



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

1) CPP and QAE Manager -

- Provides strategic support for the Academic Lead for CPP and CPP Module Leads
 - Oversees Clinical and Professional Practice (CPP)
 - Curriculum
 - Timetabling
 - Staffing
 - Manages CPP SOP and Budget
 - Manages the CPP team
 - Oversees the MBBS Curriculum Map
 - Participates in Curriculum Review
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- Provides strategic support for the Academic Lead for Quality and MBBS Senior Leadership Team in Quality matters.
 - Oversees MBBS Quality Assurance processes to fulfil UCL, GMC and NHS England requirements
 - Manages the MBBS Quality Assurance Coordinator

- Assists with Moodle and teaching materials
- On-the-day assistance at AKT and CPSA assessments

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5) Assessment

- 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:
 - Programme Summary
 - Module Catalogue
 - Module Amendment Proposals
 - Core Programme Information and overall programme-related documentation
- Services MBBS Executive Committee
- MBBS CIMEC Liaison

- manage Moodle and core teaching materials
- on-the-day assistance at AKT and CPSA assessments

- first point of contact for students
- assisting with the management of MBBS programme of study in each of the 5 years including:
 - IoMs and Core Teaching Weeks
 - Horizontal Modules
 - Integrated CPP delivered during horizontal module time
 - UCLMS Toolkit (Year 1)
 - Year 3 IBSc allocations and progression (Year 2)
 - Patient Pathways (Years 2 and 5)
 - Student Selected Components (Years 1,2,6)
 - Specialty Placements (Year 5)
 - Careers and Foundation School Transition (Year 6)
 - Elective approval (Year 6)
 - DGH Site Visits (Year 6)
 - GMC Identity Checks and liaison with UKFPO
- Assisting with overall MBBS and clinical placement timetabling and allocations to groups and specialties
- liaising with CPP to deliver modules and teaching integrated into horizontal modules
- liaising with Placements Teams to guide local placement timetabling and content
- assisting with records of portfolio and coursework completion and module sign-off, and entry into Portico and ASR
- on-the-day assistance at AKT and CPSA assessments

7) Placements – Royal Free and Barnet

- - manages the Placement Team at The Royal Free NHS Foundation Trust
 - liaises with, directs and guides the Placements Team at Barnet Hospital
 - provides direction and guidance for local site and specialty leads
 - directs the management and coordination of placement timetabling, placement related teaching materials and room bookings
 - ensures the delivery of Trust Inductions and student access to ID cards, IT systems and other Trust requirements for student to take up placements
 - oversees student attendance and engagement monitoring and pastoral care
 - ensures student allocation to patients for Patient Pathways
 - manages site delivery of Clinical and Professional Practice Assessments including recruitment of examiners
 - coordinates visiting elective student hosts locally
 - 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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- liaise with the MBBS Education Team responsible for overall timetabling and allocation of students to groups and clinical teams
- assist at core teaching weeks and other activities delivered locally
- facilitate workplace-based assessments and coordinate module sign-off
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- 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
 - assist at core teaching weeks and other activities delivered locally
 - 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
- - overall management of Year 4 placements
 - line-management of Year 4 team
 - liaises with UCLH Education Department staff re Y4 Trust inductions, ID cards, access to IT systems, lockers etc
 - 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 Y4A 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
 - assist at core teaching weeks and other activities delivered locally
 - 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
- - manage placements within the module
 - 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

- assist at core teaching weeks and other activities delivered locally
- 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

9) Placements – Whittington

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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 4 and 5 placements
 - line-management of Placements team
 - coordinate Y5 Trust inductions, ID cards, access to IT systems, lockers etc
 - act as placements liaison for one Y5 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 Y5A 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
 - assist at core teaching weeks and other activities delivered locally
 - facilitate workplace-based assessments and coordinate module sign-off
 - support clinical leads in local management of Patient Pathways

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- manage placements within the module
- 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
- assist at core teaching weeks and other activities delivered locally
- 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

- 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
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11) UCLMS Divisional Finance and National UG Medicine Tariff Management

- 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 UG Tariff recharges for MBBS teaching and assessments
 - General Teaching budgets
 - Examiner payments

- In liaison with Divisional Manager, NHS England and Pro Provost (Health):
 - manage National UG Medicine tariff and contractual compliance
 - liaise with NHS Trusts
 - calculate NHS UG Tariff allocations
 - calculate Student Load
 - oversee NHS Trust recharges
- In liaison with MBBS Clinical and Professional Practice Team, oversee the administration and reporting of Clinical and Professional Practice payments.
- In liaison with the MBBS Primary Care and Community Team, oversee the administration and reporting of Primary Care funding.

12) UCLMS Divisional Staffing Management

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.

- o 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
- o Where UCL buildings are closed, the MBBS Manager will liaise with the Director of UCLMS and the

