

## J O B   D E S C R I P T I O N

---

**Job Title:** Undergraduate Administrator  
**Grade:** Band 4  
**Department / Ward:** Medical & Dental Education Department  
**Division:** Medical  
**Base:** NMGH / MFT-OR

*Your normal place of work is North Manchester General Hospital or such other location where you may reasonably be required to work for the proper performance and exercise of your duties.*

---

## ORGANISATIONAL ARRANGEMENTS

**Accountable to:** Assistant Manager Undergraduate Training  
Medical & Dental Education Business Manager  
Assistant Director, Office of the Medical Director

**Other Accountabilities:** Undergraduate Year Leads  
Associate Director of Medical Education (Undergraduate)  
Director of Medical Education (Undergraduate)  
Director of Medical Education (Postgraduate)

---

## JOB PURPOSE

To effectively administrate the varied teaching programmes offered to Year 3, 4 and 5 undergraduate medical and dental students.

---

## DUTIES AND RESPONSIBILITIES

- To provide effective administration of the Undergraduate Teaching provided across the Trust.

- To ensure all teaching areas are maintained to designated standards, liaising with the Estates Department regarding essential repairs and maintenance.
- To ensure all AV / teaching equipment is effectively utilised, stored and maintained, ensuring that rooms are set up as appropriate for teaching sessions, and all equipment securely stored and rooms restored to original lay out on completion.
- Book rooms for training, ensuring that room suitability and provision of appropriate equipment is fully considered and booked in advance.
- Be a point of contact for undergraduate medical and dental students answering basic queries, providing appropriate support and liaising with appropriate University staff as required for more complex queries.
- To work with the Line Manager to provide cover for other members of staff within the department for both postgraduate and undergraduate areas as appropriate, ensuring basic knowledge and ongoing current awareness to enable this to take place.
- Collate statistical information as required (e.g. teaching activity, student participation and attendance) and produce reports and spreadsheets as required by the Medical Education Business Manager, Undergraduate Tutor, Assistant Manager Undergraduate Training and Directors of Medical Education.
- To administer on behalf of the Manager the petty cash for the locker monies for students and take responsibility for the element of the budget pertaining to stationery.
- Order stocks, stores and equipment as required for the day to day running of the Department within available resources and checking with the Medical Education Business Manager or Assistant Manager Undergraduate Training (subject to budget) that sufficient budget is available, ordering all stationery and stock online. By exception, if non-stock items are ordered the signature of the Medical Education Business Manager to be obtained.
- Working from names provided by Undergraduate Year and Firm Leads, schedule and book speakers and trainers for Undergraduate Teaching provision.
- Use MedLea/1Med system to input the weekly timetable for medical students, as obtained from the Undergraduate Year and Firm Leads, and ensure MedLea/1Med is kept up to date with any alterations and lectures at all times.
- As per item 11 above, for dental students but in paper format.
- To contact Consultants verbally and by email to book students into appropriate clinics and theatre sessions.
- Provide a full range of secretarial/clerical/reception duties as required for Undergraduate Teaching programmes.
- Act as the first point of contact for all Undergraduate Teaching enquiries (written or verbal) and deal independently with routine matters.
- To provide basic pastoral support for students.
- Facilitate the provision of hospitality / catering as required within the department.
- Liaise effectively with all levels of PAHT staff and external agencies (e.g. Manchester University Medical and Dental Schools), promoting excellent working relationships.
- Update web pages to ensure that they are always appropriate and up to date.

- Work flexibly in order to administrate teaching commitments within the Department, with flexibility for up to 21:00 hours for late night meetings, available from 07:30 hours for early starts and cross site and off-site meetings. Providing cover cross-site as required.
- Attend relevant meetings including taking the minutes, keep personal development file up to date with line manager and participate in designated training and development.
- Respond to and undertake all reasonable management requests.
- To work with the Quality Assurance Administrator on quality assurance for Undergraduate Teaching (e.g. keeping central QA documentation up to date, conducting surveys as required, providing draft questions, and administrating the survey, and collating and distributing the results).
- For Observed Structured Clinical Examinations (OSCEs), to provide administrative support as required.
- Act at all times in such a way as to promote the Undergraduate Department, Medical and Dental Education and PAHNT in a positive manner.
- To support the postgraduate and revalidation teams as required for cross cover purposes.
- To meet all mandatory training requirements and remain up to date at all times.
- To provide and present local inductions as defined by line manager, Directors / Assistant Director of Medical Education and Undergraduate Year Leads.
- To meet any reasonable management request.

## **RISK MANAGEMENT**

It is a standard element of the role and responsibility of all staff of the Trust that they fulfil a proactive role towards the management of risk in all of their actions. This entails the risk assessment of all situations, the taking of appropriate actions and reporting of all incidents, near misses and hazards.

---

## **RECORDS MANAGEMENT/DATA PROTECTION ACT**

As an employee of the Trust, you have a legal responsibility for all records (including patient health, financial, personal and administrative) that you gather or use as part of your work within the Trust. The records may be paper, electronic, microfiche, audio or videotapes, x-ray images. You must consult your manager if you have any doubt as to the correct management of the records with which you work.

---

## **HEALTH AND SAFETY REQUIREMENTS**

All employees of the Trust have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. Employees are required to co-operate with management to enable the Trust to meet its own legal duties and to report any circumstances that may compromise the health, safety and welfare of those affected by the Trust undertakings.

---

## **CONFIDENTIALITY AND INFORMATION SECURITY**

As a Trust employee you are required to uphold the confidentiality of all records held by the Trust, whether patient records or trust information. This duty lasts indefinitely and will continue after you leave the trust employment.

All information which identifies individuals in whatever form (paper/pictures, electronic data/images or voice) is covered by the 1998 Data Protection Act and should be managed in accordance with this legislation.

---

## **TRUST POLICIES**

The Trust operates a range of policies, e.g. Human Resources, Clinical Practice (available on the Trust intranet). All Trust employees must observe and adhere to the provisions outlined in these policies.

---

## **RESEARCH**

The Trust manages all research in accordance with the requirements of the Research Governance Framework. As an employee of the Trust, you must comply with all reporting requirements, systems and duties of action put in place by the Trust to deliver research governance.

---

## **EQUAL OPPORTUNITIES**

The Trust provides a range of services and employment opportunities for a diverse population. As a Trust employee you are expected to treat all patients/customers and work colleagues with dignity and respect irrespective of their background.

---

## **CHILD PROTECTION**

All employees have a responsibility to protect and safeguard children. They must therefore be aware of child protection procedures and who to contact within the Trust for further help and guidance.

The above job description indicates the main duties of the post and may be reviewed in the light of experience & developments within the service. Any review will be undertaken in conjunction with the postholder.

---

**Date Prepared:**

**Prepared By:**

**Agreed By:**

**Employee's Name and Signature:**

**Date:**

**Manager's Name and Signature:**

**Date:**

**Date Reviewed:**

**Reviewed By:**

**THE PENNINE ACUTE HOSPITALS NHS TRUST**

**PERSON SPECIFICATION**

**Job Title: Undergraduate Administrator**

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>METHOD OF ASSESSMENT</b>
<b>QUALIFICATIONS</b>	Good standard of general education to A level standard or equivalent work experience, Literacy and Numeracy to Level 2 minimum standard ECDL/ITQ or equivalent	Advanced ECDL/ITQ AMSPAR  Basic counselling certificate or pastoral care training	Certificates
<b>EXPERIENCE</b>	Demonstrate significant experience in secretarial/clerical role Production of reports.  Maintenance of work schedules.  Arranging meetings/room bookings.  Preparation of audio-visual aids.	Experience of Medical & Dental Education  NHS experience	Application Form  Interview  References

<b>SKILLS</b>	<p>Well-developed organisational skills.</p> <p>Good Microsoft office experience of using all packages.</p> <p>Ability to work deadlines.</p> <p>Good time management skills.</p> <p>Able to work under pressure.</p> <p>Able to use spreadsheets Able to produce presentations.</p> <p>Excellent communication skills (verbal/written).</p> <p>Able to work under own initiative/with minimum supervision.</p> <p>Produce reports, letters and memos.</p>	<p>Experience of stationery or stock control</p> <p>Able to monitor expenditure against budget</p>	<p>Application Form</p> <p>Interview</p> <p>References</p>
<b>KNOWLEDGE</b>	<p>Knowledge of office systems and protocols.</p>	<p>Understanding of Education and /or Medical Education function</p> <p>Knowledge of medical terminology</p>	<p>Application Form</p> <p>Interview</p> <p>References</p>
<b>OTHER</b> <i>(Please Specify)</i>	<p>Flexible working hours as needed by department.</p> <p>Excellent attendance &amp; punctuality record.</p> <p>Willing to develop self and role.</p> <p>Willing to work on other Trust sites if needed and off site locations and able to travel to these.</p>		<p>Application Form</p> <p>Interview</p> <p>Document Check</p>

**Date Prepared:**

**Prepared By:**

**Agreed by:**  
**Employee**

**Agreed By:**  
**Manager**

**Date Agreed:**  
**Date Reviewed:**

**Date Agreed:**  
**Reviewed by:**