

**University of St Andrews - School of Medicine Handbook**  
**SCHOOL OF MEDICINE APPOINTMENTS**  
**LEAD FOR QUALITY ASSURANCE & STUDENT EXPERIENCE**

1. **Context.** The main remit of the role will be to work in partnership with the DoT to lead and promote quality assurance and enhancement of the student experience within the School of Medicine.

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

- a. Lead on quality assurance of undergraduate and post-graduate programmes
- b. Lead on NSS returns and interpretation
- c. Link with module controllers to make sure MEQ are appropriate and acted on
- d. Synthesise results from MEQ to advise on areas for improvement
- e. Champion feedback mechanisms for students and make sure the loops are closed
- f. Monitor Student Voice and make sure all issues are followed through the appropriate channels. Note any recurring themes and propose actions to address.
- g. Provide regular reports to the School Teaching Committee on QAE matters.
- h. Work with the stakeholders to develop strategies for enhancing the student experience.
- i. Aid the development and implementation of initiatives aligned with School strategy to enhance the delivery of learning and teaching.
- j. Advise whether any initiatives require approval via appropriate channels (i.e. School Teaching Committee, Curriculum Approvals Group).
- k. Monitor the progress and success of initiatives to enhance the delivery of learning and teaching.
- l. Engage with the relevant leads on internal and external academic monitoring processes related to the QAE of learning and teaching.
- m. Engage with wider University community to identify QAE opportunities.

3. **Interactions:**

- a. Reports to DoT.
- b. Is a member of the Teaching Committee and both SSCCs.
- c. Liaises with; Course Directors, ACT QA Officer, Clinical Programme Lead, Module Controllers, Speciality or subject lead(s) (e.g. Academic Lead for Assessment, theme leads, Anatomy leads), School President and Class Representatives

4. **Tenure / scale.**

a. The tenure is 3 years. The appointment is for 3 years in the first instance. An extension is possible for either another full period of 3 years, or 1 year at a time. The maximum tenure is 6 years.

b. Attracts a tariff of 150 hours in the school workload model

5. **Eligibility / Qualifications:**

a. The role holder must be able to fulfil the duties of this appointment within the constraints of other commitments and existing contracted hours.

b. May not be a Programme Director concurrently.

Author:		Approval Committee:	
Consultees:			
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**Version Control Record** (*expand table as required*)

Date	Revision Description	Major Changes
26/04/2022	Published version	