



UCL Medical School

The MBBS Education Management Team manages undergraduate medical education, student records and student support services, coordinates teaching across UCL's Life and Medical Sciences and other faculties, commissions placements from Clinical Providers, and supports the MBBS academic leads in activities relating to the strategy, policy, development, co-ordination, review and quality assurance of the MBBS curriculum, teaching and assessment, overall timetabling and allocation of students to placements.

At Clinical Providers, local MBBS Placement staff and teams support Directors of UG Medical Education, UG Tutors and clinical and specialty leads in activities relating to placements, local timetabling, workplace-based assessments and formative and summative clinical assessments.

Admission to the MBBS programme is managed by UCL's Central Admissions Office. Admissions interviews for entry to Year 1 and the Visiting Electives Programme are managed by the Medical School's Admissions and Visiting Electives Coordinator.

[Contact List](#)

Organograms:

[Digital Education, Medical Student Support, Assessments, Clinical and Professional Practice](#)

[Curriculum and Placements](#)

[Service Standards](#)

Roles and Responsibilities:

- 1) Director of MBBS Education Management

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Works in collaboration with the Director UCL Medical School, Head of MBBS Programme, Deputy Head

Implements and contributes to the overall strategy for FMS and MBBS Student Experience and Programme Governance.

Provides strategic support for the Divisional and Deputy Divisional Tutors.

Co-ordinates operations and procedures, including planning and support of projects and managing resources to improve student satisfaction.

assists with question and station writing sessions
assists with maintenance of question banks
assists with standard setting
liaises with sites to monitor local examiner recruitment and manages training records
assists with processing marks and results
assists with eportfolio
first point of contact for students taking assessments

6) Curriculum

1) Curriculum and CIMEC Liaison Manager - Paula Raftery

provides strategic support for the MBBS Senior Leadership Team and Year Leads
manages MBBS education and core module teaching in each year of the programme
manages overall clinical placement timetabling and allocations
liaises with clinical placement administrators at each provider to facilitate local placements meeting MBBS curriculum requirements
manages 5 year teams each with a Year Coordinator and a Year Administrator
student number predictions in collaboration with MBBS Tariff Officer
oversees the MBBS Curriculum Data Maintenance cycle including:

- o Programme Summary
- o Module Catalogue
- o Module Amendment Proposals
- o Core Programme Information and overall programme-related documentation

Services MBBS Executive Committee
MBBS CIMEC Liaison

2)

support the Year and Module Leads
service Year Education Committees and Module Management Groups
overall MBBS and clinical placement timetabling and allocations to groups and specialties
liaise with CPP to deliver modules and teaching integrated into horizontal modules
liaise with Placements Teams to guide local placement timetabling and content
records of portfolio and coursework completion and module sign-off, and entry into Portico and ASR
manage Moodle and core teaching materials
on-the-day assistance at AKT and CPSA assessments

3) Curriculum Administrators

Year 1	Sandra Asante
Year 2	Wendy Pereira
Year 4	Amira Ali
Year 5	Daniel Mhedhbi
Year 6 & Y5 Mental Health	Baljit Lall

first point of contact for students

assisting with the management of MBBS programme of study in each of the 5 years including:

manages and monitors Placement Office systems and rotas, ensuring cover during office hours
manages Preparation for Practice weeks in collaboration with Clinical Teaching Fellows
ensures delivery of end-of-module sign offs

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- o contribute to review and monitoring of the Tripartite Agreement for UG Medicine and annual review and development of the Placement Provider Agreement
- o provide advice to the Medical School and Placement Providers about contractual obligations under the NHS Education Contract
- o provide specialist knowledge in MBBS education, placement timetabling, content and configuration including use of the Medical School's Academic Student Record (ASR)
- o support the activities of the Director of UG Medical Education

2) Trust Liaison and Year 5 Placement Coordinator and Y5A Administration - Faye Taylor

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Trust liaison supporting the Director of UG Medical Education
provide advice and facilitating compliance with contractual obligations under the NHS Education Contract
develop and manage projects designed to enhance MBBS education at the Royal Free Campus

overall management of Year 5 placements
line-management of Year 5 team
coordinate Y5 Trust inductions, ID cards, access to IT systems, lockers etc
act as 0.00000

manage Y4A placements

work with site and specialty leads and clinical teachers to timetable and coordinate teaching events and local teaching materials

line-management of Year 5 team

liaises with UCLH Education Department staff re Y5 Trust inductions, ID cards, access to IT systems, lockers etc

act as placements liaison for one module and assist with core teaching weeks and skills training circuits, managing the complexity of aligning delivery across multiple parallel sites, and organising local clinician end of module sign off

support CPSA assessments locally including recruitment of examiners and on-the-day help

support pastoral care and personal tutoring locally

contribute to visiting elective placements locally

manage Y5B placements

work with site and specialty leads and clinical teachers to timetable and coordinate teaching events and local teaching materials

liaise with the MBBS Education Team responsible for overall timetabling and allocation of students to groups and clinical teams

work with site and specialty leads and clinical teachers to timetable and coordinate teaching events and local teaching materials

facilitate workplace-based assessments and coordinate module sign-off
support clinical leads in local management of Patient Pathways
contribute to the coordination of CPSA assessments locally including recruitment of examiners and on-the-day help

10) Placements – Primary Care and Community

1) Placements Coordinator - Angelika Zikiy

GP & community placements coordinator

GP tutor recruitment and retention

Line-management and delegating specific tasks to G6s

Servicing the PCEC termly meetings including minutes

Personal Tutoring administration

CPSA exams support in recruiting GPs

CPP support in recruiting GPs

Oversee GP payments and support activities related to NHSE income & expenditure

GP Web page content update and comms

GP QA and feedback

Annual Primary Care Medical Education conference lead

On-the

Year 4 Medicine in the Community (MIC) placements and workshops
Year 4 Preparation for Practice (PFP), GP elements
Year 5 Care of the Older Person (COOP GP) placements
Module Management Group (MMG) meetings Year 4 and Year 5 C

11) UCLMS Divisional Finance and National UG Medicine Tariff Management

Divisional Finance Officer

First point of reference for finance related queries, ensuring advice and guidance provided complies with UCL Financial Regulations, relevant legislation (e.g. VAT), related UCL Policies and Procedures (e.g. Expenses Policy, Travel and Subsistence Policy, UCL Insurance Policy, UCL Self Employment Guidelines, etc.).

First point of reference for MyFinance related issues and administration

Manage MBBS budgets and accounts, in liaison with the relevant MBBS administrator, including processing and authorising payments relating to:

- Medical School Prizes
- Medical School Endowment Funds Elective Bursaries
- Student Hardship Funds
- Written and Clinical Assessment budgets
- NHS

CTF projects

Project approval is via the Director of the Medical School

Project approval includes funding and so costs are charged to this source (so for our purposes via Divisional Finance rather than through our MBBS site teaching budgets)

CTFs are responsible for their own admin for their own projects

MBBS Education Management has a collective role, as part of UCLMS, in facilitating and supporting divisional activities and educational research to benefit students

The transition of successful projects to implementation will be discussed at MBBS Exec so that MBBS leads and administrators are aware, can consider the logistics of extending pilots to a full cohort of students, and contribute ideas

MBBS Education Management resources are considered and agreed at this transition stage

Other research projects

These follow Divisional rules for funding and identifying administrative support, with expressions of interested invited and additional payment agreed.

14) Guidance for MBBS line managers

Inductions should include signposting to and explanation of:

- o MBBS Current Student website:

- line managers provide cover in the student offices when staffing levels are low
- annual leave may not exceed 2 weeks without prior permission from the MBBS Senior Leadership Team

Exit interviews and handovers

Exit interview are considered good practice. Handovers must include ensuring that all files are saved on the S drive, relevant emails stored in personal Outlook folders are transferred to generic email accounts, and out-of-office messages are set up before the member of staff leaves.

Major Incidents

- Line managers are responsible for informing their support staff of major incidents, building closures, exceptional office closures, bad weather affecting safety and travel, etc. using the mobile telephone cascade system on the S drive at s:\curriculum co-ordination\contact lists
- Where UCL buildings are closed, the MBBS Manager will liaise with the Director of UCLMS and the Divisional Manager to investigate possible alternative accommodation and computer

notes

hyperlinks to documentation on the S drive

progress column

completed tasks indicated by highlighting the row

Line-managers are responsible for day-to-day monitoring of time-keeping and taking appropriate action where necessary in accordance with UCL HR's policies.

Team Managers have overall responsibility for compliance by their team.

3 Appearance

Appearance must be appropriate for a professional environment which is open to staff and student visitors.

4 Personal Use of UCLMS Facilities.

Staff may make reasonable personal use of UCLMS telephony, email, mail and photocopying facilities.