

COLLEGE OF INTEGRATED CHINESE MEDICINE

RECRUITMENT, RETENTION AND DEVELOPMENT POLICY

Applicable to staff teaching the Chinese Medicine, Point location, Skills and Professional Practice programmes and to Practical Skills Tutors.

Introduction

We believe that it is important for a member of the college teaching team to have the opportunity to fill a vacancy:

- When it arises
- If they show they have an aptitude for the position to which they apply

All teachers are interviewed before being offered a new job. When a vacancy for the job of point teacher, main teacher or clinical supervisor arises, we encourage members of the teaching team to apply.

Job opportunities for Chinese medicine & practical skills teaching staff usually follow this sequence:

- Practical skills tutors can become lecturers
- Lecturers who can become clinical supervisors
- Clinical supervisors

However, in order to remain flexible, suitability for a job takes precedence over this sequence. When a vacancy arises the college interviews those teachers who wish to apply for any job, and their suitability for the job is determined according to the job description and application criteria.

Conventional medical science and research and reflective practice teachers are appointed separately, but may also apply to work as members of the Chinese medicine, point location, skills and professional practice teaching team. We recognise that not all members of the teaching team want to change jobs. All teachers are supported in their existing jobs through our development programme.

We also interview applicants who have not previously worked and/or trained at the college, as long as they fulfil the requirements of the job description.

Chinese medicine teachers, practical skills tutors, clinical supervisors and regional support tutors

The College of Integrated Chinese Medicine requires that all clinical supervisors, teachers, practical skills tutors and regional support group tutors are:

- Fully qualified as acupuncture practitioners and have a BSc (Hons) degree in acupuncture or its equivalent, awarded by an accredited institution.
- Clinical supervisors to be a member of the British Acupuncture Council (BAcC).
- Committed to the ideal of integrating the five element and TCM styles of practice and show evidence of this.
- Currently in regular acupuncture practice treating patients usually with a minimum of four years in practice for a teacher or clinical supervisor and three years for a practical skills tutor.

- v) Able to demonstrate an ability to teach.
- vi) Preferably a qualified teacher having gained a teaching qualification.

Conventional medical sciences teachers

We require teachers of conventional medical sciences to:

- i) Be thoroughly versed in their subject, preferably at the level of practice and preferably have either a degree and/or teaching qualification in the relevant conventional medical science discipline.
- ii) Demonstrate an ability to teach.
- iii) Preferably (but not necessarily) be practising acupuncturists.

Probationary period for new members of the teaching team

All new teachers, clinical supervisors and practical skills tutors will have a one-year probationary period. During this time they will participate in a supervisory process. At the end of this period they may be:

- i) Taken on as a full teaching member and engage in the appraisal process
- ii) Given extended probation for a further specified period of time
- iii) Declined further work by the college

Probationary period for promoted members of the teaching team

Teachers who are already doing another job within the college are also given a one year probationary period for their new job. During this time they will participate in the supervisory process for their new job. At the end of the probationary period they may be:

- i) Confirmed in the new job.
- ii) Given extended probation for a further specified period of time
- iii) Informed with full explanation, that they cannot continue in the new job, and reappointed to their previous job.

Pay bands

There are two bands of pay for teachers and clinical supervisors. This recognises the value of experience and teachers, clinical supervisors and practical skills tutors who may apply to be paid a higher rate after they have completed 500 hours of class or clinic time.

Clinical supervisors and teachers can apply to a higher pay band if they have:

- 500 hours of teaching experience at the college and
- A wide variety of teaching experience

Teaching experience here includes timetabled lessons where the work is as a teacher or clinical supervisor. Any session paid at a teacher rate rather than PST rate. As a rule of thumb, it's where lessons have been prepared. Hours excluded from the 500 hours include development days, practical teaching, exams, tutorials, open days, regional support groups, one to one teaching and friday & sunday point location sessions. Clinical supervisors and teachers should inform the finance manager in advance when they are close to reaching their 500 hours.

Applications should be made to the finance officer. Back pay for unclaimed hours is at the discretion of the MC.