
JOB DESCRIPTION

Job Details

<u>Job Title:</u>	Undergraduate Coordinator (Portfolio and Assessments)
Department:	Undergraduate Medical Education
Base:	Education and Research Centre, Wythenshawe Hospital
Full Time:	37.5 hrs (reduced hours would be considered to 30 hrs)
Band:	4

Job Purpose

The post-holder will be responsible for coordinating the delivery of the Portfolio Development and Review for students in years 3-5. They will be required to liaise closely with the Associated Hospital Dean (AHD) for Portfolio, Consultant staff based within the Trust and also at Leighton, Stepping Hill, and Macclesfield Hospitals and with GP's. Additionally, regular liaison with Portfolio Leads, Academic Advisors, other portfolio coordinators in different Clinical Education Centres (CEC) and the University of Manchester IT Team will be required. The post holder will be required to monitor and record all student work-based assessments including completion of Undergraduate Procedural Skills Assessments (UPSAs) and Prescribing and Medicines Safety Assessments (PMS). The post holder will also work to support the Assessment team with clinical examinations.

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 any other duties which is deemed appropriate to the band when requested by Senior Staff.

Main Duties and Responsibilities

Communications

- To act as first point of contact, processing messages and dealing with enquiries in an accurate and timely manner, and communicating appropriately thereafter, highlighting to line manager unresolved issues or problems as they arise
- Communicate with medical students, Undergraduate team, consultants, University Portfolio Leads and University as well as other CEC coordinators on a regular basis
- Negotiate with teachers and mentors to ensure delivery of portfolio sessions and assessments as reviews may conflict with clinical commitments
- Liaise with assessment team, Medlea team, skills tutors, supervisors to ensure tutors have Medlea and 1Med passwords
- Arrange regular update meetings with AHD for Portfolio
- Attend meetings in relation to assessments, exams, and portfolio as required

Analytical and Judgemental Skills

- Deal with staff and patients in a caring and professional manner using tact and diplomacy and exercising judgment in these dealings
- Re-arrange sessions when necessary and record missed sessions, highlighting concerns to AHD for Portfolio and Undergraduate Manager
- Responsible for the security of the Assessment Office due to the highly confidential information stored
- Analyse completion of work-based assessments for Years 3-5 at end of each block and each semester and report any concerns to relevant year lead in a timely manner

Planning and organising

- Organise all aspects of student Portfolio review sessions for Years 3-5
- Prepare review allocations and distribute information to students and mentors
- Arrange individual reviews by timetabling sessions, arranging venues, and preparing packs
- Input review sessions on Medlea, confirming review times and venues
- Booking rooms for portfolio review meetings and releasing any unused rooms in a timely manner
- Assist University team with the recruitment of advisers and reviewers
- Organise portfolio training sessions for academic advisors and reviewers
- Record and monitor training
- Disseminate, monitor and record student completion of mandatory UPSAs
- Record and monitor student certification of ILS
- Assist with clinical examinations as part of undergraduate team
- Prepare confidential and non-confidential documents by using Microsoft Office software e.g. letters, and reports
- Collating and coordinate responses and maintaining information in electronic format to enable accurate computer records
- Manage and accurately maintain all data relating to portfolios and assessments
- Data entry using spreadsheets, shared databases, and MedLea
- Provide administrative support as required to Assessments Manager
- General clerical duties - photocopying, laminating, filing, etc.
- Follow Departmental or Standard Operation Procedure (SOP's)

Responsibility for Policy and Service Development and Implementation

- Develop protocols for own work area
- Complying with the Data Protection Act and Caldicott Guidelines
- Coordinate the review of procedures within the department to continually improve service provision

- Contribute to review of and suggestions for changes to Departmental Standard Operating Procedures (SOPs)

Responsibilities for Human Resource and Leadership

- Highlight concerns to Student Pastoral Support team
- Inform AHD for Portfolio of any concerns raised with regard to student's portfolio
- Demonstrate duties to new starters where appropriate

Supplementary Information

Freedom to Act

- Accountable for own actions
- Self-directed and works independently
- Guided by Trust protocols and codes of conduct

Responsibility for Financial and Physical Resources

- Observes personal duty of care in relation to equipment and resources used in course of work

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. The job holder may be required to set up appropriate seminar or meeting rooms, moving tables, chairs etc to accommodate reviews and training. In addition, they will be part of a team involved in setting up examination venues.

Mental Effort

There is a requirement for the postholder to concentrate frequently with occasional periods of prolonged concentration to meet deadlines in accordance with the undergraduate timetable. Student and tutor queries create frequent interruptions to the working day.

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 assessments.

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).

Person Specification

Attributes	Essential	Desirable	Method of Assessment
Education/Qualifications	<ul style="list-style-type: none"> Educated to A Level/NVQ 3 standard in a relevant subject or able to demonstrate an equivalent level of knowledge, skills and experience 	<ul style="list-style-type: none"> ECDL or equivalent Evidence of further development 	<ul style="list-style-type: none"> Certificates
Experience	<ul style="list-style-type: none"> Administrative experience of at least 3 years Experience of establishing office systems 	<ul style="list-style-type: none"> Previous NHS experience Previous experience of working with medical students or in education 	<ul style="list-style-type: none"> Application Form Interview Presentation References
Skills	<ul style="list-style-type: none"> Excellent verbal and written communication Ability to work on own initiative and work well as a team Excellent interpersonal skills Good negotiation skills Ability to prioritise competing tasks effectively 	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> Application Form Interview Presentation References
Knowledge	<ul style="list-style-type: none"> Excellent working knowledge of Access, Outlook, Word, Excel 	<ul style="list-style-type: none"> Understanding of medical education curriculum Understanding of confidentiality in an educational setting 	<ul style="list-style-type: none"> Application Form Interview Presentation References
Aptitudes	<ul style="list-style-type: none"> Approachable and open style Enthusiastic and committed attitude Flexible and innovate approach to working Self-motivated with the ability to manage own workload Willing to travel to other sector hospitals and meetings at Medical School 	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> Application Form Interview Presentation References Document Check

Manager's Name:

Manager's Signature:Date: