

JOB DESCRIPTION

POST:	Deputy Head of Undergraduate Medical Education
DEPARTMENT:	Undergraduate Medical Education, Wythenshawe
BAND:	7
HOURS PER WEEK:	37.5
REPORTS TO:	Head of Service, Undergraduate Medical Education
RESPONSIBLE FOR:	Undergraduate Administration Team
WORK BASE:	Wythenshawe Hospital

JOB PURPOSE

This post carries specific operational management responsibility for overseeing the delivery of the medical student teaching programme throughout the three clinical years of the undergraduate course within MFT-Wythenshawe Campus (MFT-W) and associated Clinical Education Providers including Stockport NHS Foundation, East Cheshire and Mid Cheshire NHS Trusts, Christie NHS Trust, Greater Manchester Mental Health and Pennine Care.

This will be achieved through close liaison with the Head of Undergraduate Medical Education, Hospital Dean and the Associate Hospital Deans.

You will be expected to exert a high degree of independent judgement in order to ensure that entire blocks of teaching activity (modules) are coordinated and delivered on time and in accordance with the standards set by the University of Manchester Medical School.

KEY DUTIES AND RESPONSIBILITIES

Curriculum Management

To provide operational management support to the Head of Undergraduate Medical Education and act as a deputy, leading on designated areas of work.

1. To assist the Head of UGME in the organisation and delivery of the medical student teaching programme throughout the three clinical years of the undergraduate programme within the Trust and its linked Clinical Education Providers.
2. Manage the liaison with undergraduate tutors and course co-ordinators within the Clinical Education Providers linked to MFT-Wythenshawe Campus (Stockport NHS Foundation, East Cheshire and Mid Cheshire NHS Trusts, Christie NHS Trust, Greater Manchester Mental Health and Pennine Care) on all aspects of course design and educational placements
3. Provide input and support for the Education Campus management team as required
4. Attend committee meetings within the Trust, University of Manchester Medical School and other linked healthcare sites relating to the provision of undergraduate education

Staff Management Responsibilities and Departmental HR Lead

To recruit, develop and manage staff within the Undergraduate Team and to take management responsibility for the day to day workload of a number of designated staff within the Undergraduate Team providing a positive environment through which to maximise their potential and ensure they develop professionally in their roles. To do this through the provision of an appraisal and personal development plan and effective performance, attendance management, disciplinary and grievance matters as appropriate.

1. Overall responsibility for student allocations at the start of the academic year, and the matching and mid-year regrouping of medical students within all three clinical years.
2. Ensuring that the teaching timetables and recruitment of tutors are in place for all aspects of the teaching programme.
3. Taking a role in the implementation/evaluation/continuing development of the teaching programme for Years 3, 4 and 5 of the undergraduate course and for providing support and advice to course and module leaders, in conjunction with the module design groups.
4. Maintaining the efficiency and effectiveness of the delivery of all aspects of the undergraduate team's role, facilitating an 'open door' culture that enables students to readily access advice and support.
5. Support the administrative team in problem solving challenges that may arise, e.g. teaching or venue cancellations and providing cover for staff absences.
6. Work with the undergraduate team to develop more efficient and effective administrative processes
7. Maintaining awareness of relevant Trust HR policies and procedures and attending training where necessary.

Financial Management Responsibilities

The post holder will have responsibility and delegated responsibility for authorising shifts and other finance-based documentation.

1. Manage the budget in relation to administrative function including authorising, monitoring and controlling expenditure against agreed budget figures
2. Ensure budgetary decisions are fully informed and properly balanced

3. Control and review the usage of resources against agreed plans
4. Ensure invoices are raised for the payment of events external to Trust core business

Other Duties and Responsibilities

1. Provide cross-cover for other members of the UG team in their absence.
2. Ensure that the UG department is compliant with the Trust's Annual Health and Safety Review
3. Provide advice and guidance on the management of students from other British Universities wishing to have an elective placement within the Trust

Enhance own performance through continuously developing own knowledge, skills and behaviours to meet the current and future requirements of the job and respond to the learning needs of the Trust.

- Regularly review own practices and make changes in accordance with current and/or best practice, make suggestions for improved practice and identifies where other activities affect own practice
- Contribute positively to the effectiveness and efficiency of the teams in which he/she works.
- To undertake any other duties at the request of the line manager, which are commensurate with the role, including project work.
- To act in ways that support equality and diversity and the rights of individuals, ensuring own practice is in accordance with Trust policies. Identify and take action when own or others' action undermines equality and diversity

This Job Description is intended as a general guidance to the duties and responsibilities of the post and is not, therefore, exhaustive. It will be subject to review, in light of changing circumstances and in consultation with the post-holder.

KEY RELATIONSHIPS

Head of Service, Undergraduate Medical Education
Hospital Dean
Associate Hospital Deans

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.

Person Specification

Job Title: Deputy Head of Undergraduate Medical Education

Attributes	Essential	Desirable
QUALIFICATIONS	Degree or equivalent ECDL or equivalent IT experience	Management qualifications
KNOWLEDGE	Advanced level of computer literacy including experience of managing large amounts of information and ability to create and maintain accurate computer records. Knowledge of prioritising conflicting demands and delegating as appropriate Well-developed knowledge of negotiation and influencing Working knowledge of medical education Knowledge of safeguarding confidentiality and data protection compliance	Excellent understanding of delivering medical education in an NHS Trust Understanding of current GMC regulations with regard to medical education Understanding of financial management
TRAINING AND EXPERIENCE	At least 3 years experience of working in a senior administrative position Experience of line managing staff Proven ability of leading a team and able to work independently Experience of setting up office systems, e.g. creating databases and spreadsheets Demonstrable understanding of policies and procedures linked to service delivery in a large organisation	Experience of working in the NHS or within an educational setting Customer service experience Experience of financial systems e.g. monitoring budget management, processing invoices and procurement

	<p>Experience of proactively identifying and networking with external agencies</p> <p>Experience of liaising effectively with a wide variety of people, including senior colleagues</p> <p>Experience of problem solving to meet tight deadlines</p> <p>Experience of working using independent judgement and prioritising own workload</p> <p>Experience of working in an environment that requires adherence to high levels of confidentiality</p> <p>Previous experience in producing written reports</p>	
SKILLS AND ABILITIES	<p>Evidence of effective leadership including ability to :</p> <ul style="list-style-type: none"> - Introduce new and innovative work practices - Initiate change - Motivate staff - Delegate - Prioritise tasks <p>Ability to demonstrate excellent:</p> <ul style="list-style-type: none"> - Communication and written skills - Problem solving skills - Time management skills - Counselling/supervision skills - Organisational skills - Proven ability to work to tight deadlines 	
ATTRIBUTES	<p>Good leadership skills</p> <p>Effective interpersonal skills</p> <p>Self-motivated</p> <p>Personable, with an approachable</p>	

	<p>and open style</p> <p>Good communicator with excellent interpersonal skills</p> <p>Enthusiastic and committed attitude</p> <p>Flexible and innovative approach to working</p> <p>Ability to develop effective working relationships with a range of external agencies</p> <p>Ability to manage complex issues through a range of approaches to communication.</p> <p>Ability to deal with difficult and sensitive situations in an empathetic manner</p>	
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MFT Values and Behaviours Framework 'Together Care Matters'

This below table outlines the types of behaviours you'd be expected to exhibit if you were living our Values and Behaviours effectively within your role.

Value	Behaviours we want - Examples of this Value in practice
Working Together	<ul style="list-style-type: none"> • I listen and value others views and opinions • We work together to overcome difficulties • I effectively communicate and share information with the team • I do everything I can to offer my colleagues the support they need
Dignity and Care	<ul style="list-style-type: none"> • I treat others the way they would like to be treated – putting myself in their shoes • I show empathy by understanding the emotions, feeling and views of others • I demonstrate a genuine interest in my patients and the care they receive • I am polite, helpful, caring and kind
Everyone Matters	<ul style="list-style-type: none"> • I listen and respect the views and opinions of others • I recognise that different people need different support and I accommodate their needs • I treat everyone fairly • I encourage everyone to share ideas and suggestions for improvements
Open and Honest	<ul style="list-style-type: none"> • I admit when I have made a mistake, and learn from these • I feel I can speak out if standards are not being maintained or patient safety is compromised • I deal with people in a professional and honest manner • I share with colleagues and patients how decisions were made