**JOB DESCRIPTION** 

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| **1.     JOB IDENTIFICATION** |
|  Job Title:  **Undergraduate Medical Education Co-ordinator** Responsible to: **Medical Education Manager** Department:   **Medical Education** Directorate:    **Medical Director’s** No of Job Holders: **1** Last Update:     May 2024 |

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| **2.  JOB PURPOSE** |
| To coordinate undergraduate medical education. Medical education includes a number of different work streams: routine medical student placements from the Universities of Edinburgh, Dundee and St Andrews; special medical student placements e.g. electives; organising teaching events; coordinating Clinical Assistantships, overseeing quality control; ACT monitoring.  |

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| **3. DIMENSIONS** |
| * ~4000 undergraduate placements
* 3 University Medical Schools (St Andrews, Edinburgh, Dundee and the postgraduate entry degree ScotGEM)
* 30 medical and surgical specialties
* 42 consultant lead tutors
* 150 consultants involved in undergraduate teaching

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| **4.  ORGANISATIONAL POSITION** |
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| **5.   ROLE OF DEPARTMENT** |
| The team coordinates the delivery of medical education within NHS Fife for over 800 medical students and around 220 postgraduate doctors in training. Partnership working with the universities of Edinburgh, St Andrews, Dundee and Aberdeen is a key activity. The annual rotation of doctors in training is also a significant management exercise, undertaken in partnership with the local HR, and NHS Education Scotland.      Medical Education also undertakes rota design and New Deal Contract monitoring. It also manages the delivery of the core teaching programmes of Foundation doctors and GP trainees. Medical Education partners with SEFCE (the South East Scotland Faculty of Clinical Educators) so help NHS Fife Education Supervisors and Clinical Supervisors to gain GMC recognition and approval. The department manages two education centres that provide space through which medical education is delivered by clinicians. VHK is the primary centre with QMH used for regional and national events and NHS Fife events requiring half and whole day bookings.The department has a dedicated clinical skills team to support training of students and doctors in VHK and QMH. This service has recently been expanded with the opening of Fife Simulation Training Centre. |

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| **6.  KEY RESULT AREAS** |
| 1. **Routine Medical School Placements**
2. Liaises with medical school and Local Module Leads (LMLs) and quantifies their placement needs over the academic year, in consultation with the Director of Medical Education (DME).
3. Liaises with LMLs within NHS Fife to ensure they are aware of the medical school requirements, for which £7m Addition Cost of Teaching (ACT) funding per annum is received. Reminds them ahead of the commencement of placement programmes and provide administrative support if required.
4. Delegates routine administrative tasks to the Administrative Assistants, in consultation with the Education Centre Manager and Quality Manager.
5. Manages and updates the Access database that is used to record student throughput and the requests for student accommodation, eHealth system access and ID Badges.
6. **Special Medical School Placement Programmes**
7. Organises specific placement initiatives locally, such as the Clinical Assistantships for the University of Edinburgh and the Clinical Consolidation Blocks for St Andrews.
8. Liaises with medical school and local module leads and quantifies their placement needs, in consultation with the DME.
9. Delegates routine administrative tasks to the Administrative Assistants, in consultation with the Education Centre Manager and Quality Manager.
10. **Electives**

 1. Receives requests directly from medical students for electives (or from the DME) via email.
2. Decides which elective to grant a placement to, based on local criteria, and in consultation with the Medical Education Manager.
3. Arranges for clinical supervision and accommodation, if needed.
4. Meets and greets elective medical students on arrival and ensure they have all they need during their stay.
5. Completes any documentation required by the medical student at the end of their placement.
6. **Additional Teaching Events**
7. Facilitates the local delivery of royal college training events such as Royal College of Physicians Edinburgh Evening Medical Updates, RCPE diploma training, O&G PROMPT, etc
8. Coordinates Transition Workshops organised locally and through the SEFCE initiative PULSE.
9. Facilitates the local delivery of Clinical Educator Programme events.
10. **Quality Control**

 1. Monitors quality control information collected by the medical schools and investigates underlying causes of poor performance when it is identified.
2. Drafts the annual DME Report to NES in partnership with the Postgraduate Quality Manager, overseen by the DME.
3. Facilitates the annual liaison meetings with the medical schools, ensuring the events are publicised and well organised. Create action plans as required.
4. **ACT monitoring**

 1. Maintains an operational knowledge of ACT and in particular, Measurement of Teaching (MoT)
2. Receives MoT data compiled by the ACT Officers and confirms its accuracy.
3. Prepares ACT budget bids when required.
4. Leads on the production of the ACT Accountability report each year.
5. **Facilities Management**
6. Ensures the education centres are open and available for educational use, in partnership with the Education Centre Manager.
7. Provides local support of the technical equipment in the Education Centres at the Victoria and Queen Margaret hospitals.
8. Provides absence cover for the Administrative Assistant during holidays and sickness.
9. Provides assistance to LMLs for classroom bookings and equipment use during teaching.
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| **7a. EQUIPMENT AND MACHINERY** |
| * Office Equipment: computer, printer, laminator and photocopier.
* Audio Visual Aids: overhead projector, laptop computer, portable projection screens, portable LCD TV screens, Smartboard, Electric Screen and Microscope.
* Presentation System: pc with CD writer, Internet Access, LCD projector and screens, laser pointers and microphone system.
* Video Conferencing System: Tandberg 2500 System, Desktop PC, DVD Player, LCD Data Projectors,
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| **7b.  SYSTEMS** |
| * Microsoft Office (Access, Word, Excel and PowerPoint)
* Microsoft Outlook
* Intranet/Internet
* TURAS
* Integrated Booking System
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|  **8. ASSIGNMENT AND REVIEW OF WORK** |
|  The majority of the quality assurance work undertaken is at the initiative of the post holder in response to direction from DME. The Medical Education Manager provides operational support.  The post holder will recognise that practices will evolve over time to reflect changes to training and education recommendations from the many governing bodies.  The post holder will make recommendations to the DME and Medical Education Manager in relation to decision making and will implement instructions concerning policy and service. The implementation of instructions rests with the post holder, having a high degree of autonomy and will prioritise their own workload. The post holder will meet on a regular basis with the Medical Education Manager and also on an annual basis to agree their objectives and personal development plan. |

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| **9.  DECISIONS AND JUDGEMENTS** |
| Th The post holder has responsibility for day to day decision making relating to their tasks. Only co complex decisions are referred to either the DME or Medical Education Manager.  Problems/issues need to be anticipated, addressed and resolved on a daily basis without being referred to the Line Manager. |

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| **10.  MOST CHALLENGING/DIFFICULT PARTS OF THE JOB** |
| Gathering valuable feedback from consultants involved in undergraduate teaching in time for report deadlines. Securing timetables for teaching.Coordinating a high volume of students at one time. |

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| **11.  COMMUNICATIONS AND RELATIONSHIPS** |
| * Undergraduate students
* Medical staff
* Education Centre staff
* DME / ADME
* Foundation Programme Directors
* Other NHS staff
* University staff
* South East Scotland Faculty of Clinical Educators
* ACT Officers from Edinburgh, Dundee & St Andrews
* The Deanery
* NHS Education Scotland
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| **12. PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENTAL DEMANDS** |
| * Keyboard Skills
* Concentration to work on spreadsheets, reports, etc – frequent interruptions in person and by telephone
* Dealing with upset or anxious students
* Movement of Audio Visual Aid equipment eg TV screens, computer trolleys, etc
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| **13.  KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED** |
| This a professional post, educated to degree, ideally with a relevant postgraduate diploma. Good organisational, administrative and technical skills e.g. in order to provide video conferencing support to users. Experience of report writing and having undertaken presentations.Mandatory Induction Standards and Code of Conduct for Healthcare Support Workers – NHS Circular CEL(2010)23 Your performance must comply with the “Mandatory Inductions Standards for Health Care Support Workers in Scotland” 2009; and with the Code of Conduct for Health Care Support Workers, both as amended from time to time, which will be issued with your contract (further copies can be obtained from Human Resources). Failure to adhere to the Standards or to comply with the code may result in poor performance measures or disciplinary action and could lead to dismissal; or if you are self-employed, such failure will be deemed to be a breach of an essential term of your contract, allowing us to terminate with or without notice |

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| **14.  JOB DESCRIPTION AGREEMENT** |
|   **Post holder’s Signature:**   **Head of Department Signature:** |   Date:  Date: |