

MBChB PEP year 1 lead

Responsible to and other key relationships	<p>Year 1 lead PEP lead</p> <p>Key relationships</p> <ul style="list-style-type: none"> • Year 1 & 2 assessment lead • Module 2 lead • APD academic affairs
Time Commitment/ Hours:	<p>PEP year 1 runs in the second semester of each year, with student choices from November, and resit deadline of July. Approx 200 hours in total.</p> <p><i>Specific meetings:</i> Meetings with year lead (once a year). Meetings with PEP lead (once a year) Attendance at year 1 exam boards (twice a year) Supervisor training sessions (2 per year) PEP working group meetings (3-4 times a 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. Liaise with the Year lead and year 1&2 assessment lead to decide on timetabling requirements and assessment deadlines 2. Organise student theme allocation and poster groups 3. In liaison with the APD academic affairs, recruit and prepare supervisors to supervise and assess. 4. Lead on training for new PEP supervisors and assessors. 5. Allocate moderators for written reports. 6. Monitor group meetings with supervisors, responding to queries from groups and individuals. 7. Organise PEP poster day in May each year. 8. Organise resit assessment and marking. 9. Review potential plagiarism cases and attend malpractice committee as required. 10. Preparation and updating of assessment, supporting materials and marking criteria, in liaison with the overall assessment team. 11. Ensure that the content of the Module elearning site (delivered through 1Med) is maintained and updated.

	<p>12. Ensure that supervisor and student information, and other PEP year 1 learning resources are updated annually, in line with changing curriculum needs, and that such revisions are completed on time for review and reproduction.</p> <p>13. Undertake review after the end of each cycle of delivery identifying areas for development and enhancement, taking into account programme requirement, student and tutor feedback.</p> <p>14. Respond to evaluation & student feedback through the quality assurance processes of the MBChB</p> <p>15. Respond to student and/or tutor enquiries and issues relating to PEP year 1</p> <p>16. Provide immediate support to students when they approach you and signpost further support services available to the student.</p> <p>17. Contribute to other programme development and enhancement activities as appropriate and based on your skills and knowledge of the module/programme.</p> <p>18. Contribute to any student representative meetings and events relating to programme / PEP development and enhancement.</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 PEP fits within the overall context of the year and the programme. • Demonstrate commitment to, and enthusiasm for, undergraduate medical education. • Prepared/presented a poster at a scientific conference, and made a significant contribution to a peer-reviewed scientific or clinical publication. • Some familiarity with one or more of the areas of the poster topics (<i>Human Development; Cancer/Immunology; Cardiorespiratory Fitness; Mind and Movement; Nutrition, Metabolism and the Endocrine System; Public Health and Global Health</i>) • 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 Minal Singh, MBChB Associate Programme Director for Teaching & Learning minal.singh@manchester.ac.uk</p>
Training and Support:	<p>The new lead will work with the current lead for a handover, and will receive support from the year lead throughout the transition.</p> <p>Any other training and support to be discussed with year lead.</p>