
JOB DESCRIPTION

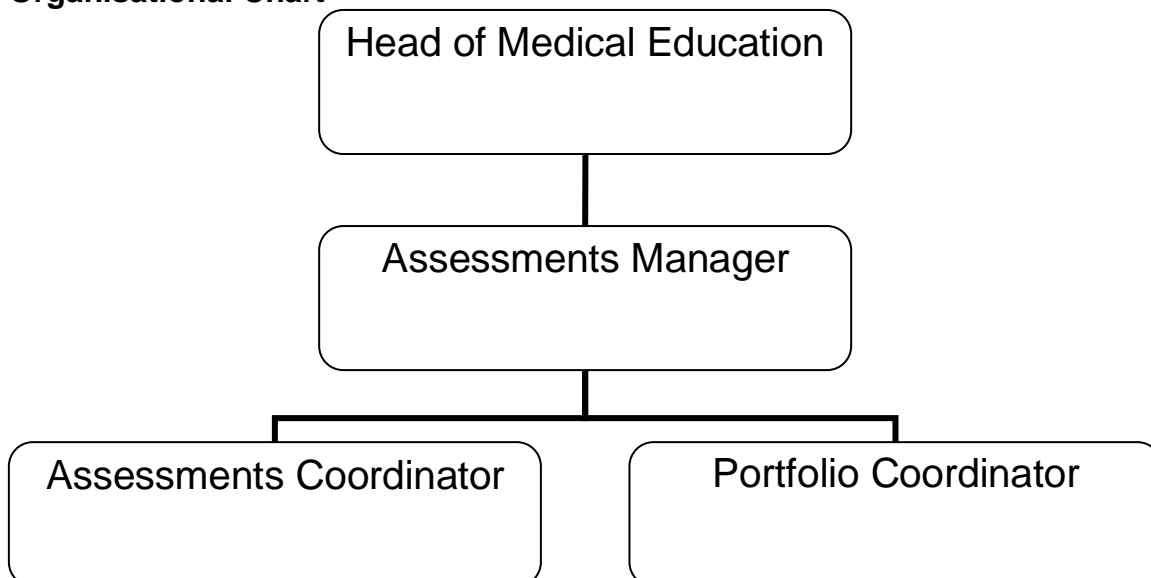
Job Details

<u>Job Title:</u>	Assessments Coordinator
Department	Undergraduate Medical Education
Base:	Wythenshawe Hospital, Education & Research Centre (ERC)
Part Time:	28.0 hrs/week
Band:	4

Organisational Arrangements

Reporting to:	Assessment Manager
Accountable to:	Head of Medical Education

Organisational Chart



Job Purpose

The post holder will assist the Assessments Manager to co-ordinate the planning, organisation and delivery of all Undergraduate clinical and progress assessments held at MFT Wythenshawe. The clinical exams (OSCEs), which are formal University assessments, involve over 450 medical students of years 3, 4, and 5 who are assessed on performance of many clinical, communication and procedural skills. To undertake any other duties which is deemed appropriate to the band when requested by Senior Staff.

The above indicates the main duties of the post which may be reviewed in the light of experience and developments within the service. Any review will be undertaken in conjunction with the post-holder.

Main Duties and Responsibilities

The post holder reports on a day to day basis to the Assessments Manager who is responsible for overall management of the undergraduate assessment function. However, the post holder has individual responsibility for the administrative functions within the assessment processes. The post holder will also have duties and responsibilities for other areas of work within the department, which are in line with the general duties of the post.

Communications

- Dealing promptly with a wide range of enquiries from staff, students, and patients, both orally and in writing, and communicating appropriately thereafter, highlighting to line manager unresolved issues or problems as they arise.
- Dealing with staff, students, and patients in a caring and professional manner using tact and diplomacy and exercising judgment in these dealings whilst maintaining appropriate confidentiality at all times.
- Liaison with medical school assessment office as appropriate and other sector assessment administrators to ensure standardisation of exams across base sites.
- Liaison with Consultants and other senior medical staff to recruit as examiners and to communicate information in a timely manner, using tact and diplomacy.
- Liaise with Undergraduate staff and other medical education staff where appropriate to ascertain availability to assist with assessments and compile and co-ordinate rota to provide sufficient cover.
- Liaison with consultant staff, nursing, midwifery and secretarial staff to co-ordinate recruitment of patient volunteers
- Answering and dealing with student queries in a pleasant and helpful manner on a day to day basis.

Analytical and Judgemental Skills

- Preparing confidential and non-confidential documents by using Microsoft Office software e.g. letters and reports.
- Data entry using spreadsheets, shared database, MedLea, 1Med and 1Med OSCE.
- Collating and coordinate responses and maintaining information in electronic format to enable accurate computer records.
- During and post exam checking electronic exam marks and liaison with medical school to ensure that marks are successfully uploaded and appropriate disposal of other confidential information.
- Complying with the Data Protection Act, Caldicott Guidelines in relation to confidential data.

Planning and organising

- To coordinate the planning, preparation and delivery of Objective Structured Clinical Examinations (OSCE) which take place at regular intervals throughout the academic year in conjunction with the Line Manager.
- Organising and attending meetings with the Leads and other medical members of staff where necessary
- To prepare, type, photocopy and disseminate exam information as appropriate, to include letters, examiner lists, OSCE script information and other OSCE resources as required, maintaining absolute confidentiality at all times.
- Coordination of practical arrangements e.g. catering, portering services, nurse cover and rooms with internal and external agencies.
- Responsible for the security of the Assessment Office due to the highly confidential information stored.
- To assist with the preparation of examination venues, involving lifting and moving heavy furniture and screens and attention to detail to ensure each exam station is accurately prepared with correct resources and exam scripts.
- On examination days assist in the coordination of a complex and varied OSCE schedule and all aspects to ensure the smooth running of the exams.
- Provide administrative support for external assessments and courses, in particular to those held in the Clinical Skills Unit.
- Attend meetings relevant to areas of responsibility, both on and off site.
- General clerical duties - photocopying, laminating, filing, etc.

Responsibility for Policy and Service Development and Implementation

- Follow Departmental or Standard Operation Procedure (SOP's).
- Contribute to review of and suggestions for changes to Departmental Standard Operating Procedures (SOPs)
- Contribute to developing protocols for own work area.
- Coordinate the review of procedures within the department to continually improve service provision.

Responsibilities for Human Resource and Leadership

- Work with Tutors, Assessment Manager and undergraduate colleagues to create a database of patient educators (patients with high levels of knowledge of chronic disease) ensuring confidentiality is maintained at all times
- Responsible for contributing to the updating of the examiner access database with examiner replies to recruitment requests and changes in contact details etc.
- Coordinate training for patient educators
- Coordinate teaching events for tutors and patient educators
- Coordinate payment of patient travel expenses as and when required
- Demonstrate duties to new starters where appropriate.

Supplementary Information

Freedom to Act

- Accountable for own actions
- Self-directed and works independently and with teams
- Responsibility for interpreting and establishing policy
- Contributes to the development of policy
- Guided by Trust protocols and codes of conduct

Responsibility for Financial and Physical Resources

- Ensure monies are ordered in advance to be available on exam days to pay relevant parties.
- Ensure the all monies paid on exam days (e.g. catering, payments to volunteers) are accurately recorded to enable the Assessment Manager to access the correct information in order to complete recharges to the University of Manchester.
- Ensure that all claim forms for expenses e.g. SP's and Patients are recorded correctly, for the Assessment Manager to sign off.

Effort and Environmental Factors

Physical Effort

- Combination of sitting, walking and standing. Sitting in a restricted position using word processor for substantial proportion of working time. Moving and lifting heavy equipment to set up resources for exams

Mental Effort

- Involves a large amount of computer work. Frequent requirement for concentration whilst transcribing and typing documents with few interruptions. Also concentration needed for complex allocation of examiners to OSCE stations. Need to work to deadlines to in accordance with the undergraduate exams timetable.
- Needs to maintain confidentiality at all times.

Emotional Effort

- Medical Students may present emotional problems on exam days due to the stress of the exam itself, or because of personal problems Undergraduate team members may be the first person approached. They need to be able to take appropriate action and find the appropriate help.
- May encounter examiners, who have a complaint regarding the exam, answering questions regarding the exam or contents of scripts.

Working Conditions

- The post holder will work in a shared office on the first floor of the ERC building at Wythenshawe Hospital.
- Requirement to use VDU more or less continuously during working day

General & Corporate Duties

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

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 with the

Trust. The records may be paper, electronic, microfiche, audio or videotapes, or 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.

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 employees must maintain confidentiality and abide by the Data Protection Act.

Data Quality

All staff are personally responsible for the quality of data entered by themselves, or on their behalf, on the Trust's computerised systems or manual records (paper records) and must ensure that such data is entered accurately to NHS data standards, in a timely manner to ensure high standards of data quality in accordance with the Trust Data Quality and Clinical Record Keeping Policies.

To ensure data is handled in a secure manner protecting the confidentiality of any personal data held in meeting the requirements of the Data Protection Act 1998, Caldicott recommendations and other relevant legislation and guidance are applicable and should be adhered to.

Health and Safety

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's undertakings.

Infection Prevention

As member of a clinical team your personal contribution to reducing healthcare associated infections (HCAIs) require you to be familiar with the Trust's Infection Control Manual including the Hand Decontamination Policy, Personal Protective Equipment Policy, safe procedures for using aseptic techniques and safe disposal of sharps. You must be aware of your role in the decontamination of patient shared equipment and are required to attend mandatory training in Infection Prevention & Control and support the Trust in achieving compliance with the Health Act 2006(all measures known to be effective in reducing Health Care Acquired Infections).

Trust Policies

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

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.

Safeguarding

All staff have a responsibility to promote the welfare of any child, young person or vulnerable adult they come into contact with and in cases where there are safeguarding concerns, to act upon them and protect the individual from harm.

All staff should refer any safeguarding issues to their manager and speculate accordingly in line with the Trust Child and Adult Safeguarding Policies.

Any post deemed to have regular contact with children and/or vulnerable adults with require a Standard/Enhanced* DBS (Disclosure and Barring Service check).
