1. Advertisement

Post Title: Quality and Placements Co-ordinator
School/department: Brighton and Sussex Medical School
Hours: Full time hours up to 36.5 hours per week. Requests for flexible working options will be considered (subject to business need).
Contract: Permanent
Reference: 5244
Salary: starting at £21,814 to £25,217 per annum
Placed on: 18 January 2021
Closing date: 15 February 2021. Applications must be received by midnight of the closing date.
Expected start date: As soon as possible

Brighton and Sussex Medical School invites applications for the post of Quality and Placements Coordinator.

Based at the University of Brighton campus in Falmer (but currently working remotely), the post-holder is part of the Quality and Placements team which manages the organisation, administration and quality assurance of student placements throughout the undergraduate medicine degree course.

This is a new post and the post-holder will initially have specific responsibility for supporting the organisation, management and delivery of independent GP placements in year 4 and year 5 of the curriculum. The post holder will also provide administrative support in relation to the wider work of the Quality and Placements team.

They will work closely with BSMS academic and administrative staff, colleagues in administrative and academic units in the parent universities and staff in NHS partner organisations.

Applicants should have a good standard of education and possess excellent IT, communication and organisational skills. The post requires a high level of personal responsibility and initiative.

For full details and how to apply see:

www.sussex.ac.uk/jobs www.brighton.ac.uk/jobs www.bsms.ac.uk

We value the diversity of our staff and students and we welcome applicants from all backgrounds.
2. Senior leadership and management

The Vice-Chancellor (Professor Adam Tickell) is the senior academic officer and, as Chief Executive, is responsible to the University Council for management of the University. He is supported by an executive group, which includes the Deputy Vice-Chancellor, the three Pro-Vice-Chancellors, the Chief Operating Officer, the Director of Finance and the Director of Human Resources. The Heads of the Schools of Studies at Sussex report to the Deputy Vice-Chancellor.

The Chief Operating Officer heads the Professional Services of the University. In addition, under the University Statutes, the Chief Operating Officer is Secretary to the University Council. The Director of Finance reports to the Vice-Chancellor, the Director of ITS and the Librarian report to the Chief Operating Officer.

3. Brighton and Sussex Medical School and partners

Brighton and Sussex Medical School is an equal partnership between the Universities of Sussex and Brighton together with NHS organisations throughout the South East region. Find out more at: bsms.ac.uk/about

The University of Sussex is a leading research-intensive university near Brighton, currently ranked top 20 in all major league tables. Find out more: http://www.sussex.ac.uk/about/

The University of Brighton is a complex and diverse institution with a long and distinguished history of applied research. Find out more: brighton.ac.uk/about-us/

Brighton and Sussex University Hospitals Trust is the regional teaching hospital working across two sites: the Royal Sussex County Hospital in Brighton and the Princess Royal Hospital in Haywards Heath. Find out more: bsuh.nhs.uk/about-us/

Sussex Partnership NHS Foundation Trust specialises in working with people who are experiencing mental health difficulties and those with learning disabilities, across Sussex, Kent and Hampshire. Find out more: sussexpartnership.nhs.uk/about-us

We also have close relationships with a number of other NHS trusts across Surrey and Sussex and Primary Care partners throughout the UK, who all provide placements for BSMS students. The other trusts with whom we have a significant relationship are:

East Sussex Healthcare NHS Trust - https://www.esht.nhs.uk/
Surrey and Sussex Healthcare NHS Trust - https://surreyandsussex.nhs.uk/
Sussex Community NHS Foundation Trust - https://www.sussexcommunity.nhs.uk/
Western Sussex Hospitals NHS Foundation Trust - https://www.westernsussexhospitals.nhs.uk/
Purpose of the post:

The Quality and Placements Coordinator is one of several posts which contribute to the administration of the undergraduate medical degree course (Bachelor of Medicine, Bachelor of Surgery, ‘BM BS’) at BSMS.

The post holder is part of the Quality and Placements team which manages the organisation, administration and quality assurance of teaching and assessments for all years of the undergraduate medical degree course, and has specific responsibility for the organisation, management and delivery of projects across the curriculum.

The post-holder will be responsible to the Quality and Placements Manager, but will work closely with members of BSMS faculty and administrative colleagues particularly those in the Quality and Placements Team.

In addition, the post-holder will liaise with appropriate colleagues in other administrative and academic units in the parent universities, and colleagues in Primary Care and Community Care settings and within our partner NHS Trusts.
Key Responsibilities:

1. Provide administrative support for clinical placements within the BM BS course.

2. Organise and manage specific projects within the curriculum to enable clinical placements to be delivered across the BM BS course.

3. Perform a range of tasks to support the financial and contractual arrangements in relation to clinical placements.

4. Assist with the organisation of quality assurance (QA) processes and visits.


6. Assist with School events such as assessments, open days, admissions days, registration and graduation.

7. Undertake such other duties consonant with the grade as determined by the Quality and Placements Manager.

This is a new post and Job Description sets out duties of the post that may vary from time to time without changing the general character of the post or the level of responsibility entailed.

1. Provide administrative support for clinical placements within the BM BS course.
   
   1.1. Answer telephone and email enquiries, providing advice and information in response.
   
   1.2. Maintain and add to computer-based records in relation to clinical placements.
   
   1.3. Make email and telephone enquiries, or undertake online research, to collect missing information.
   
   1.4. Produce and distribute feedback reports regarding GP placements for meetings.
   
   1.5 Collate and distribute student feedback to GP surgeries.
   
   1.6 Produce and distribute teaching certificates and other documentation for display at GP teaching practices and other placement locations as necessary.
   
   1.7 Prepare, update and circulate any relevant handbooks and guidance related to clinical placements and ensure teaching materials related to the projects are loaded promptly on to the web based ‘My Studies’ managed learning environment (Blackboard).
1.8 Help with the organisation and running of events relating to clinical placements, including GP teacher meetings, logistical planning, communications, preparation of materials, preparation and distribution of attendance certificates for CPD, etc.

1.9 It is envisaged that in the future the post-holder will also provide similar support in relation to clinical placements for students on the Physician Associate Studies MSc course.

2. Organise and manage specific projects within the curriculum to enable clinical placements to be delivered across the BM BS course.

2.1 Collect and maintain information and documents in relation to independent GP placement planning for the academic year 2021-22 (when these placements will be new in the Year 4 curriculum) and beyond.

2.2 Liaise with students and GP surgeries to ensure all information necessary is available to support BSMS clinical faculty in quality assuring and approving independent GP placements.

2.3 Assist with the development and implementation of new systems to support placement planning, including data input.

2.4 Undertake new projects to support student placements and quality assurance as the curriculum continues to develop.

2.5 Liaise with faculty and students and provide ad hoc support to ensure all projects run smoothly.

3. Perform a range of tasks to support the financial and contractual arrangements in relation to clinical placements.

3.1 Prepare and distribute annual placement contracts for all GP teaching practices in liaison with the Quality and Placements Officer.

3.2 Prepare and distribute annual purchase orders for all GP teaching practices and assist with subsequent financial queries and chasing to ensure invoices are received and paid by Sussex Finance.

3.3 Prepare and distribute purchase orders to local partner trusts in relation to student placements and other related central costs.

3.4 Assist with setting up new placement providers as suppliers on the Sussex procurement system, Proactis.

3.5 Assist with the production of financial forecasting spreadsheets.

3.6 Report monthly on purchase orders generated to track against annual budgets.

4. Assist with the organisation of quality assurance (QA) processes and visits.
4.1. Support the work of the Quality and Placements Manager and Officer in relation to the organisation of QA visits to Partner Trusts and to Primary and Community Care settings.

4.2. Assist with the preparation of paperwork for QA visits and meetings.

4.3. Liaise with appropriate clinicians and managers to plan schedules for QA visits.

4.4. Serve as Secretary to the annual BSMS Quality Assurance and Enhancement Event, including liaison with attendees, assisting with the collation and distribution of paperwork and taking minutes.

4.5. Assist with the preparation of paperwork and arrangements for QA meetings with university and regulatory partners.


5.1. Maintain a variety of electronic and paper-based records systems relating to the administration of the BM BS programme including the University of Brighton’s student records systems (SITS).

5.2. Ensure clarity and accuracy of information, especially when using shared systems, folders and documents.

5.3. Ensure that the appropriate level of confidentiality is maintained.

5.4. Use SITS to check, import and export information and reports, undertaking training where necessary to keep up to date.

6. Assist with School events such as assessments, open days, admissions days, registration, and graduation.

6.1. Provide general support to the planning and operation of School assessments and events. Examples of the duties you may be asked to undertake include registration of students / examiners / delegates, ushering, escorting applicants to interview, conducting tours, supervising exam rooms or systems, giving briefings, etc.

7. Undertake such other duties consonant with the grade as determined by the Quality and Placements Manager.

7.1. Take personal responsibility to keep up to date with relevant University / BSMS policies and developments e.g. via the web or staff/team meetings.

7.2. The list of responsibilities and duties is not exhaustive, and the precise nature of the role is likely to change as the Medical School develops. A critical attribute of the successful candidate will be the ability to cope with change.
## Person specification

### Skills and abilities

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<tr>
<td>Excellent written and oral communication skills and attention to detail</td>
<td>X</td>
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<td>The ability to understand complex and unfamiliar issues without difficulty</td>
<td>X</td>
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<td>The ability to plan and prioritise own workload</td>
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<td>IT literacy – highly proficient in the use of word processing software, networked email and spreadsheets (e.g. MS Word, Outlook and Excel)</td>
<td>X</td>
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<td>Excellent organisational skills and the ability to maintain accuracy and prioritise work to meet deadlines while working in a busy environment</td>
<td>X</td>
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<td>The ability to deal with a large and wide-ranging number of people working co-operatively to meet agreed objectives</td>
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<td>The ability to be flexible, innovative and proactive in a developing role</td>
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### Knowledge

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<td>Familiarity/comfort with medical/scientific terminology.</td>
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### Experience

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<tr>
<td>operating and understanding a database or system to manage placements, timetables or equivalent</td>
<td>X</td>
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<td>using a computerised student records system (e.g. SITS) or equivalent</td>
<td>X</td>
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<td>committee servicing and minute-taking</td>
<td>X</td>
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<td>using a web-based managed learning environment (e.g. Blackboard)</td>
<td>X</td>
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### Qualifications

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<tr>
<td>A good standard of education (e.g. A level or beyond).</td>
<td>X</td>
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<td>Personal attributes and circumstances</td>
<td>Essential</td>
<td>Desirable</td>
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<td>An appreciation of the need for a professional approach consistent with representing the Medical School in a front-of-house service</td>
<td>X</td>
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<td>An appreciation of the need to keep certain information confidential and secure</td>
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<td>A high degree of personal initiative and responsibility</td>
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Updated 28/10/20