Professional Services
Assessment and Quality Coordinator (Permanent, full time)

Salary range: starting at £ 28,452 and rising to £32,004 per annum. It is normal to appoint at the first point of the salary scale. (salary scale link)

Expected start date: as soon as possible

Interested in a busy and varied job in an academic and clinical environment? We are looking for an enthusiastic and organised person to work as a key member of the Assessment and Quality Team delivering Observed Structured Clinical Examinations (OSCE’s) across the BM, BS programme. The post-holder will also be responsible for organising national assessments for medical students at BSMS.

In addition the post-holder will be responsible for overseeing the Clinical Practice school office and the organisation and administration of related assessments.

The post forms part of a team responsible for the administration of the medical degree programme. You will work closely with students and staff in the medical school, as well as staff in Brighton and Sussex Universities and partner NHS organisations.

The post will be based the University of Brighton Falmer campus.

You will need to have excellent organisational, communication and IT skills and a great eye for detail.

The successful candidate will be required to work additional hours during the busy exam period from April to July each year.

Closing date for applications: 14 February 2017

For full details and how to apply see:

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

We are committed to equality of opportunity
Division: Brighton and Sussex Medical School 

Section / Unit: Administration 

Location: University of Brighton, Falmer (will require frequent visits to other BSMS sites) 

Job Reference: Assessment and Clinical Practice Coordinator 

Grade: 6 

Responsible to: Assistant Secretary (Quality and Assessment) 

Responsible for: NA 

Purpose of the post: 

The post-holder will have a specific responsibility for organising the Observed Structured Clinical Examinations (OSCEs) and national exams for BSMS medical students; these will involve using Speedwell and Practique, specialist assessment software. 

In addition the post-holder will be responsible for overseeing the Clinical Practice school office and the organisation and administration of related assessments. 

This is a full time post and the successful candidate will be required to work additional hours during the busy exam period from April to July each year. The post holder will be recompensed for additional hours worked. 

If you wish to discuss details of this post please contact Tasmin Barnett, Assistant Secretary (Quality and Assessment) at t.barnett@bsms.ac.uk.
Key Responsibilities:

1. Organisation of the Observed Structured Clinical Examinations (OSCEs) for BM BS and PA programmes
2. Management of the Speedwell and Practique automated examination and marking systems
3. Oversee the Clinical Practice School office coordinating student administration and assessment.
4. Provide line management for Clinical practice school office staff.
5. Management of and Secretary to a number of BSMS committees
6. Undertake such other duties consonant with the grade as determined by the Assistant Secretary (Quality and Assessment)

1. Organisation of the Observed Structured Clinical Examinations (OSCEs)
   1.1. Organise OSCE examination schedule, liaising with BSMS Faculty, Clinical staff and administrative colleagues as required;
   1.2. Organise examination setting process liaising with academic in charge and external examiners on exam content and advise on organisational factors;
   1.3. Book appropriate suites of rooms, catering and facilities for OSCEs, liaising with colleagues within BSMS, the parent universities and partner NHS Trusts as required;
   1.4. Recruit OSCE examiners from BSMS Faculty, the parent universities and the NHS;
   1.5. Manage the recruitment of actors and helpers required for OSCEs;
   1.6. Organising training events for examiners and actors prior to the OSCE’s
   1.7. Arrange the order of OSCE circuits and stations, and the allocation of students being aware of BSMS’s responsibilities under the Disability Equality Duties of the Universities of Brighton and Sussex, and liaise with the Student Support Coordinators and the Disability and Dyslexia Team to enable disabled students to undertake OSCEs with reasonable adjustments in place;
   1.8. Produce and distribute paperwork required for OSCEs, including schedules, staff instructions, station instructions, mark sheets using Speedwell and Practique marking systems and examiner information packs;
   1.9. Produce and distribute information to students, staff, helpers, actors, patients and examiners regarding the timing and location of OSCE sessions;
   1.10. Organise External Examiners to attend and review OSCEs according to BSMS regulations;
1.11. Control, process and monitor OSCE Finances using university systems;
1.12. Supervise administrative staff and student helpers on the day, brief them about their duties and ensure that they carry out assigned duties effectively;
1.13. Coordinate the actors and examiners on the day of the OSCE, ensuring that they are well briefed about their duties; Advise actors and student helpers on payment
1.14. Process marks using the completed mark sheets, produce results using the Speedwell and Practique, marking systems and Excel, and forward to relevant colleagues for use by Examination Boards;
1.15. Organise post OSCE Review Meetings and produce and analyse data as required to demonstrate the performance of OSCE stations.
1.16. Maintain OSCE Question Bank ensuring that new stations are added and changes made after stations are reviewed.

2. Management of the Speedwell and Practique automated examination and marking systems

2.1. Manage Speedwell and Practique systems, troubleshooting internal issues where possible and providing training updates as required;
2.2. Management of the Examination Questions Bank; Retrieve appropriate examination questions upon request for examination setting meetings, using defined parameters;
2.3. Liaise with the software provider as necessary to troubleshoot technical difficulties.
2.4. Ensure that BSMS uses the marking systems effectively and its full capability, advising colleagues on how to get the most out of the system;
2.5. Liaise with the ICT Manager to ensure that the relevant licenses and software updates are in place;
2.6. Process marks and produce results and analyses for OSCEs for forward transmission to relevant colleagues for use by the Examinations Boards;
2.7. Produce and analyse data as required to demonstrate the performance of OSCE stations.
2.8. Assist with preparation of results and exam board papers.

3. Oversee the Clinical Practice School office coordinating student administration and assessment

3.1. Oversee the school office where telephone and personal enquiries from doctors, teachers and students are dealt with.
3.2. Oversee the production of student timetables;
3.3. Lead supervisor for assessments and deal with any issues that arise;
3.4. Liaison between curriculum team and clinical practice team at BSUH and lead on set up of OSCE and act as clinical lead as appropriate.
3.5. Liaise with the Student Support Coordinators regarding any student welfare issues.

4. Provide line management for Clinical practice school office staff
   4.1. manage staffing systems and processes (including recruitment, probation, appraisal, performance reviews and staff development);

5. Manage and serve as Secretary to BSMS committees, Review Boards and related meetings.
   5.1. Support relevant colleagues in the collation of all information and paperwork necessary for BSMS committees; distribute electronically to members and prepare any paperwork needed in the meetings.
   5.2. Organise Review Boards and similar meetings, booking venues and catering as necessary and collating and distributing paperwork to members.
   5.3. Prepare agendas and other documents for Review Boards and similar meetings, liaising with the Chair / Module Leader.
   5.4. Minute committees, Review Boards and similar meetings and distribute minutes to members / publish minutes as appropriate.
   5.5. Ensure actions from meetings are communicated and followed up promptly.

6. Undertake such other duties consonant with the grade as determined by the Assistant Secretary (Quality and Assessment)
   6.1. The list of responsibilities and duties is not exhaustive and the precise nature of the role is likely to change as BSMS develops. A critical attribute of the successful candidate will be flexibility the ability to cope with change.
   6.2. Provide general assistance in the planning and operation of School events including graduation. Duties are likely to include registration of delegates, ushering, etc.

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.
**Person specification**

Criteria can only be described as essential if the outcome required is absolutely dependent upon them. Consider reasonable adjustments and discount factors that unfairly discriminate on the grounds of race, age, religion or belief, gender, sexual orientation or disability.

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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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<tr>
<td>Highly developed planning and organisational skills including 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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<tr>
<td>Highly developed IT skills -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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<tr>
<td>Able to understand complex and unfamiliar issues without difficulty</td>
<td>X</td>
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<tr>
<td>The ability to work in a team and to take personal responsibility for tasks within the team’s remit.</td>
<td>X</td>
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<tr>
<td>Able to prioritise own workload to meet deadlines</td>
<td>X</td>
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<tr>
<td>The ability to deal with a large number of people from wide ranging backgrounds.</td>
<td>X</td>
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<td>Able to be innovative and proactive with new systems</td>
<td>X</td>
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<tr>
<th>Knowledge</th>
<th>Essential</th>
<th>Desirable</th>
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<tr>
<td>Familiarity and comfortable with medical / scientific terminology</td>
<td>X</td>
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<tr>
<td>Awareness to BSMS’s responsibilities in relation to the Disability and Equality duties of the Universities of Brighton and Sussex</td>
<td>X</td>
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<tr>
<th>Experience</th>
<th>Essential</th>
<th>Desirable</th>
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<tr>
<td>Using spreadsheets and databases as well as word processing and networked email</td>
<td>X</td>
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<tr>
<td>Managing or supervising staff</td>
<td>X</td>
<td></td>
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<tr>
<td>Managing administrative systems in higher education</td>
<td>X</td>
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<td>Organising examinations and events</td>
<td>X</td>
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<td>Committee servicing and minute/note taking</td>
<td>X</td>
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<td>Producing documents and reports</td>
<td>X</td>
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<tr>
<td>Proof reading</td>
<td>X</td>
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<tr>
<td>Using a web based managed learning environment (e.g. Blackboard)</td>
<td>X</td>
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<tr>
<td>Using automated examination and marking software, and optical mark reader equipment</td>
<td>X</td>
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<tr>
<td>Using an electronic student records system (e.g. SITS)</td>
<td>X</td>
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<tr>
<th>Qualifications</th>
<th>Essential</th>
<th>Desirable</th>
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<tbody>
<tr>
<td>Education to first degree or equivalent</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>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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<tr>
<td>An appreciation of the need to keep certain information confidential and secure</td>
<td>X</td>
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<td>A high degree of personal initiative and responsibility</td>
<td>X</td>
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<tr>
<td>Able to work additional hours during busy exam periods (April to July)</td>
<td>X</td>
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The criteria should be changed to reflect the job description and the number of criteria boxes can be increased or decreased.
The Vice-Chancellor (Professor Michael Farthing) 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 three Pro-Vice-Chancellors, the Registrar and Secretary, the Director of Finance and the Director of Human Resources. The Heads of the Schools of Studies at Sussex report to the Pro-Vice-Chancellors.

The Registrar and Secretary heads the Professional Services of the University. In addition, under the University Statutes, the Registrar and Secretary is Secretary to the University Council. The Director of Finance reports to the Vice-Chancellor. The Director of ITS reports to the Registrar and Secretary, and the Librarian reports to one of the Pro-Vice-Chancellors.

The School is an equal partnership between the Universities of Sussex and Brighton together with NHS staff throughout the South East Region. The arrangements for the School’s governance reflect this approach and students are awarded joint degrees of both Universities.

The School is fully committed to the principles of GMC: Standards of Promoting Excellence; it endorses the value of medical education in a multi-professional context, and promotes the highest possible standards in its three pivotal components of teaching, clinical practice, and research (both fundamental and applied).

There is an annual undergraduate intake of approximately 138 students. BSMS has proved exceptionally popular and in recent admissions rounds has continued to achieve one of the highest application rates of any UK medical school. Students spend their first two years primarily on the universities’ campuses at Falmer; thereafter the focus shifts to the associated teaching hospitals in Brighton and the surrounding area. There are purpose-built teaching facilities in all areas.

The curriculum emphasises early clinical involvement, a broad range of experience and a firm foundation in basic science. Led by the Medical Education Unit, there is a wide range of teaching and learning approaches as appropriate for the particular circumstances; we are not committed to a single method of delivery. Feedback from the National Student Survey has demonstrated an exceptionally high level of student satisfaction, with BSMS being consistently in the top 3 performing schools in the country with scores of over 90%. The BSMS 5 year strategic plan (2009 – 14) placed growth in research
capacity as the number one priority. We have made significant investments in research infrastructure, including a world-class Clinical Imaging Sciences Centre (CISC) housing a 1.5T MRI and a PET-CT scanner and a Clinical Investigation & Research Unit (CIRU) dedicated to patient orientated research and early clinical trials. There has been a rapid increase in postgraduate research students and research income has more than doubled over the last five years.

Following the appointment of Professor Malcolm Reed as Dean in December 2014, the Medical School has undergone a strategic review and is currently undergoing reorganisation into the following Departments which will be fully established for the academic year 2016/17:

Clinical and Experimental Medicine
Global Health and Infection
Neuroscience
Primary Care and Public Health
Medical Education

**Administration.** The Medical School’s Administration is led by Mr Peter Pimblett-Dennis the Medical School Secretary. The School’s 60+ support staff offer support to a range of functions including curriculum development and delivery, admissions, library and IT, communications, student welfare, human resources, research and finance.

**The Universities**

The Universities of Brighton and Sussex have formed a highly effective and successful partnership that has resulted in the creation of this first new medical school in the South East region outside of London. Each institution has its own distinct culture and each is proud of its history and achievements but they have a long and successful history of collaboration.

**Research and teaching**

Both universities are committed to excellence in teaching and research.

Sussex is a progressive university delivering innovative thought and action, with a worldwide reputation for excellence in research and discovery. Its distinctive approach leads to the development of high quality new research which crosses traditional boundaries, benefits and enriches society, and influences policy at international, regional and national levels. Sussex research has a positive impact on people’s lives. In the Times Higher Education World University Rankings 2014-15, Sussex was ranked 4th in the UK and 34th in the
world for research influence.

The results of the government-commissioned Research Excellence Framework (REF) in 2014 show that over 75% of research activity at Sussex is categorised as ‘world leading’ (4*, 28%) or ‘internationally excellent’ (3*, 48%) in terms of originality, significance and rigour, whilst 98% of research activity at Sussex is categorised as either ‘world-leading’, ‘internationally excellent’ or ‘internationally recognised’.

The University of Brighton has a long and distinguished history of applied research. This serves to sustain and nourish its mission to help form professional and vocational careers. Ultimately, the university aims to transform the lives and experiences of people and their environments with research that matters. In the REF2014, 92% of its research was judged to be world-leading or internationally excellent in terms of the impact it makes, putting it in the top 25% for the sector. 38% of the university’s work in the Health Sciences was rated as world-leading.

BSMS made a major contribution to its host universities’ submissions in the most recent Research Excellence Framework (REF2014). The majority of BSMS staff who were submitted contributed to Psychology, Psychiatry and Neuroscience, and Biological Sciences at the University of Sussex, both ranked 10th, or the joint submission with the University of Brighton (Allied Health Professionals, Dentistry, Nursing and Pharmacy – ranked 27th). A smaller number of academics were submitted with Sociology and English at Sussex.

Brighton and Sussex University Hospitals (BSUH) is the regional teaching hospital working across two sites: the Royal Sussex County Hospital in Brighton and the Princess Royal Hospital in Haywards Heath. The Brighton campus includes the Royal Alexandra Children’s Hospital and the Sussex Eye Hospital, and the Haywards Heath campus includes the Hurstwood Park Regional Centre for Neurosciences.

In May 2014 the UK Government agreed the release of £420m to redevelop the Royal Sussex County Hospital site. The plans will see the site’s 19th century buildings replaced with new, modern facilities for the delivery of healthcare, for teaching and for research.