

JMP - Course / Unit Coordinator Role Guideline - Bachelor of Medicine

Section 1 - Application

(1) This Guideline applies to all MEDI Course / Units offered by the School of Medicine and Public Health (University of Newcastle (UON)) and School of Rural Medicine (University of New England (UNE)) in the delivery of the Bachelor of Medicine – Joint Medical Program (BMed – JMP).

(2) Course / Unit Coordinator responsibilities for elective (non-MEDI) courses / units will be in accordance with the following policies:

- a. at UON:
 - i. Course Coordinator Role – Guideline.
- b. at UNE:
 - i. [General Rules](#), Section 22 Powers of Unit Coordinators;
 - ii. [UNE Assessment Policy](#).

Section 2 - Definitions

(3) In the context of this document:

- a. “BMed Year Assessment Committee” means the five committees (one for each year of the BMed) responsible for recommending final grades to the Heads of School and for reviewing the assessment of courses / units in accordance with the Universities quality assurance principles.
- b. “course at UON” means any part of a program for which a result may be recorded;
- c. “Dean” means the Dean of Medicine - Joint Medical Program (JMP) who is Chair of the JMP Committee. (The Bachelor of Medicine program is delivered as a Joint Medical Program (JMP) by the Universities of Newcastle and New England. Management of the program is vested in the JMP Governance Committee as approved by each University).
- d. “Faculty” means the Faculty of Health and Medicine (UON) and/or the Faculty of the Professions (UNE).
- e. “Head of the School” means the Head of School of Medicine and Public Health at UON and/or the Head of the School of Rural Medicine at UNE who is /are responsible for delivery of JMP Committee-approved MEDI Course / Units;
- f. “JMP Committee” means the joint UON / UNE Committee responsible for the planning, implementation and management of the JMP including curriculum, assessment and standards. The Committee is Chaired by the Dean of Medicine - Joint Medical Program (JMP);
- g. “Joint Medical Program” means the delivery of Bachelor of Medicine by UON and UNE in partnership.
- h. “School” means the School of Medicine and Public Health at UON and/or the School of Rural Medicine at UNE;
- i. “UON” means the University of Newcastle;
- j. “Unit” at UNE means any part of a Course for which a result may be recorded; and

- k. "UNE" means the University of New England.

Section 3 - Course / Unit Coordination

(4) Course/Unit Coordination occurs where a staff member designated by a Head of School as a Course/Unit Coordinator is responsible for the delivery of a Course/Unit and for ensuring its appropriate content and assessment as approved by the JMP Committee. The Coordinators assigned to a Course/Unit at UoN and UNE will consult with the Program Convenors and the Heads of School as appropriate. Final responsibility for delivery of the Course/Unit rests with the Dean of Medicine - Joint Medical Program (JMP), who chairs the JMP Committee.

(5) Course/Unit Coordinators may be appointed from permanent, casual or fixed term staff, or from among conjoint appointees, provided those appointed are experienced in the content and delivery of the course/unit.

Section 4 - Coordinator Responsibilities

(6) Course/Unit Coordinators are responsible for overseeing the following functions, with the assistance of University, Faculty and School administrative staff, particularly the BMed Year Managers. Responsibility for these functions will be determined prior to the scheduled teaching period, by the JMP Committee in consultation with Heads of School and Program Convenor:

- a. establishment of aims, objectives and content of a course/unit;
- b. having the course/unit, including any curriculum* changes approved by the Faculty prior to each teaching period. If there are no changes then approval is not required. (* At UON, proposals are lodged through the Course Tracking System - CTS).
- c. operationalisation of the Course/Unit Coordinators Checklist;
- d. arranging for the use of physical facilities or resources and for inputs from other staff;
- e. organisation of text books and library reference materials;
- f. allocation of students to tutorial and laboratory classes;
- g. students guidance and consultation, responding to students enquiries within a reasonable and appropriate timeframe; two working days is recommended;
- h. ensuring returnable assessment items are returned to students within three weeks of submission date with appropriate feedback. Course/Unit Coordinators are to identify any non-returnable assessment items to students in the Course/Unit Outline;
- i. ensuring that all reasonable accommodations and adjustments are provided for any students who have indicated that they have a disability, and ensure that all teaching practices are inclusive of the needs of students with a disability;
- j. taking action on applications for extensions of time for assessment items, deferred assessment and special consideration for assessment items and formal written examinations in accordance with the Universities' policies;
- k. overseeing or co-operating in the re-marking or moderating of students results;
- l. the maintenance, collation and transmission of student records;
- m. the continued production (as distinct from initial design) of course/unit materials in conjunction with other members of staff;
- n. the planning of tutorial, practical and other sessions;
- o. the development of reference material, and ensuring that students receive the Course/Unit Outline, as approved by the JMP Committee in consultation with Heads of School, within the first two weeks of the teaching period. The Course/Unit Coordinator must provide for those students with print disabilities who request a

Course/Unit Outline in an appropriate format and timeframe.

- p. consultation with, and approval of the Heads of School and Program Convenors if there are changes to the assessment weightings from the previous offering; changes will be reported to the JMP Committee;
- q. the provision of material to external students;
- r. planning content of laboratory sessions and developing manuals;
- s. the development and implementation of course/unit assessment;
- t. the training of clinical supervisors (if appropriate);
- u. the coordination of all teaching staff involved in the course/unit;
- v. the mentoring of casual appointees;
- w. providing to the relevant BMed Year Assessment Committee (*) recommendations regarding final grades to be awarded and a report on the level of plagiarism and/or number of students penalised under the Universities Student Academic Integrity / Plagiarism policies; (*At UON Course Coordinators / Year Managers must submit a Course Assessment Return every teaching period. This return will include the course Outline, all assessment items and a discussion of results and the trends in results for the last three years (as supplied by the University)).
- x. conducting appropriate course / unit evaluation and monitoring as approved by the JMP Committee; and
- y. other appropriate administrative tasks.

(7) Depending on the size of the classes and nature of the duties, Course / Unit Coordinators may not carry out all coordinating functions listed in the Bachelor of Medicine – JMP Course / Unit Coordinators Checklist.

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