

University Hospital of South Manchester NHS Foundation Trust

JOB DESCRIPTION

Title: Undergraduate Coordinator

For: Year 3

Department: Undergraduate Medical Education

Division: Corporate

Base: ERC, Wythenshawe Hospital

Hours: 35

Band: 4

ORGANISATIONAL ARRANGEMENTS

Reports to: Deputy Manager

Accountable to: Undergraduate Manager

Responsible for: N/A

JOB PURPOSE

The post-holder will work as part of the Undergraduate Centre Team based at Wythenshawe Hospital delivering medical education on behalf of the University of Manchester from the South sector.

The post holder will also have specific responsibility for organising the the 5 clinical placements They will be expected to plan and prioritise workload to ensure the smooth running of a complex curriculum so organisational ability, forward planning and excellent communication skills are essential. The post holder will work flexibly with other team members to achieve common goals and to ensure the delivery of a fully integrated teaching programme across the three years of the Undergraduate course.

The post holder will be required to liaise closely with staff based within the Trust and the University of Manchester also at the other District General Hospitals and in the community sector, and occasionally further afield.

MAIN DUTIES AND RESPONSIBILITIES

Organising delivery of all aspects of the Year 3 programme including:

- Coordinating the implementation and development of the year 3 teaching programmes for the Undergraduate Course.
- Recruitment of tutors for , TCD, clinical teaching and SSCP and APEP induction TCD and d
- Ensure that all the teaching sessions are timetabled at the start of the module.
- Contact Firm Leaders well in advance to confirm placements and numbers of students in placements. Confirm timetables.
- Organise the 5 tracks ensuring each student's individual track meets the criteria as stipulated by the Medical School in conjunction with the GMC.
- Organise and deliver the induction for APEP- ensuring all relevant and mandatory paperwork is distributed. Organise practice presentation sessions and liaise with the University for the APEP presentations – ensuring examiners arrive and the correct paperwork is distributed.
- Liaise with students ensuring their presentations have been copied onto the computer.
- Organise information session for the APEP students.
- Organise inductions for all firms for each block.
- Ensure all mandatory training is completed by monitoring the learning hub.
- Assign students to tracks
- Liaising with SWAP's regarding personal information provided by the student and the University to ensure correct student allocation.
- Ensure all clinical firm teaching sessions are timetabled
- Assist in organising "Introduction to Clinical Learning" (ICL) course
 - Implementing and organising complex timetables, liaising with Clinical Skills Tutors to ensure skills sessions are timetabled
 - , book venues and timetable for start of each module.
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- Booking of the teaching venues
- Entering this information into an existing database to which the students have access i.e. MedLea
- Recruit new tutors by liaising with new consultants as to their availability to teach and organise training as required. Integrate new tutors to clinical timetables where needed.
- Problem solve any difficulties that may arise, e.g. Cancelled teaching sessions, to ensure the curriculum is successfully delivered for Year 3 students
- . Ensure registers are available to students at start of firm. Explain and distribute registers as appropriate
- Monitor tutor attendance at regular intervals and inform Hospital Dean when tutor attendance causes concern
- Monitor student attendance at regular intervals – referring students to the Year lead if necessary.

Data Management

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- Manage and accurately maintain all data relating to Year 3 placements including student and supervisor information within MedLea
- Continuously develop and enhance the design of the local database to meet the needs of the curriculum.

General

- Attend meetings on behalf of the Undergraduate Centre team as required e.g. Medical School or other Undergraduate centres.
- Deal with student enquires which occur throughout the day
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- Problem solve any difficulties that may arise
- Provide administrative and any other support to the Undergraduate Centre team as required e.g. Student welfare
- Assist with student examinations and their preparation and providing support on exam days

Communication

- Maintain excellent communication with course leaders, teachers, students and other team members at the Trust, other Trusts and DGH's.
- Negotiate with teachers and tutors to ensure delivery of teaching sessions, even when teaching may conflict with clinical commitments.
- Liaise with University staff in Primary Care division and Medical School to involve GPs in the Year 3 teaching programme.
- Ensure Student Welfare and Professionalism team are kept fully informed when concerns are raised about a student
- Deliver presentations to students and staff as required
- Provide support and advice to students, course and module leaders
- Ensure Operational Manager and Undergraduate Manager are updated on tutor shortages or venue difficulties
- Work closely with other education staff at other teaching bases in Manchester
- Maintain good communication with other members of the Undergraduate Team and work co-operatively with them. This will include covering duties of other members of the team during times of absence.
- Organise training workshops for Tutors to disseminate changes to the teaching programme

Quality

- Develop an understanding of the University's quality assurances processes at all levels
- Develop an understanding of the GMC's quality assurances processes at all levels
- With supervision, manage the annual review process as well as ensuring that the information related to these reviews is maintained throughout the year.
- Be the first point of contact regarding quality assurance matters with each of the Associated Teaching Hospitals and District General Hospitals and the Community Based Medicine team for Year 3 placements
- Administer Year 3 student complaints, including accurately recording events, collecting evidence and recording analysis
- Administer new curriculum initiatives and assist in the continued development of the NME/HLB modules, including improvements in course delivery raised following student evaluation
- Contribute to the collection and analysis of all aspects of delivery of the Undergraduate Curriculum in Year 3 to include:
 - Clinical placements including inductions, welcome, teacher attendance.
 - Clinical Skills teaching
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 - Sign ups

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- Induction programmes
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- Simulation training and remedial teaching
- Registers

PROFESSIONAL DEVELOPMENT

- Take every reasonable opportunity to maintain and improve personal professional knowledge, competence and skills.
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- Maintain Trust mandatory training for administration staff

EFFORT AND ENVIRONMENTAL FACTORS

Physical Effort

Mental Effort

- Need to work to deadlines in accordance with the Undergraduate timetable. Student and tutor queries create frequent interruptions to working day.
- Needs to maintain confidentiality at all times.

Emotional Effort

- May encounter students, or tutors, who are upset or wish to make a complaint.

Working Conditions

- Requirement to use VDU more or less continuously during working day.

INFECTION CONTROL

“To assist the Trust in reducing healthcare associated infections you should be familiar with the Trust’s Hand Decontamination Policy, attend mandatory induction training and be compliant with all hand hygiene standards at all times”

HEALTH AND SAFETY

All staff will:

- Take care of own safety and that of others who may be affected by their actions or omissions.
- Adhere to Trust and Departmental Health and Safety Policies and use any equipment or personal protective equipment provided to ensure safety.
- Co-operate with managers to maintain safe systems and safe workplaces.
- Report any accidents/incidents or ill health, failings in premises, equipment or personal protective equipment.
- Not interfere with any equipment provided to ensure Health and Safety
- Not attempt to carry out tasks or repairs beyond their competence

The above is not intended to provide an exhaustive list of duties required of the post-holder and will be subject to regular review and any amendments will be made in consultation and agreement with the post holder.

Date prepared:

Prepared by:

Agreed by:

Employee's Name and Signature:

Manager's Name and Signature:

Date:

Date:

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PERSON SPECIFICATION

	<u>ESSENTIAL</u>	<u>DESIRABLE</u>	<u>METHOD OF ASSESSMENT</u>
QUALIFICATIONS	Relevant NVQ Level 3 or equivalent A Level standard or equivalent	ECDL or equivalent	Certificates
EXPERIENCE	Experience of establishing office systems Senior Administrative experience of at least 3 years	Previous NHS experience Experience of working in education Previous experience of working with medical students	Application Form Interview Presentation References
SKILLS	Excellent verbal and written communication skills. Ability to work on own initiative and work well as a team		Application Form Interview Presentation References
KNOWLEDGE	Excellent working knowledge of Access, Outlook, Word, Excel	Understanding of medical education curriculum	Application Form Interview Presentation References
OTHER	Approachable and open style Enthusiastic and committed attitude Enjoy working with students Flexible and innovate approach to working Willing to travel to other sector hospitals and meetings at Medical School		Application Form Interview Presentation References Document Check

University Hospital of South Manchester – Undergraduate Department

Revised Organisation Chart



