

JOB DESCRIPTION
Assessment Coordinator
Vacancy ref: N2398

Job Title: Assessment Coordinator	Present Grade: 5
Department/College: Lancaster Medical School	
Directly responsible to: Assessment Officer	
Supervisory responsibility for: Assessment Assistant	
<p>Other contacts:</p> <p>Internal:</p> <p>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, clinical and professional service staff • Undergraduate medical students across all year groups • Faculty of Health and Medicine staff • Academic staff across other university departments • Staff within central university for example but not exclusively administration, finance, facilities, hospitality <p>External:</p> <p>Clinical and administrative staff at the NHS in particular, University Hospitals of Morecambe Bay, East Lancashire Teaching Hospitals and Blackpool Victoria Hospital. ERS temporary staff.</p> <p>To assist the Director of Assessment, Director of Clinical Assessment, Undergraduate Programme Directors, Assessment Officer and Coordinator in providing administrative support for medical programme assessment, primarily for OSCE assessments within the Medical School:</p> <p>Major Duties</p> <p>General</p> <ul style="list-style-type: none"> • Assist with the final administrative checks on the written exams papers and support the Assessment Officer in the final lock down of each written examination paper. • Service the exam board meetings (9 per year) and coordinate and track student meetings following. • Support the Assessment Officer in the preparation of the assessment handbook, exceptional circumstances committees, national examinations, deciles and transcripts. • To support and provide cover, when needed, for the Assessment Officer and Assistant. • To provide cover, when needed for the written examinations and coursework. <p>OSCE</p> <p><i>The OSCE (Objective Structured Clinical Exam) is a practical exam that medical students attend in a hospital setting. Travel would be required to the Royal Lancaster Infirmary, Furness General Hospital, Blackpool Victoria Hospital and East Lancashire Hospital Trust. Examiners use iPads to assess students in each station.</i></p> <ul style="list-style-type: none"> • Support the Director of Clinical Assessment in the organisation of OSCE examinations. This will include coordinating the overall schedule of session and circuit information, production of the student matrix and arranging transport. • Coordination of all paperwork needed for each OSCE examination. Responsibility to ensure all paperwork is produced accurately to a high standard and for ensuring all iPads are correct for use in the examination. • Input exam materials into the EOSCE software using an Apple Mac computer; prepare the examiner iPads including iPads for feedback and equality, diversity and inclusion data. • Responsibility for student communication regarding OSCE examinations. • Oversee the distribution/return of iPads across multiple venues for each examination period. • Coordinate the secure transport of OSCE materials to each venue including liaison with delivery drivers, booking of hire cars and liaison with hospital staff. • Coordination of professional service staff attendance at each OSCE examination. Responsibility for training staff in their duties on the day. • Organise and prepare material for OSCE pilot days. • Attend tabletop meetings and update paperwork as needed. • Responsibility training staff on the EOSCE software and liaison with the software developers in Switzerland to develop our use of the software. 	

- Input of handwritten simulated patient comments in a prompt manner following each OSCE examination.
- Support the Assessment Officer with the prompt downloading of results following each exam.
- Responsible for the collation of examiner payment contracts and the authorisation of payments to ERS staff.
- Assist the Assessment Officer in ensuring the accuracy of all OSCE Excel result sheets and feedback.
- Ensure all iPads are updated regularly and liaise with ISS regarding iPad single app mode for each examination period.
- Coordination of OSCE examiner training across various NHS trusts. Prepare iPads for training and paperwork.
- Production of certificates for examiner attendance at each OSCE exam.
- Ensure feedback from the OSCE examinations is sent to examiners in a timely fashion following the exam.
- Develop robust processes and procedures to ensure efficiency and accuracy as student numbers increase across multiple venues.
- Coordinate the final administrative checks on all OSCE examinations.
- Service the Clinical Assessment Quality Group (twice a year).
- Responsible for archiving and filing materials post examinations.

To carry out any other duties appropriate to the grade as required by the Head of Division or nominee.