

The Role of the SMMDP Instructor

Introduction

The Instructor is a key person in the delivery of the courses comprising the Scottish Multiprofessional Maternity Development Programme.

General

Scottish Multiprofessional Maternity Development Programme Instructors should:

- Ensure that they are familiar with the relevant course content and associated issues.
- Adhere to the Scottish Multiprofessional Maternity Development Programme Code of Conduct.
- Ensure that they maintain their Instructor status by complying with the re-certification guidelines.

SMMD Programme's Lectures

- Lectures must be based on the relevant course manual/materials to meet learning outcomes
- You do not have to use all the slides provided for a lecture but please limit any changes (omissions or exchanges) to a maximum of 20% of supplied presentation.
- You may add some of your own picture slides if you feel that this will add to the learning experience for candidates.

Conduct during a course

Scottish Multiprofessional Maternity Development Programme Instructors should:

- Attend any meetings of instructors convened by the Course Leader before the start of the course.
- Teach from current guidelines relating to the course.
- Prepare all necessary equipment for allocated sessions.

- Keep to time.
- Adhere to course guidelines relating to assessment on the course.
- Provide mentoring as appropriate to candidates on the course.
- Identify aspects of potential conflict before the course starts to the Course Leader.
- Notify the Course Leader of concerns as they arise.
- Attend a final meeting of instructors to agree the status of candidates.
- Support instructor candidates.
- Participate in the assessment of instructor candidates.

Attendance at and remuneration for SMMDP courses

To maintain their Instructor status it is anticipated that SMMDP Instructors will participate in a minimum of 2–3 course days per year of which one day would be as an external faculty member.

The SMMDP quality framework requires that there is an external Instructor on every SMMDP course, therefore, it is expected that Instructors will participate in SMMDP courses away from their own place of work.

In return for attending external training days, the SMMDP will offer two free candidate places on the course. As an external instructor, all expenses for travel and accommodation, if incurred, will be reimbursed following the course, in line with NHS Education for Scotland Policies, or can be arranged by the SMMDP Office.