

University Hospital of South Manchester NHS Foundation Trust

JOB DESCRIPTION

Title:	Undergraduate Co-ordinator (Year 5, PEP and Project Option)
Department:	Undergraduate Department, ERC
Division:	Corporate
Base:	Wythenshawe Hospital
Hours:	30
Band:	4

ORGANISATIONAL ARRANGEMENTS

Accountable to:	Undergraduate Manager
Reports to:	Operational 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 for the South sector. They will organise, co-ordinate and administer the Student Selected Components (SSC) for Year 3 and Year 4 medical students. It should be noted that these SSCs are currently evolving into Personal Excellence Plans (PEPs) and the post holder will be responsible for implementing these, including recruitment of tutors.

They will be the key contact for the South Sector for project option delivery and assessments.

The post-holder will be based at the University Hospital South Manchester but it is anticipated that they may visit Manchester Medical School, Stepping Hill, Leighton and Macclesfield Hospitals, for key meetings as required.

DUTIES AND RESPONSIBILITIES

Administration of Year 5 Curriculum

- Coordinating the implementation and development of the Year 5 teaching programmes for the Undergraduate Course.
- Recruitment of tutors for clinical teaching and seminars and case-based management discussions (UCMD).
- Contact tutors well in advance of the start of the academic year to recruit and ensure that all the teaching sessions are timetabled at the start of the module.
- Organising debriefs/focus groups for students and staff
- Arranging the Oncology, Simulation and Skills Block, including recruiting tutors for seminars in advance of the start of the academic year, book venues and timetable before start of the academic year.
- Ensure student handbooks, visual aids and all course resource materials to support the individual teaching modules are prepared in a timely fashion
- Book teaching venues
- Entering this information into an existing database to which the students have access i.e. MedLea
- Organise induction lectures for Year 4 students entering Year 5 in next academic year
- Recruit new tutors by liaising with new consultants as to their availability to teach and organise training as required.
- Problem solve any difficulties that may arise, e.g. cancelled teaching sessions, to ensure the curriculum is successfully delivered to Year 5 students
- Monitor tutor attendance at regular intervals and inform Hospital Dean when tutor attendance causes concern

Administration of PEP Placements/Project Options

- Identify PEP placements at Trusts and associated Hospitals
- Pro-actively recruit PEP supervisors at UHSM, Leighton, Stepping Hill and Macclesfield
- Liaising with existing supervisors
- Maintain the PEP options on a database, MedLea etc, including the shared 'Pan Sector' PEPs, ensuring accurate recording of placement location for financial purposes
- Manage the allocation of placements to students.
- Manage any problems arising from students not receiving their preferred allocation, or cancellation of placements by supervisors.
- Arrange accommodation for students on placements
- Facilitate Project Option Assessments
- Organise lead Project Option lectures and inductions
- Point of contact for all Project Option problems and facilitation of Project Option presentations
- Liaise with Phase 2 Coordinator to assist in ensuring supervisors comply with timescales for marking student reports
- The post holder will be required to recruit, implement and facilitate PEPs across the Health Education Zone

Data Management

- Assist QA and Data co-ordinator in producing end of module reports of teaching activity.
- Manage and accurately maintain all data relating to Year 5 placements including student and supervisor information within MedLea/1Med
- 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
- Problem solve any difficulties that may arise
- Provide administrative and any other support to the Undergraduate Centre team as required
- Assist with student examinations providing support on exam days, working flexibly at these times
- Any other duties within the Academy deemed appropriate by line manager or Manager for Undergraduate Medical Education and by discussion with post holder

EFFORT AND ENVIRONMENTAL FACTORS

Physical Effort: The post holder will spend the majority of their working day on a VDU with a high degree of data work.

Mental Effort: There will be a high degree of complex data analysis, research methodology and statistical work involved. In addition, the post holder will have to provide accurate evaluation reports which will be presented to the Trust Board as well as University Boards and SHA.

Emotional Effort: Although the post holder will not be involved in the day to day support of students, they will need to deal with student complaints and arrange visits to students at other placements, particularly where students feel they are not receiving the teaching required. This means the post holder will be involved in working with students who may be distressed or angry. In addition, tutors and placement providers can also become defensive and difficult to liaise with.

Working Conditions: The post holder will be placed in the Undergraduate Office in ERC. The heating and ventilation are inconsistent and this affects working conditions. In addition there will be constant interruptions due to student and tutor enquiries.

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.

Date prepared: 6 June 2014

Prepared by: Nicola Lees

Agreed by:

Employee’s Name and Signature:

Date:

Manager’s Name and Signature:

Date:

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