

University of St Andrews - School of Medicine Handbook
SCHOOL OF MEDICINE APPOINTMENTS
BSc (HONS) MEDICINE COURSE DIRECTOR / DEPUTY COURSE DIRECTOR

BSc (HONS) MEDICINE COURSE DIRECTOR

1. **Context.** The BSc (Hons) Medicine Programme is offered by Medicine at St Andrews as part of the MBChBs that form the Manchester agreement, the Calman plan for Scottish Medical Education and the A990 programme. The 3-year programme is led by a Course Director. The content of the course is dictated by the obligation to transfer students to 6 'partner' medical Schools.
2. **Purpose, Responsibilities and duties.** Lead and Manage BSc (Medicine) Programme:
 - a. Work with the module controllers to deliver the content, quality assurance and assessment of the BSc (Medicine) Programme.
 - b. Ensure responsiveness to the NSS, in conjunction with the teaching team, aspiring for high NSS performance.
 - c. Oversee allocation of teaching duties for the BSc Hons Programme, alongside line managers, Director of Teaching and Heads of All Divisions.
 - d. Review curriculum.
 - e. Lead engagement with NHS Fife for delivery of clinical content and ACT resource.
 - f. Chair module controllers' meetings
 - g. Responsible for external liaison with GMC (through MSAR and its equivalent), Partner Medical Schools and Scottish Deans' Medical Education Group.
3. **Interactions:**
 - a. Line managed by Head of School.
 - b. Reports to HoS
 - c. Liaises with DoT, other taught programme directors, Deputy Head of School and Heads of All Divisions
 - d. Line manager of ACT and QA Officer.
 - e. Is a member of Assessment Management Group and UG SSCCs.
 - f. Member of BSc Module Boards.
 - g. Have representation on the teaching committee, assessment management group, and UG SSCC.

4. **Tenure / scale.**

- a. An appointment of 3 years in the first instance, renewable for 1 year at a time for up to 2 terms (ie 6 years).
- b. A part time post amounting to 40% FTE.

5. **Eligibility / Qualifications:**

- a. Must work in the School for at least 3 days every week, ideally full time.
- b. May also be a Head of Division. May not be DoT concurrently.

BSc (HONS) MEDICINE DEPUTY COURSE DIRECTOR

6. **Context.** The BSc (Hons) Medicine Programme is offered by Medicine at St Andrews as part of the MBChB that forms the Manchester agreement, the Calman plan for Scottish Medical Education and the A990 programme. The 3-year programme is led by a Course Director, to be supported by a Deputy Course Director. The content of the course is dictated by the obligation to transfer students to 6 'partner' medical Schools.

7. **Purpose, Responsibilities and duties:**

- a. Support the BSc Course Director (CD) in leading and managing the BSc (Medicine) Programme.
- b. In conjunction with the CD work with the module controllers to deliver the content, quality assurance and assessment of the BSc (Medicine) Programme.
- c. Ensure responsiveness to the NSS, in conjunction with the teaching team, aspiring for high NSS performance.
- d. Review curriculum as required and in conjunction with the CD.
- e. When required deputise for the CD in the following activities:
 - i. engagement with NHS Fife for delivery of clinical content and ACT resources
 - ii. attendance at BSc Module Boards
 - iii. deputy Chair for the module controllers' meetings
 - iv. participation in the teaching committee, assessment management group, and UG SSCC

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v. external liaison with GMC, Partner Medical Schools and Scottish Deans' Medical Education Group (now LUMES; Leads for Undergraduate Medical Education in Scotland)

vi. participation on safety committee and LT security group

8. **Appointment.** An appointment of 3 years in the first instance, renewable for 1 year at a time for up to 2 further years. A part time post amounting to 0.2 FTE.

9. **Interactions:**

a. No anticipated change in current line management

b. Reports to Course Director

c. Liaises, when required, with DoT, other taught programme directors, Deputy Head of School and Heads of All Divisions

10. **Tenure / scale.**

a. An appointment of 3 years in the first instance, renewable for 1 year at a time for up to 2 further years.

b. Anticipated work load 200 annual total hours

11. **Eligibility / Qualifications:**

a. Must be an existing member of staff and must work in the School for at least 3 days every week, ideally full time.

b. May also be a Head of Division. May not be DoT concurrently

c. No requirement to be on the GMC register for this role although one or other of the course director or deputy course director must be.

d. Can be from any Division, although experience within education and curricula desirable