

SCHOOL OF MEDICINE APPOINTMENTS
INTERNATIONAL EDUCATION INSTITUTE AND SUMMER ACADEMIC EXPERIENCE
COURSE SCHOOL OF MEDICINE ORGANISER

1. **Context.** The School of Medicine wishes to fill the appointment of an “International Education Institute and Summer Academic Experience Course School of Medicine Organiser”.

The International Foundation Programme for Medicine (IFPM) is currently run by the International Education Institute (IE) and a complex programme involving modules from multiple Schools including Biology, Chemistry, Psychology and Medicine. Currently, coordination of this programme requires dedicated support and we are therefore recruiting to the role of “International Education Institute and Summer Academic Experience Course School of Medicine Organiser”. This is a part time role (estimated 70 hours per annum) is an opportunity to be undertaken by a member of School of Medicine staff, initially for a 3-year period.

- a. *International Foundation Programme for Medicine (IFPM):* International Education Institute (IE) organise an undergraduate foundation medical programme for international students (<https://www.st-andrews.ac.uk/subjects/ifp/pathway-medicine-september/>). During the second semester, the School of Medicine provides ten to eleven one-hour teaching sessions designed to expose students to a range of teaching styles and subjects across our curriculum. On the back of the session delivered by Medicine staff, students organise and run their own seminars. There is no assessment burden on staff, only preparation and delivery time associated with the contact hour. Gateway students are also invited to attend IFPM sessions.
- b. The School of Medicine also provides Real Patient Workshops for the IFPM students, one in each semester. You should liaise with the IFPM Programme Director and the School’s Volunteer Patient Co-ordinator to arrange a suitable teaching week for the students to come across. This session takes place on a Friday afternoon, usually around week 4 or 5.
- c. The School of Medicine organises a tour of the community hospital for the IFPM students (via the Clinical Programme Lead) towards the beginning of Semester 1.
- d. *Summer Academic Experience Course (SAEC):* In conjunction with IE, the School of Medicine organises a summer school for students from all around the globe (<https://www.st-andrews.ac.uk/subjects/non-degree-courses/summer-courses/academic-experience/>). This runs over three weeks in July but consists of core content and activities delivered by IE, and IE organises sessions for the first week of the course on applying for medicine. The School of Medicine currently organises introductory and subject “taster” lectures plus afternoon laboratory/clinical skills sessions, predominately in the latter two weeks of the schedule (currently eight hour-and-a-half lectures and five two-hour afternoon labs). No associated assessment, only preparation and delivery time associated with the contact hour.

2. Purpose, duties and role.

- a. Liaise with colleagues in IE to understand the requirements, and represent the interests of Medicine, with both the IFPM and SAEC.
- b. Contribute to the design of the timetabled components delivered by Medicine as part of both the IFPM and SAEC
- c. Identify School staff to deliver the components of the IFPM and SAEC organised by Medicine and request their participation via their line manager.
- d. Co-ordinate scheduling of IFPM teaching with the School's co-ordinator for the Gateway programme, to facilitate their attendance.
- e. Co-ordinate room bookings with IE for the IFPM programme, with the help of School Teaching Administrator.
- f. Be the point of contact within the School for staff teaching on the IFPM and SAEC to provide context and support for delivery.
- g. Review the delivery of components from Medicine to inform delivery in future years, utilising feedback provided by IE.
- h. Aid IE in reviewing suitability of Human Biology teaching included in the IFPM, including review of assessment for comment on appropriateness of level.

3. Interactions

- a. This appointment reports to the DoT within the School, with respect to the responsibilities above.
- b. This appointment liaises with the IFPM Programme Director in the IE, and the Short Courses Manager in Admissions for the SAEC.
- c. This appointment also liaises with the School's subject co-ordinator for the Gateway programme.

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

5. **Pre-requisite qualifications.** Estimated time allocation of 70 hours per annum. Role holder would need to be available during semester 1 to plan the IFM semester 2 timetable, and early semester 2 to co-ordinate the SAEC timetable. Otherwise flexible with time.

6. **Appointment Process.** Recruitment to this role will follow the School's policy on appointments: http://medhandbook.st-andrews.ac.uk/wp-content/uploads/sites/27/2014/09/organisation_HR_roles-appointments-and-committees.pdf

Author:	Executive Administrator (DCM)	Approval Committee:	Ops Group
Consultees:	Ops Group		
Location/s (Med Handbook):	http://medhandbook.st-andrews.ac.uk/2019/06/26/school-appointments/		
Location of source file:	http://medinternal.st-andrews.ac.uk/School%20Handbook%20Documents%20masters/Organisation		

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Version Control Record *(expand table as required)*

Date	Revision Description	Major Changes
20/09/2019	Published version	