

**SCHOOL OF MEDICINE APPOINTMENTS**

**BSC (HONS) MEDICINE MODULE CONTROLLER / DEPUTY MODULE CONTROLLER**

1. **Context.** The BSc Hons Medicine 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.
2. **Purpose, duties and role.** Contribute to the management of the BSc (Medicine) programme by running a module. Deputy Module Controllers assist in most of these duties, but do not attend the Staff-Student Consultative Committee or School Progress meetings unless the Module Controller is unable to attend. Co-controllers share module responsibilities equally.

**Before Module starts:**

- Liaise with Teaching Administrator to set up Flying Start (MD2001 only) or similar preparatory material
- Review curriculum and send any proposed changes to teaching committee for consideration
- Devise ideal timetable
- Send room requests to Timetable Officer
- Confirm room availability/allocations with Timetable Officer
- Schedule Galen
- Tell internal 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 (Paul Irvine) so that text tools can be set up
- Send dates of external teaching to clinical assessment officer (Fiona Collinson) 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 Administrator (Linda) re 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 (Eoghan Beaton) 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 –
  - 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

3. **Interaction:**

- a. **Module Controllers report to the** BSc Course Director, attend module controller meetings.
- b. **Assistant Module Controllers**, liaise and support module controller and attend module controller meetings.
- c. **Liaising with.** Other Module controllers, Assessment officer.
- d. **Membership.** A member of the Module Controllers committee.

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

5. **Pre-requisite qualifications:**

- a. Be an existing member of School staff at Associate Lecturer or equivalent or above. An open-ended contract is not mandatory.
- b. Estimated workload is 600 hours per annum for a module controller of a 60 credit module. Workload estimates will be less for deputies, 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).
- c. May also be a Head of Division. May not be a Programme Director concurrently.

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**Version Control Record** (*expand table as required*)

Date	Revision Description	Major Changes
26/06/2019	Published version	