

MBCbB Deputy Academic Lead for Pastoral Support (currently Student Welfare and Professionalism Support)

<p>Responsible to and other key relationships</p>	<p>Associate Programme Director for Student Wellbeing</p> <p>Key relationships</p> <ul style="list-style-type: none"> • Academic Lead for Pastoral Support • Pastoral Support Manager • Pastoral Support Co-ordinator • Pastoral Support Assistant • Student Records Officer • Pastoral Support teams within clinical education campuses • Years 1 &2 Pastoral Support tutor • Student Occupational Health (SOH) • Disability Advisory and Support Services (DASS) • Student Services Centre • Counselling Service • Student Support & Services Offices.
<p>Time Commitment/ Hours:</p>	<p>2 sessions per week</p>
<p>Type and Level of Appointment:</p>	<p>Clinical/ Academic with relevant experience holding existing substantive appointment with the University or partner organisations.</p> <p>Clinicians may be GP or consultant / academics at lecturer or above.</p> <p>Academic appointment for 3 years in the first instance and subject to satisfactory performance review within the first year.</p>
<p>Background:</p>	<p>The Manchester MB ChB Programme currently has approximately 2500 undergraduate medicine students studying across the five years of the curriculum. At present, students study for most of the first two years of the Programme in the Stopford Building on the University Campus. Much of this is delivered by staff in the Faculty of Biology Medicine and Health Sciences. In Years 3-5 Undergraduate medicine student training is based at one of our four Clinical Education Campuses: Manchester University NHS Foundation Trust (MFT Oxford Road), Manchester University NHS Foundation Trust (Wythenshawe), Salford Royal Foundation NHS Trust; Lancashire Teaching Hospital NHS Trust (Royal Preston Hospital). Students also receive training at our associated District General Hospitals and GP practices across the North West. The team of staff supporting the Undergraduate Medical Programme liaise closely with all Clinical Education Campuses.</p> <p>Medical students facing difficulties may approach any one of a wide range of staff for advice, including (but not restricted to) PBL tutors, placement supervisors, academic advisors, and clinical debrief tutors. Students with more serious difficulties are strongly advised to seek help from the Student Welfare and Professionalism / Pastoral Support team.</p> <p>The team is changing name from Student Welfare and Professionalism Support (SWAPS) to Pastoral Support in the coming academic year as part of our determination to reduce barriers to seeking help and we are looking for the post holder to help us in improving student perceptions of the service. At present there is some overlap of roles, with some members of the central administrative team also handling Health and Conduct Committee administration for the programme. This is to change with the appointment of our new Pastoral Support</p>

	<p>Manager in August this year. The new manager will focus solely on welfare and the Health and Conduct Committee work will then be administered separately. This means that the post holder will join the team at a time of considerable change, which brings with it both challenges and opportunities.</p> <p>The SWAPS/ Pastoral Support team advise students on the handling and implications of personal, health or financial problems, which are having an impact on their studies and wellbeing. They advise students on their options and offer follow up where appropriate, liaising with internal and external agencies (such as the University Disability Support and Advisory Service (DASS) and Student Occupational Health) to support students in difficulty.</p> <p>Each of the four Clinical Education Campuses has a local team who liaise with and work in coordination with central SWAPS/Pastoral Support, to which this appointment will be made. The central team particularly supports students with more complex or severe problems, including for example students considering or needing to interrupt their studies or leave the programme. The team works hard to continually develop mechanisms for improving the well-being of and support available for students. This includes advising and training wider staff in contact with our students, acknowledging the support role given by all our tutors.</p> <p>The central team will comprise a Pastoral Support Manager (newly appointed) and two administrators who support the academic leads in this area.</p> <p>In addition to the MB ChB Programme undergraduate medicine students, the Pastoral Support team also provide support for visiting students from contracted partners, the International Foundation Year 0 (currently 84 students), and the Physician Associate Programme (currently around 80 students).</p>
<p>Introduction to Role & Key Responsibilities:</p>	<p>The post holder will be responsible for face to face delivery of wide-ranging, intensive well-being, disability and Pastoral Support for students on the MB ChB UG Medicine Programme (and associated students and programmes mentioned above), in line with Programme, University and GMC guidance. Whilst the role encompasses elements of counselling, mentoring and coaching, it is important that students are signposted appropriately as the team does not have capacity (and is not set up) to act as the counselling or medical service.</p> <p>The post holder must have a good understanding of the MBChB programme and of issues around fitness to practice but will be expected to refer to the most up to date policies and procedures on-line to ensure that advice given is accurate.</p> <p>The post-holder should be aware that students who have a disability, are unwell, distressed or in crisis may present, or react, in a challenging manner. They may at times be unhappy with advice regarding the implications of the situation they find themselves in and their behaviour may reflect their upset. The post-holder must be prepared to deal with this in a firm but non-judgemental manner.</p> <p>The post-holder will work closely with the Associate Director for Student Well-Being and the Academic Lead for Pastoral Support, supported by and working with the Pastoral Support Manager and Administrators within the team.</p> <p>The work will incorporate an element of proactive well-being support across the Programme, promotion, PR and engagement in the wider Programme, as well as development and delivery of training for wider programme staff.</p>

	<p>The Pastoral Support Office is busy and its members are often called on at short notice to deal with urgent and immediate problems, either by telephone and email or face to face, requiring a friendly, sensitive and non-judgemental approach, together with the ability to continually manage and reassess Pastoral Support priorities.</p> <p>The post will require extensive liaison with academic staff and students across the Programme, as well as with members of administrative and academic staff in the MB ChB Programme, Faculty of Biology Medicine and Health, the Central University's support services, the four clinical education campus Pastoral Support teams and staff within, Health Education England North West, UKFPO Office and the GMC.</p> <p>The Post Holder will be expected to contribute to undergraduate medical education as appropriate for their role, to be discussed (e.g. OSCE assessment, admissions interviewing)</p>
<p>Person Specification Essential Knowledge, Skills and Experience:</p>	<p>Essential knowledge, skills and experience</p> <ul style="list-style-type: none"> • A friendly, approachable manner, with the ability to empathise with students' circumstances in a compassionate , non-judgemental and professional way, whilst maintaining clear professional boundaries; • An ability to handle challenging situations sensitively, including dealing with students unhappy with the outcome of programme decisions; • Significant experience of working with undergraduate students in a supportive role; • An appreciation of current expectations around professional standards of behaviour for medical students and doctors and an awareness of the implications of poor professional behaviour on patient care, student progression and GMC registration; • Experience of developing and delivering training; • Ability to identify and solve problems; • Ability to work on own initiative and as part of a team contributing to and helping to develop the service; • Good organisational skills, with attention to detail and accuracy to ensure comprehensive accurate advice is given; • Excellent, high quality communication both verbal and written; • Excellent time management skills and the ability to meet deadlines; • An understanding of GDPR including the importance of confidentiality and the ability to deal appropriately with sensitive personal data. • A degree, or equivalent relevant experience <p>Desirable knowledge, skills and experience</p> <ul style="list-style-type: none"> • A good understanding of the MBChB programme in Manchester • Experience of working with a complex multi-site Programme, or equivalent; • Experience of working in the NHS
<p>Other requirements:</p>	<p>This role may necessitate occasional early evening meetings. Applicants should be aware that some flexibility of working hours will be required.</p> <p>This role description will be reviewed by the MBChB senior management team at regular intervals after appointment and the post holder will be expected to have an annual review in accordance with University requirements.</p>

<p>Application and recruitment process:</p>	<p>Application by CV and brief supporting statement to Dr Jo Hart, Deputy Head of the Division of Medical Education, by 19th July 2019. Jo.Hart@manchester.ac.uk</p> <p>Informal enquiries prior to application are welcome. Please contact Dr Pip Fisher, Associate Programme Director for Student Wellbeing. Contact details: pip.fisher@manchester.ac.uk</p>
<p>Training and Support:</p>	<p>Post-holder must undertake mandatory training as required for University academics, to include equality and diversity training, unconscious bias training and GDPR training.</p> <p>Opportunities will be made available for the post-holder to attend training relevant to the post, including shadowing on relevant committees and meetings (in order that the pathway for students in difficulty is fully understood) and attendance at meetings on student support both internally within the University and externally.</p>