

**University of St Andrews - School of Medicine Handbook**  
**SCHOOL OF MEDICINE APPOINTMENTS**  
**MODULE CONTROLLER MD3101 (SCOTGEM YEAR 2)**

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 2 Module Controller align with the Year 1 / 2 Lead and the Year 1 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 Year 2 of the ScotGEM curriculum
- (2) Assist the design and development of teaching materials and resources required for Year 2; working with existing academic and learning technologist colleagues as required
- (3) Assist the NHS Board Directors of Medical Education and the clinical teaching leads to design sustainable learning opportunities in primary and secondary care
- (4) Map the Year 2 Curriculum to the GMC Outcomes for Graduates and specialist/subject outcomes
- (5) Assist the Agents of Change Lead to develop the five associated vertical themes and AoC project blocks within year 2.
- (6) Assist with the design of a six-week Patient Journey and Emergency Care block

b. **Supporting Curriculum delivery:**

- (1) Assist with recruitment and scheduling of external lecturers, including NHS staff when required
- (2) Assist co-ordination of Year 2 Clinical Placements as required:
  - (a) in conjunction with the Lead Generalist Clinical Mentor for general practice
  - (b) in conjunction with the Directors of Medical Education or their deputies for secondary-care placements
  - (c) in conjunction with the Clinical Interactions Course Lead
- (3) Ensure that the Curriculum Management System is populated with necessary resources

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

- (1) Contribute to effective partnership working with the Universities of St Andrews, Dundee, The Highlands and Islands, NHS Fife, NHS Tayside, NHS Highland and NHS Dumfries and Galloway
- (2) Assist the delivery of the Year 2 of the programme, without detriment to existing courses
- (3) Briefing the Programme Board as required

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

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

3. **Engagement:**

- 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 400 hours per year / 0.3 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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<b>Consultees:</b>			
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### Version Control Record *(expand table as required)*

Date	Revision Description	Major Changes
16/06/2020	Published version	