Job title: Clinical Examinations Coordinator

Job family and level: Administrative, Professional and Managerial Level 3

School/Department: School of Medicine/Education Centre

Location: Queen’s Medical Centre

Purpose of role

The purpose of the role is to manage, co-ordinate and implement the administration of the clinical Objective Structured Clinical Examination (OSCE) assessments required within the undergraduate Medical Education Courses. The University has recently sub-contracted the running of clinical examinations to a single site provider – Royal Derby Hospital (RDH) and the post-holder will need to work closely with the School and RDH to ensure that the examinations run smoothly and that all aspects associated with OSCE examination arrangements and delivery are covered.

Main responsibilities

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<th>% time per year</th>
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<td>60%</td>
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Administration

- To continue to develop and maintain a database of Clinical Examiners.
- Ensuring that Examiner’s details are collected efficiently and accurately so that areas of Examiners expertise are accurately assigned within examinations.
- Devise accurate and efficient processes for tracking a large quantity of examiners across numerous assessments.
- Deal with a large volume of confidential correspondence to and from Examiners. Including communicating allocations, exam content, answering questions, confirming training dates and exam arrangements.
- Making all necessary arrangements for Examiners to attend training including but not limited to arranging hotel accommodation, transport and expenses.
- All administration associated with Examiner training including booking rooms, placing catering orders and compiling attendance registers.
- Liaising and communicating with RDH to ensure all arrangements for the OSCE are in place. This can include trouble shooting and escalating identified issues in a timely and proactive manner.
- Working closely with the local Clinical Teaching Fellows on all arrangements for the examinations, this includes supporting examination preparation activity and acting as senior admin contact and support.
- Organise and administer arrangements for OSCE station piloting including recruitment of Foundation level doctors to act as examiners.
To provide and track the issuing of Continual Professional Development Certificates for Examiners who require them.

- Develop and maintain an administration system for managing all processes and paperwork, this will include electronic folder management and paper/ version control.
- Developing and maintaining a database of simulated patients for the OSCE assessments.
- Liaise with and coordinate the activity of simulated patients. This includes any administration associated with their work as a simulated patient such as travel arrangements, expense claim or general communication and questions.
- Attend and help deliver the OSCE examinations in Derby. On the days that the examinations are delivered, will require the individual to be flexible on the start and end time of a working day.
- Attendance at an examination will include acting as a ‘SuperUser’ for the Maxexam tablet based software upon which the examinations are marked. Training will be provided but the individual will be required to take responsibility for the successful delivery of an exam using the software and trouble shoot issues as they arise.
- Attendance at examinations will include administration support to RDH where necessary, this will include helping Examiners to register, log into a tablet and provide guidance and support as required.

- Documentation and policies:
  - Ensuring the Department adheres to the University policies and procedures with regard to quality issues in OSCE delivery.
  - Advising academic staff on School and University policies and procedures to ensure the Department meets University and School regulations.
  - Draft reports, important correspondence and recommendations for a variety audiences.

- Advice and supervision
  - Coordinating and supervising the activity of a number of level 2 members of staff, who support the OSCE examination processes.
  - Liaison point between students and academic staff.
  - Independently resolve queries.
  - Respond to complaints and resolve problems involving other schools/departments or external contacts, decide when to refer.

- Finance
  - To process expense claims, purchase orders, receiving goods and associated items with OSCE delivery.
  - To oversee budget expenditure and purchase orders made against OSCE arrangements as to ensure costs are within expected parameters.

- Other Duties
  - Service Assessment Team Committees, following up action points.
  - Work collaboratively with the Assessment Team during peak assessment periods to ensure marks processing is completed and results are released in a timely manner.
  - Any other duties appropriate to the grade and role
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<th>Essential</th>
<th>Desirable</th>
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<td><strong>Skills</strong></td>
<td>▪ High level of IT skills, including MS Word, Excel and Access and ability</td>
<td>▪ Knowledge of assessment processes in a higher education setting –</td>
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<td></td>
<td>to integrate different packages.</td>
<td>particularly related to clinical examinations</td>
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<td>▪ Skills in drafting complex documentation</td>
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<td>▪ Excellent verbal and written communication skills.</td>
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<td>▪ Excellent organisational and time-management skills.</td>
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<td>▪ Ability to work accurately under pressure and to meet deadlines with a</td>
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<td>minimum of supervision.</td>
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<td>▪ Flexible approach</td>
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<td>▪ Appreciation of other cultures and languages.</td>
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<td><strong>Knowledge and</strong></td>
<td>▪ Considerable experience in relevant field.</td>
<td>▪ Previous relevant work experience in a Higher Education environment.</td>
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<td><strong>experience</strong></td>
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<td>▪ Experience of working in a local education provider or a local deanery</td>
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<tr>
<td><strong>Qualifications,</strong></td>
<td>▪ HNC/HND, or equivalent plus English and maths at GCSE or equivalent OR</td>
<td>▪ Educated to degree level, or equivalent</td>
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<td><strong>certification and</strong></td>
<td>work experience in further or higher education.</td>
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<td><strong>training</strong></td>
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<td><strong>Statutory, legal</strong></td>
<td>▪ Knowledge of GDPR</td>
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<td><strong>or special</strong></td>
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<tr>
<td><strong>requirements</strong></td>
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<td><strong>Other</strong></td>
<td>▪ Willingness to adopt the Ethos and Principles of the School of Medicine</td>
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The University of Nottingham is focused on embedding equality, diversity and inclusion in all that we do. As part of this, we welcome a diverse population to join our work force and therefore encourage applicants from all communities, particularly those with protected characteristics under the Equality Act 2010.

The School of Medicine holds a Silver Athena SWAN award in recognition of our achievements in promoting and advancing these principles. Please see [http://www.nottingham.ac.uk/medicine/about/athena-swan.aspx](http://www.nottingham.ac.uk/medicine/about/athena-swan.aspx)
Expectations and behaviours

The University has developed a clear set of core expectations and behaviours that our people should be demonstrating in their work, and as ambassadors of the University’s strategy, vision and values. The following are essential to the role:

Valuing people
Is always equitable and fair and works with integrity. Proactively looks for ways to develop the team and is comfortable providing clarity by explaining the rationale behind decisions.

Taking ownership
Is highly self-aware, looking for ways to improve, both taking on board and offering constructive feedback. Inspires others to take accountability for their own areas.

Forward thinking
Driven to question the status quo and explore new ideas, supporting the team to “lead the way” in terms of know-how and learning.

Professional pride
Sets the bar high with quality systems and control measures in place. Demands high standards of others identifying and addressing any gaps to enhance the overall performance.

Always inclusive
Ensures accessibility to the wider community, actively encouraging inclusion and seeking to involve others. Ensures others always consider the wider context when sharing information making full use of networks and connections.

Key relationships with others

Line manager
Examinations Officer

Role holder
Clinical Examinations Coordinator

Key stakeholder relationships
Direct Reports
Colleagues
Students