
JOB DESCRIPTION

Job Details

Job Title: Head of Service for Undergraduate Medical Education

Division: Corporate/Medical Education

Base: Wythenshawe Hospital

Full Time: 1 WTE

Band: 8a

Organisational Arrangements

Reporting to: Associate Director of Education

Accountable to: Hospital Dean

Responsible for: Lead Clinical Skills Tutor, Operational Manager, Quality Assurance Manager, Student Support Manager, Medical Education Pharmacist

Organisational Chart

Please insert

Job Purpose

To lead the management of the organisation of the MBChB Undergraduate Medical Education (UGME) curriculum and clinical examinations on behalf of the Hospital Dean by exercising a high degree of independent judgement and ensuring timely delivery of all aspects and its monitoring. Work with educational leads and managers as appropriate.

Manage the pastoral care team in association with the Hospital Dean, ensuring the welfare of the students is a priority and monitoring their academic progress.

Manage the administrative support staff within UGME to ensure a professional service to students and tutors.

Manage the skills team including Lead Clinical Skills tutor and Medical Education Pharmacist.

Manage the function of quality assurance at MFT- Wythenshawe Campus and associated teaching hospitals.

Manage the Undergraduate Department facilities and equipment and ensure the safety and security of all users.

Manage the Undergraduate Department and External Assessment budget in accordance with Trust policies.

Deputise for the Hospital Dean when appropriate.

Act as key lead with finance, divisional and medical staff colleagues in relation to job planning and education KPI's.

Manage the queries in relation to student weeks and Hub and spoke re-charges.

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.

To undertake other duties as required by the Hospital Dean or Associate Director of Education which are commensurate with the grade and duties of this post

Main Duties and Responsibilities

Communications

1. Liaise with other teaching hospitals, community and University on matters relating to the curriculum and examinations, including any new developments and attendance at appropriate meetings.
2. Ensure any changes to the curriculum are effectively implemented and problems resolved.
3. Liaise with University and curriculum and examination leads at the University of Manchester, MFT-Wythenshawe Campus and appropriate placement providers to monitor changes.
4. Liaise with Undergraduate tutors, consultants, postgraduate and accommodation staff at associated teaching hospitals (Christie, GM Mental Health, Pennine Care, Stepping Hill, Macclesfield, Leighton and other sector teaching hospitals) as well as the Community Based Medical Education team to monitor placements, student placements and curriculum delivery.
5. Develop links with the Manchester Medical School (MMS) and other sector teaching hospitals to promote and share good practice.
6. Develop links with colleagues in the other medical education teams

7. Enlist appropriate and effective contributions across the Trust to meet the requirements of the curriculum.
8. Develop links with multi-disciplinary teams
9. Establish and maintain effective communication with various individuals and groups on complex and potentially stressful topics in a range of situations.
10. Ensure Hospital Dean is kept fully informed of all problems with students, tutors and other matters associated with the running of the curriculum.

Analytical and Judgemental Skills

1. Analyse and present complex information and concepts to relevant professionals such as Medical Director, new consultants and other relevant Trust employees.
2. Identify developments and opportunities for UGME and the undergraduate facilities to continually improve the educational experience of the students, including the possibility of multi-professional learning.
3. Monitor and evaluate all aspects of the curriculum and ensure that evaluation material is reported and disseminated appropriately and any actions taken, where necessary. This includes providing reports to the Medical Director, Divisions and Trust committees as required on consultant teaching activity as well as providing consultant feedback to the Trust and Associated Teaching Hospitals
4. Ensure Hospital Dean and relevant educational leads are advised of areas of concern with regard to the curriculum and its delivery and give advice and support in order to remediate areas where improvement is needed
5. Engage in the Annual Performance Review of UGME at MFT-Wythenshawe Campus by MMS Head of UGME and Quality Assurance and Enhancement Team, ensuring relevant data and information is collated and available
6. Engage in Interim Review Meetings with MMS in accordance with MMS process ensuring relevant data and information is collated and available and follow up action plans and areas of concern where relevant
7. With Hospital Dean, perform quality assurance reviews at associated teaching hospitals in accordance with MMS process and follow up action plans and areas of concern where relevant
8. Monitor examination results and student progression and achievements and work with the Hospital Dean and Year Leads to support students and revise curriculum delivery to support students in accordance with examination results and feedback from module surveys and tutor assessment
9. Responsible for keeping the risk register updated for UGME identifying any red rated risks and producing plans to manage out the risk in line with Trust policy
10. Ensure all adverse incidents are appropriately logged and reported
11. Analyse and collate student weeks for annual return to HEE to inform medical SIFT budget

Planning and organising

1. Manage and coordinate the organisation of the UGME curriculum for the clinical years, OSCE examinations and Early Clinical Experience course in association with the Hospital Dean, Lead Clinical Skills Tutor
2. Ensure timely and efficient delivery of the curriculum and the effective organisation and administration of the course. This includes providing timely information to students, tutors and appropriate venue and catering bookings etc. It requires effective management and coordination of the work of the Undergraduate team and organisation of curriculum activities for 450 medical students.
3. Manage the introduction and monitoring of new curricular requirements and modifications.
4. Manage and coordinate the organisation of the national UKFPO Clinical Assessments in association with Clinical Lead for UKFPO and Assessment Team
5. Manage the organisation of events external to the core business of the Trust and seek to develop opportunities for further business of this type

Responsibility for Policy and Service Development and Implementation

1. Membership of the appropriate Committees: Year 3 Operational Working Group, Year 4 Operational Working Group, Year 5 Operational Working Group MMS/NHS Operational Managers, Hospital Dean's meeting, Staff Student Liaison Committee.
2. Provide advice and support for the Assessment Committee, Student Progression Committee and Health and Conduct Committee.
3. Organise and participate in the Annual Review of the LDA contract with Health Education England and the University and provide appropriate reports and evaluations.
4. Provide relevant up-to-date information for Job Planning Policy working with medical director and medical staffing team.

Responsibilities for Human Resource and Leadership

1. Effective recruitment, retention and deployment of staff in accordance with Trust requirements.
2. Provide line management to the Undergraduate staff and ensure they are kept fully informed of educational issues and issues relating to their work through effective communication, monthly 1:1 meetings, monthly team meetings, team development, appraisal and training to continue to effectively provide and improve the organisation of the curriculum.
3. Ensure appropriate occupational health assessment and mandatory training is carried out by the students.
4. Ensure effective development for staff and continued professional development for own role
5. Provide effective team leadership to ensure efficient delivery of the curriculum
6. Assist with the recruitment of Consultant Leads
7. Disseminate Management Board Team Brief to Undergraduate Staff
8. Maintain a professional approach at all times
9. Provide advice to staff and students as required
10. Deputise for the Hospital Dean, as required.

Supplementary Information

Freedom to Act

1. Accountable for own actions
2. Self-directed and works independently
3. Responsibility for interpreting and establishing policy
4. Contributes to the development of policy and strategy
5. Guided by Trust protocols and codes of conduct

Responsibility for Financial and Physical Resources

1. Manage the Undergraduate and External Assessment budgets and petty cash for the delivery and development of the curriculum, in accordance with Trust's standing financial orders.
2. Ensure effective payment to role players via University administration for payment for communication skills.
3. Ensure invoices are raised for the payment of events external to Trust core business
4. Be responsible for and manage the Undergraduate rooms and equipment ensuring that cleaning, maintenance and health and safety are upheld.

Ensure effective sharing of educational resources, facilities and staff with other departments responsible for the delivery of education and training

Effort and Environmental Factors

Physical Effort

There is a frequent requirement for sitting or standing in a restricted position for a substantial proportion of the working time using a PC

Mental Effort

There is a requirement for the postholder to concentrate frequently with occasional periods of prolonged concentration with frequent interruptions requiring the postholder to change activity.

Emotional Effort

Occasional exposure to distressing or emotional circumstances when providing emergency support to students in crisis or emotional support to students who have failed exams

Working Conditions

Requirement to use Visual Display Unit equipment more or less continuously on most days

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).

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Person Specification

Attributes	Essential	Desirable	Method of Assessment
Education/Qualifications	Degree or equivalent level qualification Masters degree or equivalent experience	Professional qualification in management or education Project Management qualification	Application & Certificates
Experience	Minimum of 3 years staff management experience At least 5 years' experience of working in operational management at service manager level in a customer focused position Experience of a pastoral role. IT training in Microsoft Office Word, Access and email Experience of delivering targets and meeting deadlines Experience of operational and financial management Ability to deliver robust business plans and act as an advisor Experience of working in educational or NHS setting and of working with different professional groups	Management training Excel, PowerPoint and web experience or training Experience of working in UGME	Application & Interview
Skills	Excellent problem solving, leadership and management skills, including effective people management. Excellent communication skills, including the ability to engage effectively at all levels Ability to work independently and exercise a high degree		Application & Interview

	<p>of independent professional judgement</p> <p>Excellent negotiation and influencing skills</p> <p>Experience of strategic development of new initiatives</p> <p>Good presentation skills</p> <p>Track record of delivery of performance targets</p> <p>Drive, commitment and self-motivation in order to work to deadlines and under pressure</p> <p>Ability to produce reports to a high standard and deduce key points, using complex data from various sources.</p> <p>Strong analytical skills and ability to see the wider picture</p>		
Knowledge	<p>Understanding of NHS and infrastructure of partner organisations, including working knowledge of relevant NHS policies</p> <p>Evidence of Continued Professional Development</p>	Knowledge of MBChB	Application & Interview
Aptitudes	<p>Capacity to work with clinicians and senior management, staff and stakeholders for a shared vision in the delivery of UGME.</p> <p>Personal credibility and ability to quickly gain confidence of others.</p> <p>Ability to lead by example.</p> <p>Ability to make calm, rational decisions in difficult situations.</p> <p>Open and honest and excellent listener.</p>		Application & Interview

	Treats staff and students with dignity and respect at all times.		
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Post Holder's name/s:

Post Holders' Signature/s: **Date:**

Manager's Name:

Manager's Signature: **Date:**

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