



J O B D E S C R I P T I O N

POST:	Undergraduate Teaching Programme Coordinator
DEPARTMENT:	Undergraduate Medical Education
BAND:	5
HOURS PER WEEK:	37.5
REPORTS TO: Deputy:	Undergraduate Medical Education Manager
RESPONSIBLE FOR:	N/A
WORK BASE:	Undergraduate Centre MFT Oxford Road

JOB PURPOSE

The post holder is responsible for managing the operational delivery of the curriculum for students on the MB ChB programme at MFT Oxford Road, ensuring that they are allocated to clinical placements, liaising with linked education providers and supporting the medical students.

KEY DUTIES AND RESPONSIBILITIES

- Responsible for planning, organising and coordinating the complex delivery of the Teaching Programme ensuring effective delivery of teaching to meet both Manchester Medical School and GMC Standards.
- Responsible for organising and coordinating specific areas linked to implementation and delivery of the programme by identifying placements and recruiting supervisors from MFT Oxford Road and associated clinical education partners.

COMMUNICATION

- Develops and maintains an integrated communication strategy ensuring effective communication with academic staff and senior clinicians supporting them in fulfilling their teaching responsibilities.
- Liaises with Undergraduate administrators at all Clinical Education Campuses, Community Based Medical Education and Clinical Education Providers linked to MFT Oxford Road on all aspects of educational placements for medical students. Sharing good practice, providing advice, guidance, and support to colleagues at the clinical education partners to ensure the Programme is delivered effectively and there is parity across all sites.

- Continuously improves student experience in undergraduate medical education – by ensuring that teaching is timetabled and delivered in a timely manner and being responsive to student queries and providing necessary support. To act as the point of contact to medical students on matters relating to curriculum.
- Regularly communicates with students advising them of allocations, updates from the University of Manchester, changes to placement allocations or scheduled teaching, providing advice and instructions to each new group of medical students at the start of each block.
- Represents the Oxford Road at working group meetings with the University of Manchester and contributes to the development of new and existing programme elements.
- Maintains good communication with other members of the Undergraduate Team and works co-operatively with them. This will include covering duties of other members of the Team during times of absence.

PLANNING AND ORGANISATIONAL SKILLS

- Responsible for planning and prioritising workload to ensure the smooth delivery of a complex curriculum. Organisational ability, ability to meet deadlines forward planning and excellent communication skills are essential.
- Responsible for planning, organising and coordinating the delivery of the Teaching Programme at MFT Oxford Road including recruitment of clinical tutors, allocation and coordination of clinical placements and student timetables.
- Works closely with Lead tutors of several specialties to agree complex timetables and ensure that senior clinicians availability to teach can be accommodated within the timetable. Timetables can be frequently adjusted due to clinical commitments and cover for other clinicians.
- Continuously monitors and checks consultant tutor availability to ensure that teaching is delivered in accordance with the University of Manchester specification, providing support and advice.
- Provides, receives and disseminates highly complex, frequently changing information in relation to the curriculum which may encounter barriers to acceptance.
- Monitors the delivery of teaching and minimising cancellations by agreeing cover from clinical directorates.
- Works closely with Clinical Leads and Undergraduate Manager to plan and implement curriculum changes.
- Manages and accurately maintains all data relating to placements, students and supervisors.
- Monitors Student Dashboards and works closely with the academic Year Lead to ensure all students have completed all elements of the programme by the end of each placement.

- Organises and attends regular meetings with academic Year Lead and students on a range of academic issues e.g. attendance, unsatisfactory placements and assessment issues.
- Organises and attends planning meetings with placement supervisors and module leads at MFT Oxford Road.

QUALITY ASSURANCE

- Assists in the delivery of 1st class education at MFT Oxford Road.
- Liaises with the Quality Assurance Coordinator to ensure quality assurance processes are adhered to.
- Organises and attends regular feedback meetings with student Year representatives and the academic Year Lead and acting on feedback.
- Records and updates tutor training data on the departmental training log for Quality assurance purposes. Monitors student attendance at mandatory teaching sessions following the University of Manchester's attendance requirements.
- Manages the bespoke e-form dashboard reporting system, ensuring that the End of Block placement forms have been submitted by students within the requisite time period reporting any problems to the academic Year Lead.

INFORMATION HANDLING

- Uses a range of IT applications to create reports; maintains project information system and ensures data is securely store and is transferred, where necessary, in line with information governance and data protection.
- Manages and accurately maintains all data relating to placements including student and supervisor information updating scheduled teaching activity onto University electronic timetables.
- Collates updated student contact details annually and updates the appropriate databases.

RESPONSIBILITY FOR HUMAN RESOURCES

- Provides information on training on curriculum to clinicians, management and staff at all levels.
- Effectively deal with all problems that students might have both educational and personal including identifying absence trends.
- Signpost students to the appropriate student pastoral services.
- Prepares documentation for student updates.

- Liaises with Manchester Medical School, Student Pastoral Services at MFT Oxford Road and any other persons necessary to help students in difficulty recognising the need for effective confidentiality.
- Keep all databases and files up to date with any information relating to students

PROFESSIONAL DEVELOPMENT

- Regularly reviews own practices and makes changes in accordance with current and/or best practice, makes suggestions for improved practice and identifies where other activities affect own practice.
- To achieve and demonstrate agreed standards of personal and professional development within agreed timescales.
- Participates in annual appraisal.
- Maintains mandatory training for administration staff.

LEVEL OF AUTONOMY

Works to achieve agreed objectives within organisational policies, standard operating procedures etc. Work is managed rather than supervised, referring to line manager as and when necessary.

EFFORT & ENVIRONMENT

Mental effort

- There is frequent requirement for concentration where the work pattern is unpredictable

Working Conditions

- The role is office based with an open door policy to stakeholders
- Post holders need to be able to travel to other sites when necessary

Emotional effort

- Frequent exposure to emotional or distressing circumstances

INFECTION CONTROL

It is a requirement for all staff to comply with all infection control policies and procedures as set out in the Trust's Infection Control manual. The postholder is also responsible for ensuring all their staff attends mandatory training, including infection control and to provide support to the Director of Infection Control.

HEALTH AND SAFETY

The Trust has a statutory responsibility to provide and maintain a healthy and safe environment for its staff to work in. You equally have a responsibility to ensure that you do nothing to jeopardize the health and safety to either yourself or of anybody else. The Trust's Health and Safety Policies outline your responsibilities regarding Health & Safety at Work.

The post holder must not willingly endanger him/herself or others whilst at work. Safe working practices and safety precautions must be adhered to. Protective clothing and equipment must be used where appropriate.

All accidents/incidents must be reported to your Senior Manager and documented as per Trust Policy, including the reporting of potential hazards.

SAFEGUARDING

Ensure that the policy and legislation relating to child protection and Safeguarding of children, young people and vulnerable adults are adhered to. It is the responsibility of all staff to report any concerns to the identified person within your department/division or area of responsibility.

SECURITY

The post holder has a responsibility to ensure the preservation of NHS property and resources.

CONFIDENTIALITY

The post holder is required to maintain confidentiality at all times in all aspects of their work.

TEAM BRIEFING

The Trust operates a system of Team Briefing, which is based on the principles that people will be more committed to their work if they fully understand the reason behind what is happening in their organisation and how it is performing.

NO SMOKING POLICY

The Trust operates a no smoking control policy, which applies to all staff, patients and visitors and extends to the hospital grounds as well as internal areas.

THE TRUST IS AN EQUAL OPPORTUNITIES EMPLOYER

This job description indicates the main functions of the post holder and may be subject to regular review and amendment in the light of service development. Any review will be undertaken in conjunction with the post holder and in line with Trust policy.