

MBBS EDUCATION MANAGEMENT - SUMMARY OF ROLES

- 1) **Faculty Digital Education Unit**
- 2) **Faculty Student Experience and Programme Governance**
- 3) **Clinical and Professional Practice and Quality Assurance**
- 4) **Assessment Unit**
- 5) **Curriculum Team**
- 6) **Placements Team – Royal Free**
- 7) **Placements Team – UCLH**
- 8) **Placements Team – Whittington**
- 9) **Placements Team – Primary Care and Community**

1) **FMS AND MBBS Digital Education**

1) **Head of Digital Education**

Taylor Bennie

- Lead the development and delivery of the Faculty's Digital Education strategy.
- Direct and support Digital Education activities across the Faculty.
- Coordinate resources across the Faculty.
- Manage MBBS Digital Education and Assessment platforms, resources, policies and procedures.

2) **Digital Education Manager**

TBA

- Manages the MBBS Digital Education Team.
- Supports the development and management of the MBBS Academic Student Record, Curriculum Map, Clinical Placement timetabling systems, e-Portfolio, online Assessment platforms, Portico Placements Package.
- Develops guidelines and procedures for the systematic development and enhancement of e-learning materials and management of UCLMS' Virtual Learning Environment.
- Monitors and evaluates the quality, consistency and effectiveness of systems and materials.

3) **MBBS e-Learning Technologist**

Tom Olney

- Develop, support and embed bespoke MBBS curriculum, assessment and student record management systems
- Develop and support e-Portfolio and Moodle, including content creation
- Develop and oversee use of the MBBS Examiner Database
- Support the successful delivery of online assessments
- Create training materials, user guides and standard operating procedures

4) **MBBS Information, Timetabling and Web Coordinator**

Kate Howe

- Manage UCLMS and MBBS Current Student websites.
- Manage UCLMS and MBBS shared drives and security groups, including visitor access for NHS employees.
- Provide advice and support for users of the MBBS Curriculum Map, Placement Timetabling, Medical Student Academic Record, e-Speedwell, e-Portfolio, VLE, Cognito forms.
- Manage Portico Interface and Curriculum Data Maintenance, including managing registration of modules and diets, setting up placements tables, and ensuring that accurate full transcripts of medical studies can be produced.
- Support Moodle.

2) **Student Experience and Programme Governance**

1) **FMS Student Experience and Programme Governance Manager**

Alison Crook

- Implements and contributes to the overall strategy for FMS and MBBS Student Experience and Programme Governance.
- Provides strategic support for the Divisional and Deputy Divisional Tutors.
- Co-ordinates operations and procedures, including planning and support of projects and managing resources to improve student satisfaction.
- Management of MBBS governance and policies including:
 - annual statistical returns
 - current student website
 - Freedom of Information requests
 - governance and policies
- Management of MBBS student records systems and transcripts.
- Management of MBBS Office of the Divisional Tutor incorporating:
 - admissions, course interventions, financial assistance, bursaries and donor liaison, initial Fitness to Practise, General Medical Council (GMC) Early Application Scheme, and UK Foundation Programme Office Supporting Trainees Entering Practice, progression, regulatory and placement requirements and clearances, visiting electives.
- Management of Medical Student Support Services including personal tutoring.

2) **MBBS Admissions, Visiting Electives and Internal and International IBSc Coordinator**

Deborah Caleb

- develops and delivers MBBS selection processes, including interview circuits, offer holder events and Open Days for new entrants to Year 1
- develops and oversees the allocation process for matching UCL medical students to IBSc programmes, including exit from and return to the MBBS, prizes and bursaries
- develops and oversees the admission process for international students to IBSc programmes and allocation to IBSc programmes
- manages the admission of MBPhD student transfers to Year 4
- develops and manages the Visiting Electives Programme

3) **MBBS Admissions, Visiting Electives and IBSc Administrator**

Carla Sanchez

- supports the interview and selection process for entry to MBBS Year 1
- manages applications and allocation of UCL medical students to IBSc programmes
- manages UCL medical student exit to IBSc programmes and return to the MBBS
- manages the admission process and allocation of international students to IBSc programmes
- manages the Visiting Electives Programme

4) **MBBS Student Support and Records Coordinator**

Ellie Weale

- maintains Medical Student Records and Medical Student Support information
- works collaboratively with the Divisional Tutor and MBBS Tutors to enable and monitor student compliance with UCL requirements for degree awards and Medical School regulatory requirements and policies for clinical placements and GMC registration and practice
- works collaboratively with the Academic Lead for Fitness to Practice to enable students of concern to fulfil GMC professionalism requirements
- works collaboratively with the Deputy Divisional Tutor to manage and coordinate Personal Tutoring

5) **MBBS Student Support and Bursaries Coordinator**

Torey White

- works collaboratively with the Divisional Tutor, Deputy Divisional Tutor and MBBS Tutors to develop and support activities relating to student success, progression, professionalism and fulfilment of university and regulator requirements for qualification
- manages daily and post examination student clinics and follow up action
- manages financial assistance including Medical School and NHS Bursaries

6) **MBBS Student Support and Bursaries Administrator**

Sam Wootten

- supports the Divisional and MBBS Tutors in their student academic and regulatory activities
- first point of contact for daily medical student support clinics and post examination appointments
- first point of contact for students seeking advice about Medical School and NHS Bursaries.

- assists with Medical School and NHS Bursary administration.

3) Clinical and Professional Practice (CPP) & MBBS Quality Assurance and Enhancement (QAE)

1) CPP and QAE Manager

Izzie Jay

CPP

- Provides strategic support for the Academic Lead for CPP and CPP Module Leads
- Oversees Clinical and Professional Practice (CPP)
 - Curriculum
 - Timetabling
 - Staffing
- Manages CPP SOP and Budget
- Manages the CPP team
- Oversees the MBBS Curriculum Map
- Participates in Curriculum Review

QAE

- Provides strategic support for the Academic Lead for Quality and MBBS Senior Leadership Team in Quality matters.
- Oversees MBBS Quality Assurance processes to fulfil UCL, GMC and NHS England requirements
- Manages the MBBS Quality Assurance Coordinator

2) CPP Module Coordinator

Daniel Mhedhbi

- Coordinates overall CPP timetable and room bookings
- Supports CPP Academic Lead and CPP Module Leads and CPP Tutors
- Manages Clinical and Professional Practice (CPP) modules:
 - Clinical Communication
 - Ethics and Law
 - Mental Health
 - Patient Safety and Patient Experience
 - Professionalism
 - Patient Pathway in Cancer Medicine (Year 4)
- Manages CPP coursework submissions, assessment and portfolio requirements and CPP prizes
- Cross cover support for other CPP Modules
- Liaises with horizontal Education Coordinators
- Manages Moodle and teaching materials
- On-the-day assistance at AKT and CPSA assessments
- Manages the MBBS CPP Module Administrator

3) CPP Module Administrator

Amelia Carroll

- Assists with CPP timetable and room bookings
- Assists with Clinical and Professional Practice (CPP) modules:
 - Clinical Communication
 - Ethics and Law
 - Mental Health
 - Patient Safety and Patient Experience
 - Professionalism
 - Patient Pathway in Cancer Medicine (Year 4)
- Assists with CPP coursework submissions, assessment and portfolio requirements and CPP prizes
- Cross cover support for other CPP Modules
- First point of contact for students
- Assists with Moodle and teaching materials
- On-the-day assistance at AKT and CPSA assessments

4) CPP Staffing and Module Coordinator

Maylani Appasamy

- Manages CPP Tutor recruitment, allocation, payment, training
- Supports CPP Academic Lead and CPP Module Leads and CPP Tutors
- Coordinates selected Clinical and Professional Practice (CPP) modules:
 - Anatomy and Imaging
 - Clinical Skills
 - Doctor as Data Scientist
 - Pathological Sciences
 - Portfolio
 - Social Determinants of Health
 - Use of Medicines
- Manages CPP coursework submissions, assessment and portfolio requirements and CPP prizes
- Cross cover support for other CPP Modules
- Manages Moodle and teaching materials
- On-the-day assistance at AKT and CPSA assessments
- Manages the MBBS CPP Staffing and Module Administrator

5) CPP Staffing and Module Administrator

Federica Cinardo

- Assists with CPP Tutor recruitment, allocation, payment, training
- Assists with Clinical and Professional Practice (CPP) modules:
 - Anatomy and Imaging
 - Clinical Skills
 - Doctor as Data Scientist
 - Pathological Sciences
 - Portfolio
 - Social Determinants of Health

- Use of Medicines
- Assists with CPP coursework submissions, assessment and portfolio requirements and CPP prizes
- Cross cover support for other CPP Modules
- First point of contact for students
- Assists with Moodle and teaching materials
- On-the-day assistance at AKT and CPSA assessments

6) MBBS Quality Assurance and Enhancement Coordinator

Michelle Galloway

- Coordinates MBBS Quality Assurance and Enhancement activities and initiatives including student feedback and internal and external reporting requirements (including GMC, NHSE, central UCL and NSS)
- Coordinates the Medical School's Raising Concerns process
- Coordinates MBBS teaching awards
- Coordinates and services MBBS Quality Site Visits
- Overseeing MBBS committees and governance including servicing MBBS Education Committee, MBBS Executive Committee and Y1-2 and Y4-6 SSCCs
- Assists with quality assurance work packages for the Centre for International Medical Education Collaborations (CIMEC)
- Services mQMEC
- On-the-day assistance at AKTs and CPSAs.

4) Assessment Team

1) Assessment Manager

Emma Horan

- provides strategic support for the Academic and Deputy Academic Leads for Assessment
- leads the team responsible for managing formative and summative assessments and feedback across the MBBS programme, including mapping assessments to the MBBS Curriculum Map Intended Learning Outcomes aligned with the General Medical Council's Outcomes for Graduates
- responsible the development and quality assurance of assessment processes and delivery
- manages bespoke assessment software and databases including exam processing and delivery software, question banks, question classification and user permissions; database of examiners and training records
- oversight of UCL Assessments and Portico processes including registration of assessment modules, external examiners etc.
- liaises with UCL's Graduation Ceremonies Team.
- organises the University of London Gold Medal vivas.

2) Assessment Coordinators

Years 1 and 5 Andy Houghton

Years 2 and 4 Clare Elliott

Year 6, Portfolio, Database and Exam Software

TBA

- acts as the MBBS Examination Liaison Officer for the relevant years of study to ensure that examinations and results are managed and reported in accordance with UCL's regulations, processes and deadlines
- manages AKT and CPSA formative and summative assessment coordination and delivery in line with Medical School policies and procedures
- manages AKT revision sessions
- facilitates question and station writing sessions
- maintains question banks
- facilitates standard setting
- liaises with sites to monitor local examiner recruitment and manages training records
- processes marks, results and prize awards, including Essay, SSC, Citizenship and Duke Elder
- coordinates eportfolio

Assessment Administrators

Years 1, 5

Eric Alfonso

Years 2, 4, 6

Piers Pereira

- assists the Assessment Coordinator for the relevant years of study to ensure that examinations and results are managed and reported in accordance with UCL's regulations, processes and deadlines
- assists with AKT and CPSA assessment coordination and delivery in line with Medical School policies and procedures
- assists with question and station writing sessions
- assists with maintenance of question banks
- assists with standard setting
- liaises with sites to monitor local examiner recruitment and manages training records
- assists with processing marks and results
- assists with eportfolio
- first point of contact for students taking assessments

5) Curriculum Team

1) Curriculum and CIMEC Liaison Manager

Paula Raftery

- provides strategic support for the MBBS Senior Leadership Team and Year Leads
- manages MBBS education and core module teaching in each year of the programme
- manages overall clinical placement timetabling and allocations
- liaises with clinical placement administrators at each provider to facilitate local placements meeting MBBS curriculum requirements
- manages 5 year teams each with a Year Coordinator and a Year Administrator
- student number predictions in collaboration with MBBS Tariff Officer
- oversees the MBBS Curriculum Data Maintenance cycle including:
 - Programme Summary

- Module Catalogue
- Module Amendment Proposals
- Core Programme Information and overall programme-related documentation
- Services MBBS Executive Committee
- MBBS CIMEC Liaison

2) Curriculum Coordinators

Year 1 **Polly Thompson**

Year 2 **Jenny Rattray**

Year 4 **Tad Mutongwiza**

Year 5 **Helen Groves**

Year 6 (& Y5 Psychiatry Placements) Kamillah Junaid

- manage the MBBS programme of study in each of the 5 years including:
 - IoMs and Core Teaching Weeks
 - Horizontal Modules
 - Integrated CPP delivered during horizontal module time
 - UCLMS Toolkit (Year 1)
 - Patient Pathways (Years 2 and 5)
 - Personal Emergency Evacuation Plans (Year 1)
 - Revision sessions for assessments
 - Student Selected Components (Years 1,2,6)
 - Skills training circuits (Year 5)
 - Specialty Placements (Year 5)
 - Careers and Foundation School Transition (Year 6)
 - Elective approval (Year 6)
 - DGH Site Visits (Year 6)
 - GMC Identity Checks and liaison with UKFPO
- support the Year and Module Leads
- service Year Education Committees and Module Management Groups
- overall MBBS and clinical placement timetabling and allocations to groups and specialties
- liaise with CPP to deliver modules and teaching integrated into horizontal modules
- liaise with Placements Teams to guide local placement timetabling and content
- records of portfolio and coursework completion and module sign-off, and entry into Portico and ASR
- manage Moodle and core teaching materials
- on-the-day assistance at AKT and CPSA assessments

3) Curriculum Administrators

Year 1 **Sandra Asante**

Year 2 **John Callaghan**

Year 4 **Amira Ali/Katia Lancellotti**

Year 5 **TBA**

Year 6 & Y5 Mental Health **Baljrit Lal**

- first point of contact for students
- assisting with the management of MBBS programme of study in each of the 5 years including:
 - IoMs and Core Teaching Weeks
 - Horizontal Modules
 - Integrated CPP delivered during horizontal module time
 - UCLMS Toolkit (Year 1)
 - Patient Pathways (Years 2 and 5)
 - Student Selected Components (Years 1,2,6)
 - Specialty Placements (Year 5)
 - Careers and Foundation School Transition (Year 6)
 - Elective approval (Year 6)
 - DGH Site Visits (Year 6)
 - GMC Identity Checks and liaison with UKFPO
- Assisting with overall MBBS and clinical placement timetabling and allocations to groups and specialties
- liaising with CPP to deliver modules and teaching integrated into horizontal modules
- liaising with Placements Teams to guide local placement timetabling and content
- assisting with records of portfolio and coursework completion and module sign-off, and entry into Portico and ASR
- on-the-day assistance at AKT and CPSA assessments

6) Placements – Royal Free and Barnet

1) Placements and Trust Liaison Manager

Latefah Scott

- **Placements:**
 - manages the Placement Team at The Royal Free NHS Foundation Trust
 - liaises with, directs and guides the Placements Team at Barnet Hospital
 - provides direction and guidance for local site and specialty leads
 - directs the management and coordination of placement timetabling, placement related teaching materials and room bookings
 - ensures the delivery of Trust Inductions and student access to ID cards, IT systems and other Trust requirements for student to take up placements
 - oversees student attendance and engagement monitoring and pastoral care
 - ensures student allocation to patients for Patient Pathways
 - manages site delivery of Clinical and Professional Practice Assessments including recruitment of examiners
 - coordinates visiting elective student hosts locally
 - manages and monitors Placement Office systems and rotas, ensuring cover during office hours
 - manages Preparation for Practice weeks in collaboration with Clinical Teaching Fellows
 - ensures delivery of end-of-module sign offs

- **Trust Liaison:**
 - contribute to review and monitoring of the Tripartite Agreement for UG Medicine and annual review and development of the Placement Provider Agreement
 - provide advice to the Medical School and Placement Providers about contractual obligations under the NHS Education Contract
 - provide specialist knowledge in MBBS education, placement timetabling, content and configuration including use of the Medical School's Academic Student Record (ASR)
 - support the activities of the Director of UG Medical Education

2) Trust Liaison and Year 5 Placement Coordinator and Y5A Administration

Kunika Kakuta

- **Trust Liaison:**
 - Trust liaison supporting the Director of UG Medical Education
 - provide advice and facilitating compliance with contractual obligations under the NHS Education Contract
 - develop and manage projects designed to enhance MBBS education at the Royal Free Campus
- **Year 5 Placements Coordinator:**
 - overall management of Year 5 placements
 - line-management of Year 5 team
 - coordinate Y5 Trust inductions, ID cards, access to IT systems, lockers etc
 - act as placements liaison for one module and assist with core teaching weeks and skills training circuits, managing the complexity of aligning delivery across multiple parallel sites, and organising local clinician end of module sign off
 - support CPSA assessments locally including recruitment of examiners and on-the-day help
 - support pastoral care and personal tutoring locally
 - contribute to visiting elective placements locally
- **Y5A Administration:**
 - manage Y5A placements
 - work with site and specialty leads and clinical teachers to timetable and coordinate teaching events and local teaching materials
 - liaise with the MBBS Education Team responsible for overall timetabling and allocation of students to groups and clinical teams
 - assist at core teaching weeks and other activities delivered locally
 - facilitate workplace-based assessments and coordinate module sign-off
 - support clinical leads in local management of Patient Pathways
 - contribute to the coordination of CPSA assessments locally including recruitment of examiners and on-the-day help

3) Year 4 Placement Coordinator and Y4A administration

Shafia Shohid

- **Year 4 Placements Coordinator:**
 - overall management of Year 4 placements

- line-management of Year 4 team
 - coordinate Y4 Trust inductions, ID cards, access to IT systems, lockers etc
 - support CPSA assessments locally including recruitment of examiners and on-the-day help
 - support pastoral care and personal tutoring locally
 - contribute to visiting elective placements locally
- **Y4A Administration:**
 - manage Y4A placements
 - work with site and specialty leads and clinical teachers to timetable and coordinate teaching events and local teaching materials
 - liaise with the MBBS Education Team responsible for overall timetabling and allocation of students to groups and clinical teams
 - assist at core teaching weeks and other activities delivered locally
 - facilitate workplace-based assessments and coordinate module sign-off
 - support clinical leads in local management of Patient Pathways
 - contribute to the coordination of CPSA assessments locally including recruitment of examiners and on-the-day help

4) Placement Administrators

Module 4B – Marcella Simon

Module 4C – Usha Rai

Module 5B and 5C – Faye Taylor

- manage placements within the module
- work with site and specialty leads and clinical teachers to timetable and coordinate teaching events and local teaching materials
- liaise with the MBBS Education Team responsible for overall timetabling and allocation of students to groups and clinical teams
- assist at core teaching weeks and other activities delivered locally
- facilitate workplace-based assessments and coordinate module sign-off
- support clinical leads in local management of Patient Pathways
- contribute to the coordination of CPSA assessments locally including recruitment of examiners and on-the-day help

7) Placements – UCLH, Whittington and Primary Care & Placement Provider Liaison

1) Placement Provider Liaison and Placements Manager (UCLH, Whittington and Primary Care)

Aian Guled

Placement Provider Liaison:

- liaison between the Medical School and NHS Placement Providers, ensuring consistent communication of Medical School requirements across Trust providers

- contribute to annual review of Placement Provider Agreements and provide advice to the Medical School and Placement Provider about contractual obligations under the NHS Education Funding Agreement and local Placements Agreements

Placement Manager (UCLH, Whittington and Primary Care):

- manages the Placements Teams at UCLH, Whittington and Primary Care

2) Year 5 Placement Coordinator and Y5A administration

Jenny Meredith

- ***Year 5 Placements Coordinator:***
 - overall management of Year 5 placements
 - line-management of Year 5 team
 - coordinate Y5 Trust inductions, ID cards, access to IT systems, lockers etc
 - act as placements liaison for one module and assist with core teaching weeks and skills training circuits, managing the complexity of aligning delivery across multiple parallel sites, and organising local clinician end of module sign off
 - support CPSA assessments locally including recruitment of examiners and on-the-day help
 - support pastoral care and personal tutoring locally
 - contribute to visiting elective placements locally
- ***Y5B Administration:***
 - manage Y5B placements
 - work with site and specialty leads and clinical teachers to timetable and coordinate teaching events and local teaching materials
 - liaise with the MBBS Education Team responsible for overall timetabling and allocation of students to groups and clinical teams
 - assist at core teaching weeks and other activities delivered locally
 - facilitate workplace-based assessments and coordinate module sign-off
 - support clinical leads in local management of Patient Pathways
 - contribute to the coordination of CPSA assessments locally including recruitment of examiners and on-the-day help

2) Year 4 Placement Coordinator and Y4B administration

Tahmina Begum

- ***Year 4 Placements Coordinator:***
 - overall management of Year 4 placements
 - line-management of Year 4 team
 - coordinate Y4 Trust inductions, ID cards, access to IT systems, lockers etc
 - support CPSA assessments locally including recruitment of examiners and on-the-day help
 - support pastoral care and personal tutoring locally
 - contribute to visiting elective placements locally
- ***Y4B Administration:***
 - manage Y4A placements
 - work with site and specialty leads and clinical teachers to timetable and coordinate teaching events and local teaching materials

- liaise with the MBBS Education Team responsible for overall timetabling and allocation of students to groups and clinical teams
- assist at core teaching weeks and other activities delivered locally
- facilitate workplace-based assessments and coordinate module sign-off
- support clinical leads in local management of Patient Pathways
- contribute to the coordination of CPSA assessments locally including recruitment of examiners and on-the-day help

4) Placement Administrators

Module 4A and 4C (excluding Neurology) Maizie Paul

Module 4C (Neurology) Martin Bruce

Module 5B and 5C Wendy Pereira

- manage placements within the module
- work with site and specialty leads and clinical teachers to timetable and coordinate teaching events and local teaching materials
- liaise with the MBBS Education Team responsible for overall timetabling and allocation of students to groups and clinical teams
- assist at core teaching weeks and other activities delivered locally
- facilitate workplace-based assessments and coordinate module sign-off
- support clinical leads in local management of Patient Pathways
- contribute to the coordination of CPSA assessments locally including recruitment of examiners and on-the-day help

8) Placements – Whittington

1) Trust Liaison and Placement Coordinator and Y5A Administration

Billie Josef

- **Trust Liaison:**
 - Trust liaison supporting the Director of UG Medical Education
 - provide advice and facilitating compliance with contractual obligations under the NHS Education Contract
 - develop and manage projects designed to enhance MBBS education at the Royal Free Campus
- **Year 4 and 5 Placements Coordinator:**
 - overall management of Year 4 and 5 placements
 - line-management of Placements team
 - coordinate Y5 Trust inductions, ID cards, access to IT systems, lockers etc
 - act as placements liaison for one Y5 module and assist with core teaching weeks and skills training circuits, managing the complexity of aligning delivery across multiple parallel sites, and organising local clinician end of module sign off
 - support CPSA assessments locally including recruitment of examiners and on-the-day help
 - support pastoral care and personal tutoring locally
 - contribute to visiting elective placements locally

- **Y5B Administration:**
 - manage Y5A placements
 - work with site and specialty leads and clinical teachers to timetable and coordinate teaching events and local teaching materials
 - liaise with the MBBS Education Team responsible for overall timetabling and allocation of students to groups and clinical teams
 - assist at core teaching weeks and other activities delivered locally
 - facilitate workplace-based assessments and coordinate module sign-off
 - support clinical leads in local management of Patient Pathways

2) **Placement Administrators**

Y4A and Y4C – Susan Bariotakis

Y4B – Kate Williams (0.6)

Y5A and Y5C – Wanda D’Arcangelo

- manage placements within the module
- work with site and specialty leads and clinical teachers to timetable and coordinate teaching events and local teaching materials
- liaise with the MBBS Education Team responsible for overall timetabling and allocation of students to groups and clinical teams
- assist at core teaching weeks and other activities delivered locally
- facilitate workplace-based assessments and coordinate module sign-off
- support clinical leads in local management of Patient Pathways
- contribute to the coordination of CPSA assessments locally including recruitment of examiners and on-the-day help

9) **Placements – Primary Care and Community**

1) **Placements Coordinator**

Angelika Zikiy

- GP & community placements coordinator
- GP tutor recruitment and retention
- Line-management and delegating specific tasks to G6s
- Servicing the PCEC termly meetings including minutes
- Personal Tutoring administration
- CPSA exams support in recruiting GPs
- CPP support in recruiting GPs
- Oversee GP payments and support activities related to NHSE income & expenditure
- GP Web page content update and comms
- GP QA and feedback
- Annual Primary Care Medical Education conference lead
- On-the-day assistance CPSA assessments

2) **Placements Administrators**

Diana Kwan

- Years 1 and 2 PPICC Community-based placements and workshops
- Years 1 and 6 Student Selected Components
- Patient and Public Involvement (Experts by Experience)
- On-the-day assistance CPSA assessments

Wahida Mizan

- Years 1 and 2 Student Selected Components
- Year 5 Specialty placements & workshops:
 - Mental Health (MH) in Primary Care
 - Dermatology (Derm) in Primary Care
- Year 5 Child Health in Primary Care workshops
- Year 6 GP Assistantship placements
- Module Management Group (MMG) meetings: Y5B, Y5C and Y6
- On-the-day assistance CPSA assessments

Jingyu Pan

- Years 1 and 2 PPICC GP placements & workshops
- Year 2 Student Selected Components
- Year 5 Core GP placements and seminars, including Core teaching weeks and revision days, GP elements.
- Year 5 Women's Health in Primary Care workshops
- Module Management Group (MMG) meetings: Y5A, Y5B
- On-the-day assistance CPSA assessments

Hema Patel

- Year 4 Medicine in the Community (MIC) placements and workshops
- Year 4 Preparation for Practice (PfP), GP elements
- Year 5 Care of the Older Person (COOP GP) placements
- Module Management Group (MMG) meetings Year 4 and Year 5 C