



Manchester University
NHS Foundation Trust

MANCHESTER UNIVERSITY HOSPITALS NHS FOUNDATION TRUST

JOB DESCRIPTION

Job Title: Head of Undergraduate Medical Education
Grade Band 8a
Division: Corporate Services
Directorate: Medical Education
Ward/Department: Undergraduate Centre
Base: MFT Oxford Road

ORGANISATIONAL RELATIONSHIPS

Managerially Accountable to: Associate Group Director of Medical Education
Professionally Accountable to: Hospital Dean, Oxford Road Campus

ORGANISATIONAL RELATIONSHIPS

Accountable to: Associate Group Director of Medical Education

Responsible for: A team of Undergraduate administrative staff and Clinical Skills tutors

Other key relationships:

- Hospital Dean
- Associate Hospital Deans
- Head of Library Services
- Education Campus Manager
- Directorate Financial Accountant
- Head of OD&T
- Head of Postgraduate Medical Education team
- Head of UGME Wythenshawe campus

External:

Manchester Medical School colleagues

Quality Assurance and Enhancement Team (QAET) at MMS

Health Education England North West

External suppliers

Associated Teaching and District General Hospitals

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JOB PURPOSE

MFT in partnership with the University of Manchester (UoM) delivers clinical training and experience to approximately 420 medical students attached to the Trust in clinical years 3, 4 and 5 of their undergraduate medical course. The Head of Undergraduate Medical Education is responsible for the strategic implementation of the UoM's medical undergraduate curriculum across the Central Manchester Health Education zone. This involves ensuring the delivery of all operational performance targets, including financial and statistical monitoring and quality assuring the delivery of the curriculum across all placements.

The post holder has overall responsibility for a team of administrative and support staff and Clinical Skills Tutors whose remit is to ensure a professional service to students and tutors. There is a requirement to support the continued development of high-quality learning opportunities within the Trust and its linked DGHs.

The post encompasses Trust-wide management responsibility for the delivery and evaluation of professional teaching activity. An increasing focus on statistical data analysis for quality monitoring and assurance, contracting and costing work is required.

KEY RESULT AREAS:**Operational and Performance Management**

- Sets the strategic direction, in conjunction with the Hospital Dean and Associates, for the implementation and delivery of Undergraduate Medical Education on the Oxford Road Campus within the Trust
- Accountable and provides support for the delivery of the Undergraduate curriculum and OSCE examinations, ensuring timely and efficient delivery and the effective organisation and administration of the course within MFT and its linked DGHs
- Monitors examination results and students' progression and achievements and revises curriculum delivery to support students in accordance with examination results, feedback and evaluation and tutor assessment
- Reviews and develops contracting arrangements such as the Learning and Development Agreement/Undergraduate Clinical Learning Agreement (UCLA) with partner institutions and linked DGHs

- Liaises with Undergraduate Tutors, consultants, postgraduate and accommodation managers at associated District General Hospitals including North Manchester General, Tameside, Fairfield, Oldham, Wrexham, Glan Clywd and Nobles Hospital Isle of Man, to monitor student placements and curriculum delivery
- Monitors educational activity and use of resources as required to make accurate returns to clinical Divisions and Health Education England North West regarding performance against the SIFT contract for MFT and its partner DGHs
- Develops links with Division of Medical Education and other Clinical Education Campuses (CECs) (Salford, Wythenshawe & Preston) to promote free exchange of information and good practice
- Organises and participates in the Annual Review of the SIFT Contract with Health Education England North West and UoM and provides appropriate reports and evaluations

Quality Assurance & Governance

- Establish mechanisms for a rigorous quality assurance and monitoring process review of educational placements, opportunities and resources. Engagement and maintaining QAET work and documentation with Interim Review Meetings (IRM) and Annual Performance Review (APR) meetings.
- Ensures that all aspects of teaching, learning and assessment are evaluated and develops a strong educational governance framework across undergraduate medical education
- Establishes mechanisms for dealing with underperformance, implements remedial corrective and preventative action plans and reporting mechanisms both at a local (staffing) level and at a strategic level with Directorates who do not deliver their required teaching commitments
- Monitors and records all undergraduate teaching done by the Trust's Consultant staff thereby evaluating the use of human resource in curriculum delivery and linking it to resource allocation
- Produces timely and professional reports, as required, by the Trust, University and Health Education England including Accountability Oversight Framework (AOF).
- Ensure trainers are recognised and approved for training

Human Resources

- Designs and plans an appropriate establishment of staff to implement the delivery of the undergraduate curriculum

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- Manages the Undergraduate Medical Education Team on the Oxford Road and NMGH site and ensures all staff are kept fully informed of educational issues and issues relating to their work,
- Ensures innovative and effective communication, team meetings, team development, appraisal and training to continue to effectively provide and improve the organisation and delivery of the curriculum
- Manages the recruitment, retention and effective deployment of staff including responsibility for development reviews, sickness absence reporting, disciplinary and grievance matters
- Ensures that all mandatory training and development reviews are undertaken
- Acts quickly to tackle any performance or other work-related issues within the team

Pastoral and Welfare Support

- Provides advice and support to medical students, as and when appropriate, and ensures effective pastoral care is in place in association with the Associate Hospital Deans and Hospital Dean
- Provides emergency support to students suffering a crisis and signposts appropriate care
- Provides emotional support to students, when required at stressful times such as examination failures

Leadership

- Leads on and provides specialist knowledge in Undergraduate Medical Education in the Trust and linked DGHs
- Builds and maintains the trust of Clinical Education Providers (CEPs) /Associated Teaching Hospitals and partner institutions
- Maintains good liaison and communication with academic staff and supports them in fulfilling their responsibilities towards teaching
- Assists with the development of Associate Hospital Deans/Divisional Consultant Leads, Clinical Teaching Fellows and Associate Hospital Deans
- Works closely with the Associate Group Director of Medical Education in the implementation of change when required

Strategy and Policy

- Leads on the formulation of long-term, strategic service plans to develop Undergraduate Medical Education within the Trust, including developing policy and services which may impact on clinical service and financial/physical resources
- Identifies developments and opportunities to continually improve the educational experience of the students, including proactively seeking opportunities for multi-professional learning
- Develops working relationships with external bodies such as Health Education England North West or the GMC etc.

Finance

- Responsible for and manages the Undergraduate budget and SIFT contract for UME including reconciliation of expenditure, budget setting and acting as an authorised signatory
- Produces strategic business plans for both revenue and capital monies which ensure that potential income and developments are maximised
- Performance management and financial forecasting / monitoring of schedules relating to SIFT, funding and Department of Health costing exercises
- Provides close financial and activity monitoring data of the teaching Service Level Agreements currently being developed
- Ensures the department remains within its financial allocation, sustaining high levels of service efficiency and identifies ways of achieving to trading gap target requirements.

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SUMMARY

- This job description is an outline of the key tasks and responsibilities of the role and is not intended as an exhaustive list. The job may change over time to reflect the changing needs of the Trust and its services, as well as the personal development needs of the post holder.
- Where Directorates require the post holder to focus on specific issues and / or areas of concern, this will be discussed through the performance management process.
- Any other duties as required by the Hospital Dean, Associate Director of Medical Education or Associate Medical Director which are commensurate with the grade and duties of this post.

GENERAL INFORMATION

Health and Safety

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 must be reported to your Senior Manager and you are asked to participate in accident prevention by reporting potential hazards.

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 organization and how it is performing.

No smoking policy

The Trust operates a no smoking policy, which applies to all staff, patients and visitors and extends to the hospital grounds as well as internal areas. Staff appointed will agree not to smoke on hospital premises.

THE TRUST IS AN EQUAL OPPORTUNITIES EMPLOYER

PERSON SPECIFICATION – Head of Undergraduate Medical Education

ATTRIBUTES	ESSENTIAL	DESIRABLE
Qualifications	Masters degree or equivalent experience	<p>Postgraduate Certificate in NHS/Education leadership</p> <p>Project management qualification</p> <p>Counselling or pastoral support qualification</p>
Experience	<p>Significant experience of working in operational management at service manager level</p> <p>Demonstrable experience of successfully leading major change programmes including performance improvement</p> <p>Experience of strategic and policy / service development, business planning and high-level decision making</p> <p>Significant experience and understanding of commissioning and provision of education services</p> <p>Significant experience of building strong effective teams and networks across organisational boundaries</p> <p>Proven track record in delivering targets and meeting deadlines</p> <p>Experience of financial management including business planning</p>	<p>Dealing with Undergraduate medical Student pastoral care issues</p>

	<p>Ability to deliver robust business plans and act as an advisor</p> <p>Experience of working with different professional groups</p> <p>Experience of interpreting and implementing external policies and guidance</p>	
Knowledge	<p>Strategic thinker and able to translate and deliver into operational planning</p> <p>Highly specialist knowledge of managing within an NHS healthcare or education setting.</p> <p>Knowledge and experience of complex, large-scale project/programme management</p>	<p>Knowledge of clinical education methodology and undergraduate medical curricula</p> <p>Understanding of NHS and infrastructure of partner organisations, including working knowledge of relevant NHS policies and the Manchester Medical School</p> <p>Understanding of costing requirements for Undergraduate Medical Education</p>
Skills	<p>Ability to produce reports to a professional standard using complex data from various sources.</p> <p>Excellent problem solving, leadership and management skills, including effective people management</p> <p>Excellent interpersonal and communication skills, including ability to engage effectively at all levels</p> <p>Ability to work independently and exercise a high degree of independent professional judgement</p>	<p>Evidence of Continued Professional Development</p>

	<p>Excellent negotiation and influencing skills</p> <p>Strategic development of new initiatives</p> <p>Excellent IT skills and familiarity with all MS Office applications</p> <p>Excellent presentation skills</p> <p>Track record of delivery against performance targets</p> <p>Ability to deliver against complex and demanding deadlines</p> <p>Strong analytical skills and ability to see the wider picture.</p>	
Personal Attributes and Abilities	<p>Capacity to work with clinicians and senior management, staff and stakeholders for a shared vision in the delivery of UGME</p> <p>Demonstrates and leads by example with high standards of values and behavior</p> <p>Able to demonstrate a high degree of professionalism in your approach to work and a clear commitment to providing high quality, customer focused services</p> <p>Personal credibility and ability to quickly gain confidence of others</p> <p>Ability to lead by example. Ability to make calm, rational decisions in difficult situations</p> <p>Open, honest and excellent listener</p> <p>Treats students and staff with dignity and respect at all times</p>	