**JOB DESCRIPTION**

**Undergraduate Assistant (Primary Care)**

Vacancy Ref: N2699

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Undergraduate Assistant (Primary Care)</th>
<th>Present Grade:</th>
<th>4S</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department/College:</td>
<td>Lancaster Medical School, Faculty of Health and Medicine</td>
<td>Directly responsible to:</td>
<td>Departmental Officer</td>
</tr>
<tr>
<td>Supervisory responsibility for:</td>
<td>NA</td>
<td>Other contacts</td>
<td></td>
</tr>
</tbody>
</table>

**Internal:**
The post-holder is required to liaise with and coordinate activities with a number of internal staff and students:
- Lancaster Medical School academic and administrative staff
- Clinical Teaching Fellows
- 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

**External:** GP practices, NHS administrative and clerical staff, Voluntary, charitable organisations, schools and centres for children and adults with disabilities

**Major Duties:** To provide administrative support for the delivery of undergraduate programmes at Lancaster Medical School particularly in the following areas:

- Act as a point of contact in all matters related to the primary care components of the MBChB course
- Liaise with all external providers for the primary care course
- Assist with the preparation and distribution of the service contracts to be agreed annually by all external providers of the primary care placements
- Allocate the students to placements and assist with timetabling and production of handbooks for primary care supervisors and students
- Printing teaching materials, registers, evaluation forms and other associated documents for the Clinical Teaching Fellows
- Monitoring student attendance on placements and at teaching sessions
- Working closely with the Director of Primary Care to organise workshop and training events
- Maintain a comprehensive student placement record system
- To assist the School Manager, Quality Manager, Project Manager, Programme Officer and Departmental Officer with ad hoc administrative tasks.
- To provide cover for other members of the professional service team as needed.
- To assist in progress reviews, exam invigilation, portfolio events, MMIs and other Lancaster Medical School events
- To carry out any other duties appropriate to the grade as required by the Head of Division or nominee.