SCHOOL OF MEDICINE APPOINTMENTS
DEPUTY MODULE CONTROLLER MD2002

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 MD2002 Deputy Module Controller, for the BSc (Hons).

2.   MD2002 Overview This module is the second module students take as part of their BSc Hons Medicine programme and spans the entire second semester (60 credits). This module provides an in-depth study of the musculo-skeletal system including nerve and muscle physiology, control of movement and the autonomic nervous system. The anatomy of the upper and lower limbs are studied by dissection. A particular focus for this module is the introduction of topics essential to the practise of medicine, including public health and health psychology. The clinical problems in this module centre on trauma, deep vein thrombosis and pathological fracture.

3.   Purpose, duties and role: Contribute to the management of the BSc (Medicine) programme by running the MD2002 module, in conjunction with the Module Controller.

Duties of Module Coordinator and Deputy working together
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 feedback system can be set up where appropriate
- Send dates of external teaching to clinical assessment administrator for meet and greet
- Reschedule Galen where necessary
- 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 timetable when staff are suddenly unavailable
- Send out any relevant announcements to students
- Deal with student enquiries
- 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 review the resit papers
  - 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
  - to confirm the resit 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 if in person 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

Other meetings:
- Module Controller meetings
- Staff-Student Consultative Committee (2 per semester)
- Progress committee: review S-coding and deferred assessment meetings plus conditional entry to hours applications if module coordinator cannot attend
- Deputise for module coordinator as necessary

After the Module:
- Review module feedback questionnaire
- Review external staff feedback
- Run module audit 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 academic 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 and approximately 200 hours per annum for a Deputy Module Controller of a 60-credit module.
- 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
Consultees:			
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Version Control Record *(expand table as required)*

Date	Revision Description	Major Changes
13/04/2021	Published version	