

Manchester Medical School (MMS) Undergraduate Education

Role Title:	MBCbB Module 3 (Mind & Movement) Lead
Responsible to: (and any other key relationships)	<p>Year 2 lead</p> <p>Key relationships: Module 3 clinical co-lead Module 3 Semester test lead Yr 1&2 PBL academic lead</p>
Time Commitment/Hours:	<p>Module runs September to December each academic year, plus assessment in January and resit assessment in July.</p> <p>During preparation time for module: 2 hrs per per week During semester time: 4 hrs per week plus delivery of introductory lecture.</p> <p>Meetings with year lead (2-3 times a year). Regular meetings with module semester test lead, as necessary. Attendance at year 2 exam boards (twice a year) and relevant assessment meetings (2-3 times a year). PBL tutor briefings (1 per year) Student rep meetings (2-3 per year)</p>
Type and Level of Appointment:	Academic appointment with relevant teaching experience, at lecturer or above
Introduction to Role & Key Responsibilities:	<p>The post holder will be responsible for:</p> <ol style="list-style-type: none"> 1. To lead a module management team to ensure effective delivery of the Module. It is likely that the Module team will comprise: Module lead, clinical co-lead, semester test lead and PBL tutors. The leadership will also liaise closely with others responsible for key components of Module teaching including laboratory-based practical teaching lead, anatomy & histology teaching lead and early clinical experience lead. 2. In liaison with the year lead, component leads (for example evidence based medicine, behavioural & social sciences) and programme leads, prepare a programme of teaching that will ensure the module outcomes are achieved in line with the programme requirements. This will be through the provision of a combination of tutorials, lectures and practical classes and other teaching sessions. 3. Liaise with the Year lead to ensure timetabling requirements and all other teaching resource needs are identified for the Module teaching. 4. Identify, enlist and prepare teachers and tutors to deliver the module content. Assist the Year lead and Staff Development lead in the identification and provision of staff development relevant to Module delivery.

	<ol style="list-style-type: none"> 5. Provide high quality assessment content, supporting materials and marking criteria for the Module, in liaison with the overall assessment team. The Module must include both formative and summative assessment content to support regular formative feedback throughout the year as well as progression point summative assessments, as required. The assessment content will link to the content of the modules, intended learning outcomes and overall programme assessment strategy. 6. Ensure that the content of the Module elearning site (delivered through 1Med) is maintained and updated to support student learning. 7. Recommend learning resources (both traditional and electronic) that should be added to the programme resources plan managed by the Faculty Librarian, and programme/faculty e-learning team. 8. Ensure that Module handbooks and other Module learning resources are updated annually, in line with changing curriculum needs, and that such revisions are completed on time for review and reproduction. 9. Undertake module reviews after the end of each cycle of delivery identifying areas for development and enhancement, taking into account programme requirement, student and tutor feedback. 10. Respond to evaluation & student feedback through the quality assurance processes of the MBChB. 11. Respond to student and/or tutor enquiries and issues relating to the module. 12. Provide immediate support to students when they approach you and signpost further support services available to the student. 13. Be known and identifiable to the students. 14. Contribute to other programme development and enhancement activities as appropriate and based on your skills and knowledge of the module/programme. 15. Contribute to student meetings and events relating to programme / module development and enhancement. <p>In addition, the post holder might also be a PBL tutor or cover PBL tutor for this semester.</p>
Person Specification Essential Knowledge, Skills and Experience:	<ul style="list-style-type: none"> • Know and understand the MBChB programme structure and outcomes and how the module fits within the overall context of the year and the programme. • Demonstrate commitment to, and enthusiasm for, undergraduate medical education.

	<ul style="list-style-type: none"> This role description will be reviewed as appropriate and the post holder will be expected to have an annual review in accordance with University requirements.
Application and recruitment process:	<p>Application by CV and brief supporting statement to MBChB Associate Director for Academic Affairs, Dr Jo Hart jo.hart@manchester.ac.uk</p> <p>Selection will be by interview, date to be arranged.</p> <p>Informal enquiries to Dr Jane Mooney, Year 2 academic lead jane.mooney@manchester.ac.uk</p>
Training and Support:	<p>The new module lead will work with the current module lead for a period of handover, and will receive support from the current module lead throughout the transition.</p> <p>Any other training and support to be discussed with year lead.</p>