1 Advertisement

Post Title: Course Co-ordinator (Clinical Practice)
School/department: Brighton and Sussex Medical School
Hours: Full time
Contract: maternity cover until September 2021
Reference: 3571
Salary: starting at £21,814 to £25,217 per annum
Placed on: 19 June 2020
Closing date: 3 July 2020. Applications must be received by midnight of the closing date.
Expected start date: 24 August 2020

This job is only available to those currently employed by The University of Sussex or The University of Brighton.

Brighton and Sussex Medical School invites applications for the post of Course Co-ordinator (Clinical Practice).

Based at the University of Brighton Falmer site, the postholder is part of the curriculum support team that manages the organisation and administration of teaching and assessments in Years 1 to 5 of the undergraduate medical degree programme.

The post-holder will be required to make occasional visits to the Brighton and Sussex Medical School (BSMS) buildings at the University of Sussex and the Royal Sussex County Hospital.

The postholder has specific responsibility for the organisation and management of Undergraduate Clinical and General Practice teaching including the BSMS clinical skills physical resources at the University of Brighton Falmer site. They will be the first point of contact for undergraduate student teaching on the University of Brighton Falmer campus.

They will work closely with BSMS academic and administrative staff, colleagues in administrative and academic units in the parent universities and clinical 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. The post has supervisory responsibility for currently 2 members of staff.

Please contact Heather Shaw h.shaw2@bsms.ac.uk for informal enquiries.

The University is committed to equality and valuing diversity, and applications are particularly welcomed from women and black and minority ethnic candidates, who are under-represented in academic posts in Science, Technology, Engineering, Medicine and Mathematics (STEMM) at Sussex.
For full details and how to apply see our vacancies page
www.brighton.ac.uk/jobs     www.bsms.ac.uk

The University of Sussex values the diversity of its staff and students and we welcome applicants from all backgrounds.

2. The School / Division

Please find further information regarding the School at https://www.bsms.ac.uk/index.aspx

3. Job Description

Job Description for the post of: Course Co-ordinator (Clinical Practice)

Department: Curriculum Support

Section/Unit/School: Clinical Practice, Brighton and Sussex Medical School

Location: University of Brighton, Falmer Campus

Grade: 4

Responsible to: Clinical Practice Team Manager

Responsible for: Administrative Assistant (Clinical Practice) x 2

This Job Description sets out current 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 the clinical and general practice elements of the BM BS programme.

   1.1. Assist in the induction of new staff, providing training, supervision and advice regarding School Office procedures.

   1.2. Supervise the work of the Administrative Assistants (Clinical Practice) x 2, delegating as appropriate.

   1.3. Ensure information relating to the BM BS programme is circulated promptly and kept up-to-date on School notice boards and on the web-based "studentcentral" managed learning environment (Blackboard).

   1.4. Liaise with the Clinical Skills & Simulation Manager to maintain an inventory and full stock of Clinical Practice equipment and instrumentation.
1.5. Produce correspondence and communication as required by students and staff.

1.6. Provide administrative support to the work of the Patient Educator Group including managing the Patient educator database and coordinating patient educator activity.

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

2. **Provide a general enquiry and counter service for students and staff.**

   2.1. Answer telephone and email enquiries, providing advice and information in response.

   2.2. Greet students, patients and staff who present themselves in person and provide advice and information in response to their enquiries.

   2.3. Liaise with other members of staff including Facilitators, Academic Tutors and the student welfare advisers concerning issues raised by students.

3. **Organise and manage teaching timetables for modules 101, 201 and 403**

   3.1. Liaise with the module leaders, placements officer and various placement providers, Curriculum & Assessment Managers and other staff to prepare teaching timetables and schedules for clinical modules.

   3.2. Allocate students to groups and schedules, ensuring there are no clashes and resolving them when they do occur.

   3.3. Manage timetabling, room bookings and room allocation for teaching sessions and assessments for both current and future years, ensuring there are no clashes and resolving them when they do occur.

   3.4. Prepare handbooks for modules 101, 201 and 403 and publish to students and staff in a timely manner and appropriate format.

   3.5. Assist other curriculum staff with teaching taking place at Falmer, including room bookings.
3.6. Organise the printing and distribution of programme materials such as logbooks and teaching handouts.

3.7. Advise students on timetabling and ensure students have all the information they require.

3.8. Liaise with the Administrative Assistant regarding parking and transport arrangements, including the arrangement of taxis for students on placements outside of the immediate area, ensuring these are booked following BSMS Travel Policy.

3.9. Be responsive to changes and queries, liaising with appropriate staff to ensure alternative arrangements are identified and communicated as required.

3.10. Liaise with teachers, patient educators and students and provide support to ensure teaching sessions run smoothly, including provision of relevant teaching materials, layout of rooms and any equipment or refreshments needed and trouble-shooting technical problems.

3.11. Ensure teaching materials are loaded promptly on to the web-based ‘studentcentral’ managed learning environment (Blackboard).

3.12. Organise and manage the annual Global Health conference in collaboration with the relevant Module Leader.

4. Assist with the organisation of examinations and assessments including objective structured clinical examinations (OSCEs) and Simulated Surgeries.

4.1. Support the work of the relevant Curriculum and Assessment Manager and Module Leader in relation to the organisation of clinical practice examinations and assessments including providing details to students, preparing documents/equipment and coordinating marking.

4.2. Organise the on-line and in-person submission of written assessments.

4.3. Organise and manage Simulated Surgeries in collaboration with the relevant Module Leader.

4.4. Assist Curriculum and Assessment Manager in the preparation of grades for Examination Boards and distribution to students and tutors.
5. **Serve as Secretary to Module Examination Boards, Module Review Boards and related meetings.**

5.1. Support relevant colleagues in the collation of all information and paperwork necessary for Module Exam Boards; distribute electronically to members and prepare any paperwork needed in the meetings.

5.2. Organise the collection and processing of student evaluation questionnaires for clinical modules and placements and at the end of each year and prepare and distribute the results for the relevant Module Review Boards and module teaching teams.

5.3. Organise Module Review Boards and similar meetings, booking venues and catering as necessary and collating and distributing paperwork to members.

5.4. Prepare agendas and other documents for Module Review Boards and similar meetings, liaising with the Chair / Module Leader.

5.5. Minute Module Exam Boards, Module Review Boards and similar meetings and distribute minutes to members / publish minutes as appropriate.

5.6. Ensure actions from meetings are communicated and followed up promptly.

5.7. Provide administrative support to the work of the Curriculum Management Board and the Student Affairs Committee.

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

6.1. Provide general support to the planning and operation of School events. Duties are likely to include registration of delegates, ushering, escorting applicants to interview, conducting tours etc.

6.2. Help with the organisation and running of BSMS events, in particular Induction Week, and advertise to students and staff as appropriate.

6.3. Assist with the invigilation of examinations,

6.4. Assist with the administration of the BSMS Top Teacher Awards and Prizes processes.
7. **Undertake such other duties consonant with the grade as determined by the Clinical Practice Team Manager**

7.1. 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.

7.4. Be familiar and up to date with University of Brighton Registry requirements, and support and advise other staff in meeting the requirements within specified deadlines e.g. enrolment, module diets, module assessment results.

4. **Person Specification**

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<tr>
<th>Skills and abilities</th>
<th>Essential</th>
<th>Desirable</th>
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<tbody>
<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>
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<td>The ability to plan and prioritise own workload and that of others</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, Excel, Outlook and Access)</td>
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<td>IT literacy - the ability to trouble-shoot technical issues</td>
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<td>X</td>
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<tr>
<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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The ability to be flexible, innovative and proactive in a developing role

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<tr>
<th>Knowledge</th>
<th>Essential</th>
<th>Desirable</th>
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<tr>
<td>Familiarity/comfort with medical/scientific terminology</td>
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<tr>
<th>Experience</th>
<th>Essential</th>
<th>Desirable</th>
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<tr>
<td>Committee servicing and minute-taking</td>
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<td>X</td>
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<tr>
<td>Using a web-based managed learning environment (e.g. Blackboard)</td>
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<td>Using a computerised student records system (e.g. SITS)</td>
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<tr>
<td>Operating and understanding a timetabling system</td>
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<tr>
<td>Proof reading</td>
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<th>Qualifications</th>
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<tr>
<td>A good standard of education (e.g. A level or beyond).</td>
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<td>X</td>
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<tr>
<th>Personal attributes and circumstances</th>
<th>Essential</th>
<th>Desirable</th>
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<tr>
<td>Able to work additional hours during busy exam periods (April to July) and on other specific dates, planned well in advance, where teaching activity needs support outside normal office hours.</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>
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<tr>
<td>An appreciation of the need to keep certain information confidential and secure</td>
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<td>X</td>
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A high degree of personal initiative and responsibility