

JOB DESCRIPTION
Primary Care Coordinator (Community Studies)
Vacancy Ref: N2026

Job Title: Primary Care Coordinator 0.7 FTE	Present Grade: 5S
Department/College: Lancaster Medical School, Faculty of Health and Medicine	
Directly responsible to: Programme Officer	
Supervisory responsibility for: Undergraduate Administrative Assistant	
<p>Other contacts</p> <p>Internal: The post-holder is required to liaise with and coordinate activities with a number of internal staff and students:</p> <ul style="list-style-type: none"> • Lancaster Medical School academic and administrative staff • GP Clinical Teaching Fellows • Community and Communication Skills Course Directors • Undergraduate medical students across all year groups • Faculty of Health and Medicine staff • Other University Departments, Finance, Library and ISS, Print-Unit, Facilities and Hospitality, Central Administration <p>External:</p> <ul style="list-style-type: none"> • GP practices – including GP tutors and Practice Managers • NHS administrative and clerical staff • Voluntary, charitable and other third sector organisations, schools and centres for children and adults with disabilities <p>Major Duties: <u>Role Summary</u> The role holder will work closely with the Director and Deputy Directors of Primary Care Academic Teaching and the Programme Officer to coordinate and support the community placements and teaching across all years for LMS undergraduate students:</p> <ul style="list-style-type: none"> • To assist Directors in all primary care matters related to the primary care components of the undergraduate programmes. • To be first point of contact for all primary care placement providers and students whilst on primary care placement. • To pro-actively identify, engage and maintain suitable primary care providers for the LMS undergraduate medical students and develop good working relationships and best collaborative practice. • Prepare contracts for all primary care placement providers and to be pivotal in the financial flow of funding between the university and the placement providers, including providing placement data to support external funding return. • To ensure the production and distribution of primary care service contracts, to ensure they are reviewed and agreed annually by all external placement providers. • To be responsible for the allocation of students to primary care placements and the associated 	

administration including managing a comprehensive student placement record system.

- Provide key data for and work closely with the Quality Manager, to contribute to the quality assurance of all placements including when necessary, attending quality visits to placement providers.
- Working closely with the Primary Care Academic Teaching Directors and teaching staff to organise workshop, teaching and training events.
- To be responsible for the placement timetables, including liaising with central room bookings, creating individual student timetables and teaching provision, including teaching material and handbooks.
- To provide a supervision line for the Undergraduate Administrative Assistant and to work closely with other members of the LMS administrative team, including the School Manager and Programme Officer.
- To assist the Programme Officer in awarding and administering the medical student travel bursaries.
- To service meetings in the department as required.
- To carry out any other duties or training and development appropriate to the grade of the post as required.

This Job Description is subject to review to meet the business needs of LMS.