

University of St Andrews - School of Medicine Handbook
SCHOOL OF MEDICINE APPOINTMENTS
MODULE CONTROLLER MD2101 (SCOTGEM YEAR 1)

1. **Context.** ScotGEM employs an innovative curriculum including a distributed delivery model in which students rotate around three centres throughout the year. Based upon a 'Case Based Learning' approach the course requires integrated clinical teaching alongside synchronous distance learning (via video conferencing) and asynchronous teaching delivery. This blend of clinical teaching with more novel approaches will require an interest in eLearning techniques. The duties of the Year 1 Module Controller align with the Year 1 / 2 Lead and the Year 2 Module Controller.

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

a. **Curriculum design and development:**

(1) Work with the Year 1 / 2 Lead, Programme Director and clinical teaching leads (Generalist Clinical Mentor Lead and Clinical Interactions Course Lead) in order to deliver this year of the ScotGEM curriculum.

(2) Assist mapping the Year 1 Curriculum to GMC Outcomes for Doctors 2018

b. **Supporting Curriculum delivery:**

(1) Co-ordinate lecture delivery including recruitment of and scheduling external lecturers

(2) Synchronise arrangements for the delivery of all aspects of teaching (CBL, CLIC and AoC activities)

(3) Assist co-ordination of the Year 1 timetable and arrange booking of required teaching spaces as needed

(4) Help ensure that the Curriculum Management System (Solas) is populated with necessary resources by the element owner

c. **Collaboration, Management and Leadership:**

(1) Contribute to effective partnership working with the Universities of St Andrews, Dundee and NHS Fife

(2) Assist the delivery of Year 1 of ScotGEM, without detriment to existing courses

(3) Liaise with the Lead Generalist Clinical Mentors as required

(4) Update the Programme Board as required

d. **Monitoring, Assessment and Professionalism:**

- (1) Responsible for collation of Year 1 formative and summative exams in conjunction with Assessment Team, attending Assessment meetings as required
- (2) Using the electronic tools provided to monitoring Year 1 student attendance, academic performance and professionalism as required
- (3) Maintaining currency of School Handbook regards ScotGEM Year 1 as required

3. **Interactions**

- a. **Reporting to.** Dir of Education Division and Year 1 / 2 Lead.
- b. **Liaising with.** Prog Director, DoT,

4. **Tenure / scale.**

- a. The appointment will be rotational. The expectation is for an initial period of 3 years with extensions possible.
- b. This role would suit an academic interested in acquiring additional educational skills and demonstrating their ability to take on extra responsibilities effectively. Possibly to support career advancement. This role is likely to require ~0.4 FTE.

5. **Pre-requisite qualifications:**

- a. Be an existing member of school staff at Associate Lecturer or equivalent or above. An open-ended contract is not mandatory.
- b. Work at the school for the majority of the working week

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Version Control Record (*expand table as required*)

Date	Revision Description	Major Changes
15/06/2020	Published version	