

## J O B   D E S C R I P T I O N

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<b>Job Title:</b>	<b>Community Placement Teaching Coordinator</b>
<b>Division:</b>	<b>Corporate</b>
<b>Directorate:</b>	<b>Education</b>
<b>Ward/Department:</b>	<b>Undergraduate Centre</b>
<b>Hospital:</b>	<b>MRI</b>
<b>Grade:</b>	<b>Band 5</b>
<b>Contract length:</b>	<b>Permanent</b>
<b>Working hours:</b>	<b>37.5 hrs/week</b>

### **ORGANISATIONAL RELATIONSHIPS:**

<b>Reports to:</b>	<b>Undergraduate Assistant Manager</b>
<b>Accountable to:</b>	<b>Head of Undergraduate Medical Education, Hospital Dean</b>

### **Job Purpose**

Responsible for the coordination and administration of all aspects of the Undergraduate community teaching programme for Phase 2&3 medical students (average 135 students per year) placed by the University of Manchester in the Education Zone. Acts as the project lead on a number of key work areas including new policies and procedures. A key part of the role will be to help integrate primary care teaching into the way the curriculum is delivered by the MFT-Oxford Road Campus Central sector.

### **Job Context**

Shortage of community placements in the sector requires a resourceful approach to management. The post holder will be expected to take an active role in sourcing and recruiting more GP practices to be involved in Undergraduate teaching. The post holder will be expected to develop close links with other providers of Primary Care. These practices and placements will be recruited from the areas of Central Manchester, Rochdale, Oldham and Tameside and North Manchester.

The work of the Teaching Support Officer is dynamic by nature and the specific duties and responsibilities may change over time to reflect the changing requirements of

programme. The Teaching Support Officer should have an understanding of each of the clinical years and there will be job rotation through these roles periodically. This will ensure cover during periods of sickness and maternity leave.

Flexibility is required around the need for travel to events/meetings due to nature of the work and geographical distribution.

## **Main Duties and Responsibilities**

### ***Communication***

- Develops and maintains an integrated communication strategy ensuring effective communication with local stakeholders in relation to programme activity.
- Work closely with the Year 4 and Year 5 teaching coordinators to ensure streamlined integration of community placements into other aspects of the curriculum.
- Establish rapport with practices taking students.
- Develop links with a variety of potential community placement providers in addition to those that are practice based.
- Develops relevant communications and audiovisual materials for both internal and external audiences. Make routine presentations.
- Works closely with colleagues in the Undergraduate team to ensure all students have completed all elements of the programme by the end of Year 5.
- Represents the Campus by attending regular meetings at the Manchester Medical School, community and linked hospitals.
- Dealing with student concerns, providing advice where appropriate, recording any issues students have regarding their placement, reporting back to the CBME Manager.

### ***Planning and Organisational Skills***

- Project manages the delivery of the Community Based Medical Education Teaching Programme across all sites including allocation and coordination of all placements and student timetables.
- Sources, acts on any leads, and attends recruitment visits for potential practices.
- Responsible for contacting and managing practice availability for taking students throughout the academic year.
- Project manages specific areas linked to implementation and delivery of the programme (e.g. GP Community and by pro-actively recruiting tutors within MFT Trust and DGH's. Books venues, tutors and Simulated Patients (SPs) for courses taking into consideration course configuration.

- Organise tutor training for GP Supervisors and Practice Managers.
- Assisting with CBME annual conference.

### ***Quality Assurance***

- The post holder will be responsible for the coordination and monitoring of quality assurance processes. A key part of the role will be to help integrate primary care teaching into the way the curriculum is delivered by the central team.
- Support the Lecturers based at CBME in recruitment and quality assurance process of community-based placements outside of Primary Care.
- Regular visits to GP Practices to liaise with tutors, staff and students to ensure teaching standards are maintained.

### ***Information Handling***

- Manages and accurately maintains all data relating to community placements including student and supervisor information
- Uses a range of IT applications to create reports; maintains project information system and ensures data is securely stored

### ***Responsibility for Financial & Physical Resources***

- Authorised signatory for small payments relating to project.
- Ordering of some project resources.

### ***Responsibility for Human Resources***

- Effectively deals with all problems that students might have both educational and personal including identifying absence trends.
- Signposts students to the appropriate student support services.
- Liaises with Manchester Medical School, Student Support at GMFT and any other persons necessary to help students in difficulty recognising the need for effective confidentiality.

### ***Professional Development***

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

- Attends any necessary student support training and keep up to date with services available to students

### **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.

## **QUALIFICATIONS AND EXPERIENCE**

Degree **or** equivalent knowledge which can be demonstrated through a combination of on the job training, short courses and management or development responsibility

Significant experience and associated expertise in the following:

- recruitment or event management.
- working in a supervisory position in an office environment
- liaising with senior professionals in delivering services

## **SKILLS / KNOWLEDGE**

1. Excellent communication skills (written and oral) with proven experience of dealing with a wide and complex range of stakeholders and matters.
2. Ability to interpret and provide guidance on policies and procedures.
3. Excellent project management skills.
4. Experience of event/meeting organisation.
5. Competent user of all aspects of Microsoft XP software
6. Able to work with minimal supervision.
7. Ability to work under pressure and meet deadlines.

## **DESIRABLE**

1. Previous experience of working in the NHS or of working in an educational setting.
2. Knowledge of Undergraduate Medical Education programmes

### 3. Ability to drive

#### **LEVEL OF AUTONOMY**

Works to achieve agreed objectives within organizational policies, standard operating procedures etc. Work is managed rather than supervised, referring to line manager as and when necessary

#### **EFFORT & ENVIRONMENT**

##### ***Mental effort***

- There is frequent requirement for concentration when checking documents, writing reports and analysing statistics. The work pattern is unpredictable due to frequent interruptions by students.

##### ***Working Conditions***

- The role is office based.
- Post holders need to be able to travel to other sites when necessary

##### ***Emotional effort***

- Some exposure to emotional or distressing circumstances