medical School - Effective Consulting Labs:

https://www.youtube.com/watch?v=dL1Cw1kbcwY

What is an EC tutor?

- An EC lab tutor facilitates student's experiential learning through delivery of material provided by the central EC team. As EC Lab tutors, doctors facilitate small groups (8-12 students) guiding them in development of early reasoning, communication and clinical skills.

- Our EC lab tutors play a vital part as doctor role models, facilitating the development of collaborative, creative and compassionate groups, and curious individuals. Tutors will support them in their early clinical learning, providing a safe space for them to try out new consulting skills with colleagues and simulated patients.

Bristol Medical School - Effective Consulting Tutors:

https://www.youtube.com/watch?v=TUaSftdDL70

Feedback from previous EC Lab tutors:

- *"It has been a privilege to work as part of the EC team this year - thank you for your brilliant learning materials!"*

- *"It is such a fantastic course and a real privilege to be part of first year education, watching the students grow and develop over the course of the year."*

- *"I have really enjoyed seeing the students develop their consulting skills and grow in confidence over the year. They have challenged me and worked hard to shape their own consulting styles."*

- *"It's a fantastic course; well structured and organised with excellent teaching materials and a really supportive team."*

- *"What I've really enjoyed in being an EC tutor this year is how much the students have inspired me and motivated me. Their engagement and enthusiasm has been wonderful. Thank you for the opportunity."*

- *"I have really enjoyed the past year and piecing together COGConnect with the students, seeing them make connections and activate so effectively."*

- *"I have really enjoyed teaching this year and it has reminded me how much I value medical education within my career. Thank you for being such a dynamic and supportive team."*

- *"The student' endless enthusiasm and engagement inspire me and motivates me throughout my week, and I always look forward to my teaching Thursday."*

Who are the EC team?

- A team of clinical medical educators and administrative support:

- *Professor Trevor Thompson is a GP and overall lead for Effective Consulting and Head of Primary Care at Bristol University Medical School*

- *Dr Juliet Brown is a GP, Year 1 co-lead and leads on implementing Effective Consulting across years 1-5.*

- *Dr Jessica Buchan is a GP, and is Effective Consulting lead for Year 2, and Year 2 co-lead.*

- *Dr Gayani Herath is a GP, and is Effective Consulting Lead for Year 1, and runs the EC labs across Years 1 & 2.*

- *Dr Kirsty Brownlie is a GP and is Effective Consulting Lead for Year 3.*

- *Mr Rhys Morton provides admin support and coordination for the Effective Consulting labs delivered in Year 1, Year 2 and Year 3.*

We also work closely with GP colleagues in Primary Care across North and South Bristol and Secondary Care Colleagues in North and South Bristol academies, and a dedicated team of Clinical Teaching Fellows to deliver the clinical provision within Effective Consulting.

What can you expect from the EC team?

- The learning material is released one week in advance for both students and tutors. A briefing email is sent before each tutorial, and the Lab Leads for EC are available to answer questions in advance. Effective Consulting has a dedicated administrator, who can provide logistical, technical and financial information and support. The EC team and group of tutors provide and facilitate a community of support and tutor led learning which we have found invaluable both for sharing top tips and any difficulties.

- Training in the use of all teaching materials and delivery methods is provided. Support is ongoing throughout the year.

- Teaching sessions are remunerated at a clinical payment rate, training is provided.

What remuneration is available?

- Payment is for sessions taught only and is commensurate with University Clinical Teacher rates. The rate for Effective Consulting teaching in 2025-26 is **£86.66 per hour** for self-employed individuals and **£65.00 per hour** (*inclusive of annual leave entitlement*) for Teaching Support Role (TSR) contracted staff.

- There will be more details to follow in a dedicated payment FAQ's document following appointment of the EC tutors.

- **For internal staff** - EC tutoring would be factored into your existing workplan following discussion with your line manager, and would count towards your continuous professional development (CPD) and teaching commitment/requirement within contracted hours (i.e. this CPD would be in lieu of the payment outlined above). EC tutor roles at the University can be evidenced as teaching in both your academic and clinical appraisal. If you currently work in a university role less than full time and would like to take on EC tutoring in addition to your current role, please get in touch.

EC Tutor – Role Summary

All our EC Lab tutors are clinicians, and all the learning and teaching material is centrally developed and provided, along with clear session plans for tutors.

These are the sorts of activities that an EC Lab tutor will be involved in:

- Follow the teaching programme provided by the EC team which outlines clear objectives and structured activities.

- Facilitate all core learning material and cover the stated learning objectives each session

- Prepare for sessions by reading the tutor guide and associated material. You are welcome to attend/watch the preparatory lecture as part of your preparation although there is no additional payment for doing so.

- Guide and support students as they first learn about, and then begin to practise the clinical communication, clinical reasoning and clinical skills needed for Effective Consultations. Help students bring together theory and practice, content and process in the Clinical Consultation.

- Work with actors as simulated patients

- Facilitate a safe group space, with good group dynamics

- Be a clinical and professional role model for early years students

- Understand and be able to implement the principles of good feedback

- Provide feedback to students and help students to develop their own reflective practice

- Facilitate peer led feedback

- Identify students in difficulty and be familiar with university protocols for signposting to appropriate resources

- Record and report student absences and lateness

- Ensure concerns about student academic progress and/or pastoral concerns are raised with the EC Year leads

- Respond to student requests for feedback (Team Assessment of Behaviour) for their ePortfolio

- Provide feedback on student's creative assignments: full guidance and support is provided.

- Be open to peer review and willing to develop your own practice

- Learn from colleagues and be prepared to share learning with tutor peers

EC Labs FAQ

- **How long is a tutorial?** *Each EC Lab teaching session is 1 hr 50 minutes.*

- **When do tutorials occur?** *All sessions occur on a Thursday. There are 3 potential time slots (see Appendix - please note these are fixed due to student timetables and room allocations). Year 1 and Year 2 EC Labs occur in different weeks.*

- **What are the teaching dates?** *Teaching dates are currently provisional (see appendix), but we acknowledge that you will sign up to the dates as offered. We ask that tutors commit to delivering all scheduled sessions throughout the academic year. We commit to providing at least 6 weeks' notice of a change in date and would ask that you also provide at least 6 weeks' notice if you are unable to teach because your clinical circumstances have changed.*

- **How much preparation is required?** *Preparation of approximately 1 hour is allocated for each session. In total, one teaching session attracts 3 hours of payment.*

- **How many sessions can I apply for?** *You can apply to be either a Year 1 EC lab tutor or a Year 2 EC Lab tutor. Please note your preferences will be considered but we may not be able to allocate all tutors to their preferred year group or number of sessions The maximum number of EC Lab sessions that one tutor can run regularly is 2, with ad hoc cover in addition.*

- **How are tutors selected?** *We do not run interviews for this role. It is a ranked selection and matching process which considers the service delivery needs of our course and the availability of eligible tutors. The link to the tutor application form is below.*

- **What training is provided?** *Relevant CPD will be provided. CPD is funded at a single flat payment for the academic year, which includes mandatory attendance at the pre-course workshop and mandatory associated e-learning for all tutors.*

Criteria

Criteria for an Effective Consulting Lab tutor, Bristol Medical School:

Knowledge		Skills		Experience		Qualities & Attributes	
Essential	Desirable	Essential	Desirable	Essential	Desirable	Essential	Desirable
• A Medical Degree • A GMC licence to practice OR GMC registration within 2 years of cessation of clinical practice OR clinically trained but no longer practicing, with a significant educational experience in a substantive education role • An interest in medical education theory and practice	• A formal qualification in medical education	• Ability to facilitate small group teaching • Ability to create a positive learning environment (including facilitating active participation of all group members) • Ability to provide feedback to learners • Ability to manage the learning process (including preparing for sessions, ensuring learning materials are covered and keeping to time)	• Adaptability to different group processes	• Experience of facilitating small group learning • Experience of facilitating learning in clinical communication	• Experience of facilitating small group learning in clinical communication • Experience of facilitating small group learning in clinical reasoning • Experience of teaching with simulated patients	• Ability to support the pastoral care of students within the framework of Bristol Medical School • An interest in the consultation itself • Awareness and understanding of EDI in the clinical and educational setting	• A desire to contribute to the work of the Effective Consulting team • A commitment to advance your own and others' educational capability through evaluation, reflection and continuous learning • An interest in using arts-based approaches • A flexible and creative approach to teaching and learning

Reporting To:

The EC lab tutor will report to the Year 1 and 2 EC Leads.

Formal line management and appraisal remain within the EC tutor's clinical environment. The EC team do not provide formal appraisal documentation for this role.

Application Details

- All applications from suitably qualified individuals will be considered. All posts are offered for one academic year.

- The recruitment period is open between **30th April 2025 – 29th May 2025** (but may be extended if recruitment needs are not met during this time period). Your application form will be considered by the Year leads and matched to our teaching needs. All applicants will be notified of the outcome in **early July**.

- We anticipate that occupational checks will take place in **July - September** and all staff should be registered with the relevant university departments by the start of September. If offered a post please ensure you respond to requests for information in a timely manner, as delays may affect your ability to access university teaching resources in time for the first tutorial.

- For an informal discussion please contact: medi-effective-consulting@bristol.ac.uk

- **Please feel free to share this information with any interested clinical colleagues.**

> To apply for Effective Consulting 2025-26, please complete the online application form here:
>
> ## Effective Consulting – Tutor Application Form 2025-26

Appendix

Relevant Dates and Information 2025-26*

Please note that all teaching dates are provisional.

Mandatory pre-course Training Workshop date:

- Thursday 11th September , 09:30 – 15:30

Teaching session times for both Year 1 and Year 2 are:

- *09:00 – 10:50*

- *11:30 – 13:20*

- *14:00 – 15:50*

Additional Opportunity (IPE):

Applicants who receive an EC tutor space may also be offered additional teaching opportunities at the Inter-Professional Event (IPE). The dates of these events are:

- *Thursday 27th November 2025 (Year 1 IPE)*

- *Monday 16th March 2026 (Year 2 IPE)*

Please note – the timings will vary and be different to the EC Lab timings. Further details will be provided closer to the time.

Year 1 Effective Consulting Lab Dates	Year 2 Effective Consulting Lab Dates
Foundations of Medicine (Teaching Block 1)	*System-based Teaching (Teaching Block 1)*
Lab 1: **25th September 2025**	Lab 1: **23rd October 2025**
Lab 2: **16th October 2025**	Lab 2: **6th November 2025**
Lab 3: **13th November 2025**	Lab 3: **20th November 2025**
-	Lab 4: **4th December 2025**
Human Health and Wellbeing (Teaching Block 2)	*Symptom-based Teaching (Teaching Block 2)*
Lab 4: **15th January 2026**	Lab 5: **8th January 2026**
Lab 5: **29th January 2026**	Lab 6: **22nd January 2026**
Lab 6: **12th February 2026**	Lab 7: **5th February 2026**
Lab 7: **12th March 2026**	Lab 8: **5th March 2026**
Lab 8: **16th April 2026**	Lab 9: **19th March 2026**
Lab 9: **30th April 2026**	Lab 10: **23rd April 2026**
Lab 10: **14th May 2026**	Lab 11: **7th May 2026**
-	Lab 12: **21st May 2026**

University of BRISTOL

For any further information, please contact us at:

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