

**JOB DESCRIPTION**  
**Undergraduate Coordinator (Year 4 and 5)**  
**Vacancy Reference: N1973**

<b>Job Title:</b> Undergraduate Coordinator (Year 4 and 5)	<b>Present Grade:</b> 5
<b>Department/College:</b> Lancaster Medical School	
<b>Directly responsible to:</b> Programme Officer	
<b>Supervisory responsibility for:</b> n/a	
<p><b>Other contacts:</b></p> <p><b>Internal:</b>  The post-holder is required to liaise with and coordinate activities with a number of internal staff and students including:</p> <ul style="list-style-type: none"> <li>• Lancaster Medical School academic and administrative staff</li> <li>• Undergraduate medical students across all year groups</li> <li>• Faculty of Health and Medicine staff</li> <li>• Other University departments including, but not exclusively: Finance, Library and ISS, Print-Unit, Facilities and Hospitality, Central Administration, Student Base</li> </ul> <p><b>External:</b>  Clinical and administrative staff at the NHS, in particular University Hospitals of Morecambe Bay, East Lancashire Teaching Hospitals, Blackpool Teaching Hospitals, Cumbria Partnership NHS Trust and Lancashire Care NHS Trust. Elective placements, UK Foundation programme, GMC Medical Protection Society and Medical Defence Union and British Medical Association.</p>	
<p><b>Major Duties:</b>  The post holder will work in collaboration with the other Undergraduate Coordinators, the Programme Officer, the School Manager, the Quality Manager, the Director of Medical Studies, Year Leads and external teaching staff to support and deliver high quality coordination and administrative support to Years 4 and 5 of the Undergraduate Medical Degree at Lancaster University.</p> <p>The core activities of the post holder include:</p> <ul style="list-style-type: none"> <li>• Responsibility for coordinating all aspects of course delivery for Year 4 and 5 of the MBChB programme including; clinical placements, lectures, workshops, student records and files, attendance monitoring, portfolio submission, student surveys and preparation of handbook and electronic portfolio/logbooks.</li> <li>• Responsible for the central timetabling of the MBChB programme for Years 4 and 5, liaising with Student Registry to ensure suitable rooms are secured for all elements of on-site teaching.</li> <li>• Responsible for the Years 4 and 5 rotational timetables for students, including liaising with clinical partners regarding placement, teaching sessions and induction.</li> <li>• Responsible for the co-ordination of student groups and timetables for Years 4 and 5, including PBL, CALC, Clinical Skills, Communication Skills, CCT sessions, PFP, Leadership and Management week and PSA.</li> <li>• Responsible for producing the lecture timetable for Years 4 and 5, including liaising with internal/external lecturers.</li> <li>• Supporting the student appraisal process in liaison with the Year Leads and the Director of Student Support.</li> <li>• To liaise with the Year Leads to facilitate a smooth implementation of the Kaizen system, to ensure the administrative upkeep of the electronic logbooks, including the preparation of reports for progression reviews.</li> <li>• To pro-actively answer queries from both students and supervisors, including the monitoring of email communications, and feedback concerns promptly to the Year Leads.</li> <li>• Arranging and attending Progression Reviews for Years 4 and 5.</li> </ul>	

- To coordinate the evaluation process using Qualtrics and be responsible for the release, monitoring and analysis of surveys, collating feedback for all aspects of Years 4 and 5 of the MBChB. To prepare reports for the Year Leads to present at committee meetings. Issuing lecturer and clinical tutor feedback in an appropriate format and in a timely manner.
- Responsible for the coordination of Electives for Year 4 students, liaising with academic and clinical colleagues, to ensure students are fully supported.
- Responsible for the coordination of SAMPs for Year 5 students, liaising with academic and clinical colleagues, to ensure students are fully supported.
- To oversee the administration of Moodle, ensuring appropriate access and permissions are granted to both internal and external colleagues and students.

Further activities for the post holder:

- To provide cover for other members of the support staff team.
- To carry out any other duties appropriate to the grade as required by the Head of School or nominee.