

## **JOB DESCRIPTION**

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

### **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.**