Role profile

**Job title**
Primary Care Senior Programme Coordinator

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

**School/Department**
School of Medicine, Education Centre

**Location**
Medical School, Queen’s Medical Centre

**Purpose of role**

To provide high level administrative support to successfully deliver Primary Care community based placements across Lincolnshire for the Foundations for Practice and Advanced Practice phases of the BMBS for Lincoln Medical School (LMS) students currently who are registered at the University of Nottingham. To develop a strong working relationship with key stakeholders in Lincolnshire in order to support the administrative team as the students move into the new clinical phases in 2022.

The Senior Programme Coordinator is a key role working closely with the Associate Professor in Primary Care (UoN Lincoln Medical School), the academic lead for clinical Primary Care attachments (University of Nottingham Medical School) and colleagues based in the Primary Care Education Unit in Nottingham.

Currently, Lincoln Medical School (LMS) teaches students who are registered at the University of Nottingham, which is also responsible for accreditation of the degree through the General Medical Council (GMC). Some travel to LMS is expected as part of this role.

**Main responsibilities**

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<tr>
<th>Placement administration for community based placements for Junior Primary Care (JPC) and Senior Primary Care (SPC)</th>
<th>% time per year</th>
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<tr>
<td>Coordination of all Primary Care based student placement administration in Lincolnshire to include pre-placement documentation, devising timetables, considering extenuating circumstances and travel/transport issues, allocating students to practices and communicating all relevant information effectively via email/SharePoint and Moodle, dealing with module related student queries, processing travel reimbursement claim forms and distribution of student and practice feedback</td>
<td>40%</td>
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<tr>
<td>Administrative support for recruitment of community GP placements across Lincolnshire alongside the community clinical sub dean</td>
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<td>Provide key stakeholder contact with practices regarding all aspects of placements, answering phone calls/emails and providing support and</td>
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| 2 | **Module administration**  
| | • Preparation of module materials alongside the course convenor including GP tutor guides, teaching materials and organisation of student materials on Moodle  
| | • Liaise with Student Services team for student numbers to include returning students and suspensions for the Lincolnshire cohort  
| | • Lead on key administrative outputs related to placement administration to include pre-placement administration of community GP placements across Nottinghamshire and Derbyshire to include emails to practices, communication with practice managers, ensuring practices have up to date resources for teaching  
| | • Allocation of teaching fellows to JPC and SPC teaching sessions, ensuring relevant materials are shared in advance for hub or university based teaching  
| | • Coordinating MS Teams set up for remote teaching delivery or organising relevant space for JPC/ SPC teaching delivery  
| | • Organisation of community hub based teaching; recruitment of hub tutors and actors to deliver JPC content to students  
| | • Coordination of student timetables for the modules, dealing with any queries and ensuring up to date information is available on Moodle  
| | • Monitor and record student attendance, following up any unauthorised absences in line with University policy  
| | • Liaise with Assessments team regarding examiners for all OSCEs, recruit and provide required quota |

| 3 | **Quality assurance administration and committee work**  
| | • Coordinate administration of the external examiner processes for JPC and SPC related to the modules  
| | • Collation and analysis of student and practice feedback, production of reports using Excel data and Word, liaising with course convenor and or/ sub dean to deal with issues raised, recording actions taken in module action log |
- Coordination of quality assurance visits to Lincolnshire community based GP tutors for Primary Care community placements and ensuring QA paperwork for the visits is filed appropriately
- Contribution to course management committees to include management of distribution list, emailing documentation, taking accurate minutes
- Coordination and delivery of Lincolnshire based training events (virtual via MS teams and face to face events) and away days including all aspects of venue, speakers, programme and delegate arrangements
- Close working with LMS staff (both administrative and academic) particularly, in the lead up to and during the transition phase for students exiting BMedSci and entering the Clinical Phase in order to ensure a smooth transition experience for students

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<th>4</th>
<th>Documentation and policies</th>
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<td>- Maintain records for staff, students and or/ finances as required</td>
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<td>- Update policies and ensure that the systems and processes are aligned between UoL and UoN</td>
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<td>- Analyse data and produce reports for management committees as required</td>
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<td>- Maintain adherence to compliance and regulatory policies around data</td>
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| 5 | Any other duties appropriate to the grade and role. | 10% |
# Person specification

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<th>Essential</th>
<th>Desirable</th>
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<tbody>
<tr>
<td><strong>Skills</strong></td>
<td><strong>Knowledge and experience</strong>&lt;br&gt;<strong>Qualifications, certification and training</strong>&lt;br&gt;<strong>Statutory, legal or</strong></td>
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</table>
| ▪ Excellent verbal and written communication skills  
▪ Excellent IT skills including Outlook, Excel, Word and MS Teams  
▪ Maintaining accurate administrative records  
▪ Ability to build working relationships within the team, School and wider University  
▪ Excellent interpersonal skills, including tact, empathy, diplomacy and confidentiality.  
▪ Excellent analytical and problem solving skills.  
▪ Excellent organisational and time-management skills and ability to prioritise own workload.  
▪ Proactive approach towards continual improvement of process and procedures | ▪ Relevant experience in a Further Education and Higher Education setting  
▪ Database experience.  
▪ Experience of using the University of Nottingham systems e.g. Campus, Moodle, Agresso and SciQuest. |
| ▪ Demonstrable experience of working successfully as part of a team in an administrative/office environment  
▪ Experience of working within established procedures with minimum day-to-day supervision  
▪ Experience of organising meetings and taking minutes  
▪ Ability to plan and define priorities and work flexibly and effectively under pressure to meet demanding and sometimes conflicting deadlines  
▪ Knowledge or experience of handling sensitive data and an understanding of GDPR legislation | |
| ▪ HNC or HND in a relevant subject, or equivalent.  
▪ Grade C (or equivalent) English and Mathematics at GCSE (or equivalent) | ▪ Willingness to adopt the vision and values of the School of Medicine |
**special requirements**

- Willingness to travel between Nottingham and our University of Lincoln medical School when required
- Work flexibly outside normal working hours, including evenings and weekend (if required).

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

Role holder

Key stakeholder relationships

Primary Care Team Manager

Primary Care Senior Programme Coordinator

Direct Reports

Colleagues and external partners

Students