

JOB DESCRIPTION

Job Title:	Quality Assurance Coordinator
Grade:	Band 5
Reports to:	Head of Undergraduate Medical Education
Accountable to:	Head of Undergraduate Medical Education
Base/Department:	Department of Undergraduate Medical Education, Oxford Road Campus.
Hours:	37.5

The main purpose of job:

The Manchester University Hospitals NHS - Foundations Trust is one of four teaching Hospitals providing clinical placements for undergraduate medical students from The University of Manchester. As a University Teaching Hospital, it is essential that we create an environment which supports the learning and development of trainee doctors. The Quality Assurance post is critical to ensuring a cohesive approach to Medical Education while working within the existing reporting mechanisms of the Trust.

The post holder will have responsibility for the coordination of the Undergraduate Medical Education reporting mechanisms. Prepare satisfactory evidence on the outcomes and standards for the delivery of teaching, learning and assessment as defined by The University of Manchester, General Medical Council, and Health Education England. You will work effectively as a member of the Undergraduate team, but also autonomously when required, designing, constructing and maintaining educational databases and analysing information to produce reports.

Key tasks/Overview of Responsibilities

1. Coordinate, plan, and administer the Undergraduate Medical Education Quality Assurance programme with the ability to understand complex business requirements and information systems.
2. Coordinate Quality Assurance site visits to linked District General Hospitals and Local Education Providers. Attend these QA visits and write up compliance and student feedback reports.
3. Contribute data to a variety of submissions such as, the Annual Performance Review report for The University of Manchester, the UGM Accountability Report Tariff allocation for Health Education England, the Service Increment for Teaching (SIFT) report for Health Education England, the Accountability Oversight Framework (AOF) report for Manchester Medical School, The SPA report for Manchester Medical School ; maintain the information related to these submissions throughout the year.

4. Maintain and adhere to the Undergraduate Medical Education quality assurance/sustainability calendar, which includes contains key quality assurance event dates and data collection timing dates for program continuity, compliance and quality improvement.
5. Coordinate the mapping of evidence-based data to the domains of the Risks, challenges and good practice document as part of the quality management of Clinical Education Providers.
6. Organise the timing, administration, collection, and collation of all programme evaluations.
7. Maintain report dashboards based on key performance indicators, regularly updating these and providing progress reports, including Divisional Dashboards. Identify overarching trends/issues across different functional areas in undergraduate medical education.
8. Manage the collection and analysis of student course evaluations via information received from student iPads and other electronic sources. Maintain and develop spreadsheets which collate all student evaluation and placement location data for report referencing.
9. Support the development of key performance indicators, regularly updating these and providing progress reports, including divisional dashboards.
10. Manage and monitor quality assurance through the complaint, accident, and incident logs.
11. Network and influence at different levels in the organisation, ensuring that QA measures are well received, have a high profile and are embedded into the everyday working processes of Undergraduate Medical Education.
12. Proactively seek out ways to identify and implement improvements to the way things are done, supporting the creation of new operational processes.

Others

1. Observe, and maintain at all times, the confidentiality of student/staff information and records.
2. Observe the requirements of the Health and Safety at work Act and the Data Protection Act.
3. Other duties as delegated from time to time by the Associate Director of Medical Education, Head of Postgraduate Medical Education or Head of Undergraduate Medical Education.

Health & Safety

1. Ensure that you work in accordance with all Trust policies and procedures.
2. Ensure you attend induction and annual mandatory training on risk management policy and procedures.

3. Monitor and maintain health, safety and security of self and others in own work area
4. Take immediate and appropriate action in relation to adverse incident reporting utilising the hospital incident reporting system through the Live Action Log.

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.