



MALTA COLLEGE OF FAMILY DOCTORS
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***Call for application for Tutors to teach in the MCFD Basic
Teachers' Course in Vocational Training in Family Medicine***

The Malta College of Family Doctors will be organizing a certificate course for Trainers in Vocational Training in Family Medicine. This course will be led by **Dr. Doreen Cassar**, who will serve as the Lead Tutor. Dr. Cassar will also mentor and supervise the new tutors participating in this initiative.

Applications are invited from certified trainers in Family Medicine who are able to contribute to this important course. Five tutors (including the Lead Tutor) are required to deliver this course, which will consist of two modules:

- **Module 1:** Face-to-face sessions from Wednesday 12th March 2025 to Saturday 15th March 2025.
- **Module 2:** Online sessions from Wednesday 9th April 2025 to Saturday 12th April 2025.

The course's aims, objectives, and syllabus are formalized. Tutors will be responsible for delivering and assessing the prescribed content and providing a report on the evaluation of the course within two weeks after its conclusion.

The number of participants will be between 19 and 25. The maximum number of tutors will be 5 (one of whom is the Lead Tutor).

Role and Responsibilities of Tutors

1. Pre-Course Preparation:

- Reviewing the course syllabus and objectives to ensure familiarity with the material.
- Preparing high-quality presentations tailored to the assigned modules.
- Collaborating with the Lead Tutor and other team members to align on content

delivery and coordinate modules.

- Participating in pre-course meetings to discuss logistics, coordinate presentations, and plan interactive elements.

2. During the Course:

- Delivering assigned presentations clearly and effectively, engaging participants through interactive methods.
- Leading group discussions and activities to foster active learning and teamwork.
- Providing individualized support and mentorship to participants during the sessions.

3. Post-Course Review:

- Reviewing and providing detailed feedback on assignments submitted by participants.
- Contributing to a comprehensive evaluation report of the course, highlighting successes and recommending areas for improvement.

4. Teamwork and Collaboration:

- Supporting peers during their presentations and assisting with group facilitation.
- Ensuring a consistent and unified approach to course delivery.

Eligibility criteria

1. Paid up full member of the MCFD for at least 5 years
2. Certified as Trainer in Family Medicine.
3. On the Specialist Register of Family Medicine
4. Is in good standing with the Medical Council of Malta
5. Is in good standing with the Malta College of Family Doctors
6. Can be available on the said dates.

Remuneration

Trainers will be paid Euro 2,000.00 for delivery and assessment of the two modules, on submitting the evaluation report to the MCFD.

Applications with a detailed Curriculum Vitae and a covering letter satisfying the eligibility

criteria, as well as copies of relevant certificates, are to be sent by email until Friday 13th December 2024, at secretary@mcfcd.org.mt .

Chosen applicants must agree to:

- Attend **ALL** sessions in the two course modules
- Work in a group
- Uphold professional conduct

The decision of the Council on the choice or otherwise of applicants is final.

Applicants will be notified of the acceptance or otherwise of their application, by email.

Dr Edward Zammit

Honorary President MCFD

6th December 2024

Dr Jason Bonnici

Honorary Secretary MCFD