
JOB DESCRIPTION

JOB DETAILS

Job Title:	Year 4 Co-ordinator
Department / Ward:	Undergraduate Medical Education
Division / Service Area:	Corporate Division
Base:	ERC, Wythenshawe Hospital
Hours:	31
Band:	4

ORGANISATIONAL ARRANGEMENTS

Accountable to:	Operational Manager
Reports to:	Undergraduate Manager
Other Accountabilities:	(Professional) N/A
	(Clinical) N/A
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 is responsible for the organisation and delivery of teaching for Year 4 medical students on the MBChB programme based at Wythenshawe, approx. 130 students per year, ensuring that they are allocated to clinical placements, liaising with linked education providers and supporting the medical students throughout the academic year.). 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.

DUTIES AND RESPONSIBILITIES

- Responsible for organising all student placements and allocations for Year 4 including TCD sessions/Clinical firms/District General Hospital placements /QEPEP and for overseeing timely dissemination of this information to the relevant parties.
- Exercise judgement when allocating placements to students to distribute popular choices fairly.
- Responsible for liaising with tutors and clinical supervisors regarding student allocations.
- Responsible for collating information, student forms etc for each new module and overseeing dissemination as appropriate.
- Responsible for supporting the Year 4 Lead to include arranging student meetings and sitting in on these where necessary, typing up file notes, arranging meetings with the Lead and clinical placement supervisors, disseminating information for the Year 4 Lead to students and placement supervisors
- Responsible for inputting data onto medlea for timetabling purposes
- Liaise with Medical School as appropriate, e.g. ERASMUS student
- Attend monthly Year 4 Operational Group Meetings at the University
- Liaise with MRI and Salford Year 4 Administrators to allocate their students to Breast and ID placements and confirm timetables

- Oversee visiting students to allow them to obtain ID badges, IT access, monitor Caldicott and Confidentiality
- Responsible for monitoring and ensuring all Year 4 students have completed the appropriate ELearning on the Learning Hub, chasing this up and keeping records
- Coordinating the implementation and development of the year 4 teaching programmes for the Undergraduate Course. Recruitment of tutors for TCD, clinical teaching and secondary components
 - Contact tutors well in advance of the start of the academic year to recruit TCD tutors and ensure that all the teaching sessions are timetabled at the start of the module.
 - Assist in ensuring all clinical firm teaching sessions are timetabled
- Arranging the seminar/workshops programmes for the individual teaching modules
 - Recruit tutors for seminars in advance of the start of the academic year, book venues and timetable for start of each module.
- Booking of teaching venues
- Entering this information into an existing database to which the students have access i.e. MedLea, 1Med
- Organise induction lectures
- 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 4 students
- Monitor tutor attendance at regular intervals and inform Hospital Dean when tutor attendance causes concern

Data Management

- Assist in producing end of module reports of teaching activity
- Manage and accurately maintain all data relating to Year 4 placements including student and supervisor information within MedLea/1Med

General duties

- Coordinate and maintain all information in electronic format to enable the undergraduate administrative team to work effectively and efficiently.
- Observe the requirements of relevant Health & Safety at Work Act and the Data Protection Act.
- Any other duties deemed appropriate by the Hospital Dean or Undergraduate Manager and by discussion with the post holder.

SUPPLEMENTARY INFORMATION

1. EFFORT & ENVIRONMENTAL FACTORS

Mental Effort

- Need to work to deadlines to 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.

2. SPECIALTY SPECIFIC JOB INFORMATION

Undergraduate Medical Education Department, Corporate Division

The Undergraduate medical education department is not directly involved in service delivery. The department is responsible for clients (i.e. medical students) rather than patients. High quality education and training provision for the medical students is essential to ensure continued high quality service delivery from the future medical workforce.

The University of Manchester medical school sets out the curriculum and examinations for the medical undergraduate course. Medical students are based from Year 3 onwards at one of 5 undergraduate teaching hospital trusts. From autumn 2004 students from years 1&2 will also attend for some sessions. University Hospital of South Manchester NHS Trust is one of the teaching hospital trusts and the undergraduate medical team, led by the Hospital Dean, is responsible for planning, providing and monitoring teaching and learning opportunities to deliver the curriculum. There are over 300 medical students based in UHSM.

The Clinical Skills Unit (CSU) forms part of the undergraduate medical education department. It is a purpose built training facility within the newly built Education & Research Centre, Wythenshawe Hospital. The CSU provides facilities for the training and examination of clinical skills for medical undergraduate students.

PERSON SPECIFICATION – TRUST WIDE

Job Title: Year 4 Co-ordinator

	<u>ESSENTIAL</u>	<u>DESIRABLE</u>	METHOD OF ASSESSMENT
QUALIFICATIONS	Relevant NVQ Level 3 or equivalent A Level standard or equivalent	ECDL or equivalent	Certificates Interview
EXPERIENCE	Minimum of 3 years experience in a responsible administrative post Experience of establishing office systems; Experience of working collaboratively in teams, and using initiative;	Experience of working within a higher education environment; Experience of working with collaborative partners; Experience of working in a healthcare setting	Application form Interview References
SKILLS	Excellent verbal and written communication skills; Ability to work on own initiative and work well as a team; Excellent interpersonal skills as well as the ability to work with a broad range of people at all levels; An ability to be pro-active and innovative as well as managing competing demands; A methodical, well-organised and flexible approach to work including attention to detail; Good negotiation skills		Application form Interview References

KNOWLEDGE	High level of IT skills such as proficient in use of Excel, Access, Word, PowerPoint, email and web based systems	Understanding of medical education curriculum	Application form Interview References
OTHER	<p>Flexible approach to cover busy periods, e.g. exams, start of modules</p> <p>Approachable and open style</p> <p>Enthusiastic and committed attitude</p> <p>Ability to travel independently to placement providers and university</p>		Application form Interview References