

STUDENT - FACING SCHOOL OF MEDICINE ADMIN ROLES

1. This note describes an adjustment to the school admin roles that relate to interaction with students. This amounts to a revision of some admin staff duties and not to their job titles. For clarity, the duties have been packaged up into 3 roles as follows:

- a. **Secretary to the Academic Progress Committees.** This package of duties is focussed in support to student's academic progress. This sits with Linda as part of her 100% contract.
- b. **Secretary to the Pro Deans / Disability officer.** These duties relate to the sensitive health, disability and welfare data managed by the Pro Deans and Disability Officer. This sits with Katie as part of her 100% contract relating to placements on the assumption that suitability for attendance on a placement is dependent on a the student's own health.
- c. **Secretary to the FtP Committee.** These duties sit separately from the previous two roles as Fitness to Practise should not be linked to health, welfare and academic progress matters. Isla will fill this role. The workload is light and the timescales are variable but she will perform these duties in additional hours to her 50% Assessment role (paid from casual salary).

2. **Secretary to the Academic Progress Committee(s).**

- a. This role supports three groupings:
 - i. The School Progress Committee.
 - ii. School Boards of Adjudication.
 - iii. Academic Appeal hearings (which are heard by the Dean).
- b. In all cases this role will:
 - i. Set dates, the agenda and invite the panel members.
 - ii. Task student to submit papers and / or letters if required.
 - iii. Invite students, if required.
 - iv. Take minutes / type minutes as required.
 - v. Produce letters.
 - vi. Archive decisions and papers.
 - vii. Liaise with UG registry with regard to decisions made above.
 - viii. Manage the Student Progress files.
 - ix. Manage all paper data, maintain an index, archive and destroy papers as required.
- c. Manage casework for Academic related appeals.

3. **Secretary to the Pro Deans:**

- a. Work with Pro Deans (Student Support) via regular meetings (Weekly) in order to;
 - i. Arrange student appointments with the Pro Deans.
 - ii. Arrange student appointments with Occ health consultant.
 - iii. Transcribe interview notes and write minutes of meetings.
 - iv. Handle all aspects of student health documentation.

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- v. Receive and scan the Student Self-Declarations
- b. Work with the Disability Officer in order to:
 - i. Arrange student appointments.
 - ii. Transcribe interview notes and write minutes of meetings.
 - iii. Handle all aspects of student disability documentation.
 - iv. Ensure that both the Pro Deans and Disability officer are aware if students are under consideration by both.
- c. Act as secretary to the Student Professionalism and Welfare committee:
 - i. Organising review meetings as required; produce agenda and take minutes.
 - ii. Communicate outcomes.
- d. General:
 - i. Liaise with UG registry with regard to decisions made above.
 - ii. Manage database of students with health and welfare concerns (establish this first).
 - iii. Manage all paper data; maintain an index, hold securely, archive and destroy as required.
 - iv. Manage paperwork for any complaint related to provision of health or welfare provision
- e. Supporting provisions:
 - i. Need access to Docman (permission via registry) and training in Docman's use
 - ii. Need access to medshares (Pro Deans)
 - iii. Should be introduced to the students – pre-sessional week
 - iv. Personal profile in the website needs to describe the role

4. **Secretary to FtP Committee:**

- a. Retain a working knowledge of UK FtP policy.
- b. Retain a working knowledge of where the School's FtP case work and archive is stored.
- c. Proof-read and correct all papers for significant cases.
- d. Send routine letters in absence of Executive Administrator and as directed by committee.
- e. Act as Secretary to any Fitness to Practice panel hearing; set up hearing, admin for hearing, gather/collate papers and take minutes.
- f. Liaise with Senate office over FtP appeals.
- g. Assist in reporting outcomes to GMC.

5. **Assistant Admissions Officer.** Largely unrelated to the duties above but included for completeness Sarah Cameron and Kim Malherbe will lead of student disclosure applications / joining the PVG scheme.