SCHOOL OF MEDICINE APPOINTMENTS
DEPUTY MODULE COORDINATOR GD 5301

1.	**Context**. The Digital Health MSc course is led by the School of Medicine and Computer Science and administered by the Graduate School for Interdisciplinary Studies. It includes two core modules (GD5301 and GD5302) of 30 credits each and another four optional modules of 15 credits, followed by a 60-credit summer project. This appointment is for the Deputy Module Coordinator of the GD5301 Digital Health Principles module, which is led by the School of Medicine. The current Module Coordinator is Dr Silvia Paracchini.

2.	**GD5301 Overview**. This module runs in Semester 1 and provides the context for digital health. The students learn about different types of digital data, how they are generated and handled and how they are implemented in clinical practice. Currently, the students are assessed through four pieces of coursework throughout the year.

3.	**Purpose, duties and role**: Contribute to the management of the Digital Health MSc programme by running the GD5301 module, in conjunction with the Module Coordinator.

The **primary duty of the Deputy** is to support the assessment and marking of the coursework which will include feedback to the students (expected student numbers ~ 10-15 students). Specifically the Deputy will be the primary marker of 50% of the coursework and will moderate the marking for the remaining 50%. To this end, it is important that the Deputy is familiar with the content of the module.

The Deputy will be also expected to familiarise themselves with the general administration of the module and the activities carried out by the Module Coordinator in order to step in if needed. The general Module Coordinator duties are outlined below for reference only.

Before Module starts:
- Organise the lectures
- Contact staff to confirm availability
- Devise ideal timetable
- Finalise the reading list
- Schedule Moodle
- Advise staff to check Galen when complete to verify availability

During Module:
- Delivery an introductory lecture to the module
- Support the delivery of the lectures
- Be first point of contact for student queries
- Distribute assessment assignments via MMS
- Liaise with the Graduate school about extension requests
- Compete the assessment and feedback for the students
- Upload marking to MMS
- Meet with class reps as appropriate
- Attend module meetings with student reps

After the Module:
- Review module feedback questionnaire
- Suggest/discuss changes to the module
- Send minutes to teaching administrator.
- Send any proposed changes to the Deputy Director of The Graduate School

4.   **Interactions.** The Graduate School staff, the Director of Postgraduate Teaching at the School of Medicine and the Directors of the Digital Health Course

5.   **Tenure / scale**.

   a.   The expectation is for an initial period of 3 years with extensions possible.

   b.   Estimated workload is approx. 80 hours pa.

6.   **Pre-requisite qualifications**:

   a.   Be an existing member of school staff at Associate Lecturer or equivalent or above.

   b.   An open-ended contract is not mandatory.

   c.   Role holder would be required to be available to the School at key times in the academic calendar to effectively fulfil role (e.g. during assessment period).

   d.   Please consult with your line-manager initially to ensure this role would be suitable for your job-plan and workload.

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Version Control Record *(expand table as required)*

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