SCHOOL OF MEDICINE APPOINTMENTS
DEPUTY MODULE CONTROLLER MD2001

1.   Context. The BSc (Hons) Medicine course is arranged into 7 modules of 20, 40 and 60 credits. Each module is led by a Module Controller and assisted by a Deputy Module Controller; or by two co-controllers. These are academic appointments. This appointment is for the MD2001 Deputy Module Controller, for the BSc (Hons).

2.   MD2001 Overview This module is the first module students take as part of their BSc Hons Medicine programme and spans the entire first semester (60 credits). This module provides a general overview of the structure and functions of the body systems from the microscopic to the macroscopic level: reviews molecular and cellular medicine; gives a preliminary introduction to medical ethics and communication skills relevant to medicine; uses clinical problems to develop an understanding of the levels of consciousness and the assessment of health status. The module also includes an anatomical overview of the major body systems and the dissection of the back.

3.   Purpose, duties and role: Contribute to the management of the BSc (Medicine) programme by running the 2001 module, in conjunction with the Module Controller.

Duties
Before Module starts:
- Liaise with Teaching Support team to set up preparatory material
- Review curriculum and send any proposed changes to teaching committee for consideration
- Devise ideal timetable
- Send room requests and confirm room availability/allocations with Teaching Support Team
- Schedule Galen
- Advise staff to check Galen when complete to verify availability
- Contact external staff to confirm availability
- Send dates of external teaching once confirmed to Quality Assurance Officer so that text tools can be set up
- Send dates of external teaching to clinical assessment administrator for meet and greet
- Reschedule Galen where necessary
- Establish at group allocations to ensure gender balance/ no problem groups and send to teaching administrator (first semester only)
- Start on assessment (see later section)

During Module:
- Liaise with Teaching Support Team regarding student absences
- Interview any students once they reach three absences (irrespective of reason)
- Refer where necessary students to Pro-Dean and/or Student Support
- Check that students with 3 yellow cards are followed up
- Run Introductory session to the module
- Run Feedback session (2 in total) on the exams
- Re-jig of Galen when staff are suddenly unavailable
- Send out any relevant announcements to students.
- Deal with student enquiries and requests to swap practical sessions around
- Liaise with teaching administrator re module feedback questionnaires.
- Meet with students who performed poorly at MSA and any that failed module.

- Meet with class reps as appropriate

Assessment:
- Meet with Assessment Officer to create blueprint for the module- a copy to be retained by the AO.
- Liaise with Assessment Officer to construct the papers and help verify that all the questions are appropriate for the current teaching.
- Participate in at least four module board meetings:
  - to review the MCQs for the mid-semester exam
  - to review the MCQs, SWAs and APE (if used) for the end-semester exams
  - to confirm the mid-semester exam after the external examiners have reviewed the papers and then standard-set it
  - to confirm the end-semester exam after the external examiners have reviewed the papers and then standard-set it
- Check the exam papers for formatting and other errors before and after printing
- Invigilate mid-semester exam
- Check results sheets and consider relevant cutpoints.
- Attend Cut-point meetings after the exam to determine % to grade-point conversions
- Attend and present results at External Examiner meetings if a second semester module

Other meetings:
- Module Controller meetings
- Progress committee: review S-coding and deferred assessment meetings plus conditional entry to hours applications
- Staff-Student Consultative Committee (2 per semester)

After the Module:
- Review module feedback questionnaire
- Review external staff feedback
- Run 'post-mortem' meeting – ensure all the teaching staff involved with the module, plus DoT are invited
- Run through the student performance and results of the evaluation of the module survey (not specific staff)
- Suggest/discuss changes to the module
- Send minutes to teaching administrator.
- Send any proposed changes to the Course Director and/or Teaching Committee for consideration

4.   Interaction
- Module Controllers report to the BSc Course Director and attend Module Controller meetings.
- Module Controllers liaise with other Module Controllers, Director of Teaching and Assessment Officer.
- Module Controllers work closely with, and are supported by, Deputy Module Controllers in their described duties

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

6.   Pre-requisite Qualifications and Workload

- Be an existing member of School staff at Associate Lecturer or equivalent or above.
- An open-ended contract is not mandatory.
- Estimated workload is 350 hours per annum for a Module Controller of a 60 credit module and may be lower for modules with a lower credit weighting.
- Role holder would be required to be available to the School at key times in the academic calendar to effectively fulfil role (e.g. pre, post and during assessment period).
- May also be a Head of Division. May not be a Programme Director concurrently.
- Please consult with your line-manager initially to ensure this role would be suitable for your job-plan and workload.

Author:	School Manager	Approval Committee:	Ops Gp
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Version Control Record *(expand table as required)*

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