

**Undergraduate Coordinator (Foundation Year and Year 1)**

**JOB DESCRIPTION**

**Vacancy Ref: N2674**

<b>Job Title:</b>	Undergraduate Coordinator (Foundation Year and Year 1)	<b>Present Grade:</b> 5
<b>Department/College:</b>	Lancaster Medical School	
<b>Directly responsible to:</b>	Programme Officer	
<b>Supervisory responsibility for:</b>	NA	
<b>Other contacts</b>		
<b>Internal:</b>		
The post-holder is required to liaise with and coordinate activities with a number of internal staff and students:		
<ul style="list-style-type: none"> <li>• Lancaster Medical School academic and administrative staff</li> <li>• Academic staff from other departments involved in the delivery of Foundation Year and Year 1</li> <li>• Undergraduate medical students across all year groups</li> <li>• Faculty of Health and Medicine staff</li> <li>• Other University Departments including, Finance, Library and ISS, Print-Unit, Facilities and Hospitality, Central Administration, Student Base</li> </ul>		
<b>External:</b>		
Clinical and administrative staff at the NHS in particular, University Hospitals of Morecambe Bay, East Lancashire Teaching Hospitals, Cumbria Partnership NHS Trust and Lancashire Care NHS Trust.		
<b>Major Duties:</b>		
The post holder will work in collaboration with the other Undergraduate Coordinators, the Programme Officer, the Year Leads, the School Manager, the Quality Manager, the Director of Medical Studies and the Deputy Director of Medical Studies to support and deliver high quality coordination and administrative support to the foundation year & year 1 of the Undergraduate Medical degree at Lancaster University.		
The core activities of the post holder include:		
<ul style="list-style-type: none"> <li>• Responsible for coordinating all aspects of course delivery for Foundation Year and Year 1 of the MBChB programme including; lectures, workshops, student records and files, attendance monitoring, coursework and logbook submission, student surveys and preparation of handbooks and logbooks.</li> <li>• Responsible for the central timetabling of the MBChB programme for Foundation and Year 1, liaising with Student Registry to ensure suitable rooms are booked for all elements of on-site teaching.</li> <li>• Supporting the student appraisal process in liaison with the Directors of Foundation &amp; Year 1 and the Director of Medical Studies.</li> <li>• Responsible for the administrative upkeep of the electronic logbook, including the preparation of reports for progression reviews.</li> <li>• Arranging and attending Progression Reviews for Year 1.</li> <li>• To oversee the evaluation process and be responsible for the release, monitoring and analysis of surveys, collating feedback for all aspects of the course. To prepare reports for the Year Directors to present at committee meetings. Issuing lecturer and clinical tutor feedback in an appropriate format and in a timely manner.</li> <li>• Responsible for liaising with the contributing academic departments for the foundation programme.</li> <li>• To coordinate the evaluation process using Qualtrics and be responsible for the release, monitoring and analysis of surveys, collating feedback for all aspects of Foundation Year and Year 1 of the course. 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.</li> <li>• Responsible for the co-ordination of student groups and timetables for FY and Year 1, regarding PBL, CALC, Clinical Skills, Communication Skills sessions.</li> </ul>		

- Responsible for producing the lecture timetable for FY and Year 1, including liaising with internal/external lecturers.
- 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.