

SCHOOL OF MEDICINE APPOINTMENTS

MD4002 BSc (HONS) TEMPORARY MODULE CONTROLLER

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 a Temporary MD4002 Module Controller, for the BSc (Hons).

MD4002 OVERVIEW

Students will undertake an Honours level Student-Selected Component (SSC)(40 Credits) in the form of a research project on a scientific subject. The SSC will enable students to pursue an area of their own particular interest at an advanced level and further develop their critical appraisal skills. All projects must be completed with a supervisor from the School of Medicine (which includes Honorary staff). Core skills training in critical appraisal, referencing and literature searching will be provided in the first week of the module with additional weekly sessions within topic area designed to develop these skills further. In this module students will write a dissertation, give an oral presentation and submit a reflective portfolio entry.

PURPOSE DUTIES AND ROLE

Contribute to the management of the BSc (Medicine) programme by running the 4002 module, assisted by a Deputy Module Controller.

The main core list of duties is appended.

INTERACTIONS

- 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.
- Module Controllers liaise with Topic Strand Leads regarding provision of critical appraisal workshops and formative presentations
- Module Controllers liaise with the Library Liaison Representative, to arrange core training and resource access.

TENURE

An appointment of 1 year in the first instance.

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, but contract must cover employment during the entire academic year 2021/22.
- Estimated workload is 600 hours per annum for a Module Controller of a 60 credit module and may be lower for modules with a lower credit weighting: MD4002 is a 40 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.
- Whilst a research background and prior experience of supervision of science-focussed Honours dissertations would be highly desirable, no other specialised knowledge is required.
- Please consult with your line-manager initially to ensure this role would be suitable for your job-plan and workload.

DUTIES

Before Module starts:

- Confirm list of internal and external supervisors and availability of project types, to populate directory
- Liaise with Topic Strand Leaders to ensure plans for workshops align
- 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 / re-schedule Galen where necessary
- Advise staff to check Galen when complete to verify availability
- Prepare supervisor training
- Update module handbook
- Support project allocations to students by helping with the organisation of the reception, compiling the project offering booklet, answering questions from students and supervisors
- Lead on student/supervisors matching project
- Prompt supervisors and students if ethical approvals/risk assessments required

During Module:

- Provide support to students and supervisors during the project

- Liaise with Teaching Support Team regarding student absences or lack of engagement
- Refer, where necessary, students to Pro-Dean and/or Student Support
- Run Introductory session to the module
- Re-jig of Galen 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 class reps as appropriate
- Attend relevant lectures (e.g. information session for the student, literature searching)
- Support supervisor training sessions in marking

Assessment:

- Support Topic Strand leads in the marking allocation process, including oral presentation allocations
- Support decision making in request for extensions and penalty assignment for late submissions in liaison with Student Support Team and Director of Teaching
- Conduct plagiarism checks and liaise with Academic Misconduct Officer when required
- Attend and present results at External Examiner meetings

After module:

- Review module feedback questionnaire
- Run Module Audit meeting
- Run through the student performance and results of the evaluation of the module survey (not specific staff)
- Suggest/discuss changes to the module
- Send any proposed changes to the Course Director and/or Teaching Committee for consideration

MEETINGS

- Module Controller meetings
- Progress committee: review S-coding and deferred assessment meetings plus conditional entry to honours applications
- Staff-Student Consultative Committee
- Lead on Module Audit meeting for 4002

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Date	Revision Description	Major Changes
07/07/2021	Published version	