

MANCHESTER UNIVERSITY NHS FOUNDATION TRUST (Oxford Road Campus)

JOB DESCRIPTION

DETAILS

Job Title:	Portfolio Coordinator
Division:	Corporate
Directorate:	Education
Ward/Department:	Undergraduate Medical Education
Hospital:	MRI
Grade:	Band 4
Contract length:	Maternity cover (12 month fixed term)
Working hours:	24hrs/week

ORGANISATIONAL RELATIONSHIPS

Reports to:	Assessment Manager
Accountable to:	Head of Undergraduate Medical Education, AHD PPD, Head of Clinical Teaching & Assessments, Hospital Dean

JOB PURPOSE

The undergraduate medical education department at Manchester University NHS Foundation Trust (Oxford Road Campus) is working in partnership with the Division of Medical Education – part of the Faculty of Biology, Medicine and Health at The University of Manchester - to educate and support students in years 3, 4 & 5 of the MBChB degree course. All students have an academic adviser who mentors the student from years 3 to 5 and they are expected to keep a portfolio of their developments and achievements. The post-holder will be responsible for organising and monitoring all aspects of student Portfolio reviews and arranging meetings between individual students and their academic advisers.

1 Main Duties and Responsibilities

Student Portfolio

- Arrange individual student reviews with their academic adviser by timetabling sessions and booking venues
- Prepare review allocations and distribute details to students and their advisers
- Input review sessions on MedLea confirming review dates, times and venue
- Rearrange sessions when necessary and record missed sessions
- Ensure review forms are completed and uploaded on MedLea and chase any outstanding forms
- Monitor students' tasks required for progression
- Assist with collating feedback from students and Academic Advisers
- Work with AHD PPD to recruit new Academic Advisors and organise training for new Advisors and refresher training for existing Advisors

- Arrange regular update meetings for Academic Advisors and Portfolio Leads
- Liaise with University Portfolio Leads, Phase Coordinators and other sector Portfolio Coordinators

Data management

- Manage and accurately maintain all data relating to portfolio reviews and Academic Advisers
- Continuously develop and enhance the design of the database to meet the needs of the curriculum

General

- Attend meetings on behalf of the Undergraduate Medical Education as required, e.g. Medical School
- Provide general advice and information to students and tutors as required
- Problem solve any difficulties that may arise
- Provide administrative and any other support to Undergraduate Medical Education team as required
- Work in accordance to standard operating procedures, seeking manager's advice when required.
- Work closely with PPD to develop AA programme within MFT Oxford Road
- Assist with the clinical examinations (18 days/year) as part of the undergraduate team

Communication

- Communicate with medical students in the Undergraduate Centre
- Work closely with other education staff at the other teaching bases in Manchester
- Negotiate with teachers and tutors to ensure delivery of teaching sessions, as teaching may conflict with clinical commitments
- Negotiate with the Education Campus Management Team to ensure the provision of adequate seminar rooms for undergraduate teaching
- Work closely with all staff in the Undergraduate Centre

Professional Development

- Take every reasonable opportunity to maintain and improve personal professional knowledge, competence and skills
- Participates in annual development review
- Maintains mandatory training for administration staff

Review of Responsibilities

The purpose of this document is to act as a guide to the duties, which may be required. It is not an exhaustive list and other duties may be required in accordance with the grade of the post and the competence of the post holder. The job description may from time to time be subject to review and change following consultation with the post holder.

Infection Control

It is a requirement for all staff to comply with all infection control policies and procedures as set out in the Trust Infection Control manual.