



School of Health and Medical Sciences

IMBAE

Clinical Case Teaching Coordinator

Ref: 432-25-R

JOB DESCRIPTION

Post Title	Clinical Case Teaching Coordinator
Grade	CSG 5
Contract type	Fixed Term Contract x 1 Year
Responsible to	Clinical Sciences Manager
Accountable to	Head of Medical Programmes Administration
Responsible for	N/A
Liaises with	MBBS Programme Team colleagues, Curriculum Development Manager, Registry & academic colleagues, NHS administrators & clinicians

Overall purpose of job

This role plays a key part in supporting the running of CBL (case-based learning) in MBBS 5 and PBL (problem-based learning) in MBBS 4 and the Transitional Years (please see section 3 below for further details). The postholder is responsible for coordinating the quality assurance process by which all cases are circulated to academic and clinical staff, changes from different writers are agreed and merged, clinical and academic references checked and updated, and student guides are created. Clinical and science learning objectives are also integrated into the cases. The cases are published on an online platform which requires specific skills to operate and identifies references on the Leganto software system.

The postholder maintains a database of CBL and PBL tutors, and supports recruitment, training and peer review. The postholder also organises briefing meetings for clinical case writers and takes minutes of the academic groups that lead on CBL and PBL in the curriculum.



The early years and T year modules of the MBBS programme (Year 1 and 2 of MBBS 5 and Year 1 of MBBS 4, Transition Year) have clinical case based small-group tutorials every week. These tutorials are based on a detailed clinical case and are known as case-based learning (CBL) and problem-based learning (PBL) in MBBS 5 and MBBS 4 respectively.

The academic content of the cases is developed and maintained by clinicians and clinical scientists working together to build authentic and current clinical content in the ever-changing world of clinical practice and clinical science. The cases function to illustrate how clinical science is relevant to clinical practice and vice versa from week 1 of both the MBBS 4 and MBBS 5 streams. Excellent up-to-date cases, high tutor engagement, and excellent communication and liaison between case writers, as well as tutors, and students are all pivotal to a high-quality experience.

The cases integrate the whole week's learning, are a central learning method on the curriculum and constitute 16 hours of teaching per week.

1. Main Duties and Responsibilities

- Launch and support all CBL and PBL recruitment events and drives (MBBS4Y1, MBBS5Y1, MBBS5Y2 and T Year), under the leadership of the academic leads, preparing flyers and other communications.
- Create and maintain a database of CBL and PBL tutors and recruit cover tutors where necessary, support their liaison with HR to be onboarded, submit invoices and support peer review.
- Provide support as required for staff development workshops related to CBL and PBL. Maintain records of attendees and sessions for CPD data reports and analysis and ensure that feedback is collected on the quality of sessions and the achievement of learning outcomes of participants.
- Attend meetings and service committees as and when required, namely preparing papers, taking minutes and dealing with actions arising from meetings. Assist with travel and visitor arrangements as required.
- Routinely collect data to measure the performance of the system. Capture and analyse demand. Act to remove causes of failure and waste within the system, pulling in expertise and support where needed.

Quality Assurance

- Coordinate between academics and clinicians to lead the administration of the review process and accurately document any changes to clinical and academic reference lists, clinical cases, resources, and learning objectives that are required.
- Support new case writers to refresh the CBL/PBL curriculum and acquire library skills such as checking whether clinical and academic websites are still live, and the latest edition of references are listed and available in the library using the Leganto database.
- Download clinical and science learning objectives from the curriculum management system and incorporate into cases and inform the curriculum team of any changes to learning objectives made by case writers.
- Upload and manage the online delivery of the clinical cases of CBL and PBL on the relevant platforms.
- Produce weekly tutor packs, project plans, databases and other documentation as required to set deadlines and track progress against milestone targets.
- Evaluate and circulate quality data such as student and staff feedback as it applies to CBL and PBL.



- Organise and minute the PBL and CBL working groups, tutor briefings from clinical case writers, and tutor meetings when required.

General Administration

- Adhere to GDPR principles in all tasks involving students' and staff's personal data processing and undertake regular information governance training as mandated by the University
- Assist with MBBS Team, IMBE and University events and tasks where a collaborative, joint approach is needed, as and when required, e.g., exam invigilation, student ID checks, Smartcard induction, MMIs.
- As a member of a multi-functional team, adhere to agreed operating principles, respond quickly and proactively to demand and identify changes needed to improve the service.
- Have a flexible approach to work to provide cover for other administrative staff as required across the MBBS programme to provide continuity of service.
- Take direction from senior academic staff in the programme as appropriate and in accordance with locally agreed priorities.

It is expected that staff working with St George's School of Health and Medical Sciences, will be involved in our mentoring and tutoring activities, as appropriate, as well as supporting admissions, student recruitment and access and widening participation activities (MMI interviews, Open Days, school visits, clearing etc) where applicable. All academic staff are expected to act as a personal tutor.

You are also expected to undertake other activities appropriate to your grade as directed by your manager. This job description reflects the present requirements of the post. As duties and responsibilities change, the job description will be reviewed and amended in consultation with the post holder from time to time. City St George's, University of London aims to provide opportunities for all its employees to develop the skills required to be successful in their role and to further develop their careers.

St George's School of Health & Medical Sciences, University of London, is committed to the San Francisco Declaration on Research Assessment (DORA) principles.



Person Specification

Criteria	Description	Essential/ Desirable	How it is tested
Qualifications	Educated to A level standard or equivalent	E	AF
	RSA level 2 or equivalent technical qualification e.g. ECDL	D	AF
Experience	Experience of data input and accurate record-keeping	E	SS1 , INT
	Substantial work experience as an administrator in a busy environment	E	SS2 , INT
	Experience of dealing with confidential data records and the principles of GDPR	D	INT
	Experience of producing statistical data reports and financial reports.	D	INT
	Experience of working in a university or NHS environment	D	INT
Knowledge/ Skills	An understanding of the importance of meeting customer needs and providing a high-quality service	E	SS3 , INT
	Excellent communication and interpersonal skills with the ability to give and receive information effectively using a variety of methods and to communicate with a wide range of university staff, students and NHS partners	E	SS4 , INT
	Excellent use of Microsoft Office tools, specifically Excel and Word.	E	ST
	Experience of and ability to work to tight deadlines and use judgement and initiative to prioritise workload	E	ST, INT
	Experience of dealing with confidential data records and the principles of GDPR	D	AF
Personal Attributes	A willingness to be flexible towards duties and adaptable to change	E	INT

	Ability to work as both as a member of a team whilst also demonstrating independent working and initiative	E	SS5 INT
	Empathetic to customer needs and the ability to use tact and discretion where necessary	E	INT
	Excellent accuracy and attention to detail	E	AF, INT
	Committed to embedding practices which embrace diversity and promote equality of opportunity	E	INT
	Committed to Continuing Professional Development (CPD)	E	INT

Key:

PQ=Prerequisite Qualification, AF=Application Form, CV=Curriculum Vitae,
SS=Selection/Supporting Statements, ST=Selection Test/Presentation, INT=Interview

Note: Elements marked SS (Supporting Statements) in the Person Specification will be highlighted in Step 6 (Supporting Statements) on the online application form. Applicants' answers to Step 6 are an essential part of the selection process. Applicants should write individual supporting statements to demonstrate how their qualifications, experience, skills and training fit each of the elements highlighted in this section.

*Applicants should address other elements of the Person Specification in Step 7 (Additional Information). Shortlisting will be based on applicants' responses to Step 6 **and** Step 7. Therefore applicants should complete both sections as fully as possible on the online application form.*

October 2025



About City St George's, University of London

City St George's, University of London is the University of business, practice and the professions.

City St George's attracts around 27,000 students from more than 150 countries.

Our academic range is broadly-based with world-leading strengths in business; law; health and medical sciences; mathematics; computer science; engineering; social sciences; and the arts including journalism, dance and music.

In August 2024, City, University of London merged with St George's, University of London creating a powerful multi-faculty institution. The combined university is now one of the largest suppliers of the health workforce in the capital, as well as one of the largest higher education destinations for London students.

City St George's campuses are spread across London in Clerkenwell, Moorgate and Tooting, where we share a clinical environment with a major London teaching hospital.

Our students are at the heart of everything that we do, and we are committed to supporting them to go out and get good jobs.

Our research is impactful, engaged and at the frontier of practice. In the last [REF \(2021\)](#) 86 per cent of City research was rated as 'world-leading' 4* (40%) and 'internationally excellent' 3* (46%). St George's was ranked joint 8th in the country for research impact with 100% of impact cases judged as 'world-leading' or 'internationally excellent'. As City St George's we will seize the opportunity to carry out interdisciplinary research which will have positive impact on the world around us.

Over 175,000 former students in over 170 countries are members of the City St George's Alumni Network.

City St George's is led by Professor Sir Anthony Finkelstein.



School of Health and Medical Sciences currently offers a range of employee benefits:

- Salary:** **£34,610** pa, (pro-rated for part-time staff). The starting salary range for **CSG 5** is **£34,610 – £35,608** and appointment is usually made at the minimum point.
- Hours:** 35 hours per week which can be done flexibly in various ways or part time/job share can also be considered. Staff are expected to work the hours necessary to meet the requirements of the role and this will be dependent on the service area.
- Annual leave:** 30 days per annum. Plus eight UK public holidays and four days when City St George's, University of London is closed (usually between Christmas and New Year). Part time staff receive a pro rata entitlement.
- Pension:** Membership of competitive pension schemes with generous employer contribution and a range of extra benefits.

[Superannuation Arrangements of the University of London \(SAUL\)](#)

[London Pension Fund Authority \(LPFA\)](#)

[Universities Superannuation Scheme \(USS\)](#)

[National Health Services Pension Scheme \(NHSPS\) \(existing members only\)](#)

- Flexible working** Flexible working, including part-time or reduced hours of work, opportunities to work from home for many posts, compressed hours and local flexibility in agreeing start and finish times of work.
- Travel** City St George's, University of London offers an interest free season ticket loan and participates in the [Cycle to Work Scheme](#).
- Gift Aid** If you would like to make a tax-free donation to a charity of your choice, this can be arranged through our Payroll.
- Sports and Leisure Facilities** Rob Lowe Sports Centre, situated on the St George's Healthcare NHS Trust site offers exercise facilities that can be utilised by City St George's, University of London staff.
- Within walking distance from St George's is Tooting Leisure Centre. Facilities include a swimming pool, gym and various exercise classes. The Centre offers staff an all-inclusive corporate membership. For more information please contact [Tooting Leisure Centre](#).



Shops and facilities There are a number of shops and facilities situated on site including ATMs, student bar and shop, Pret a Manger, M&S Simply Food store, library and multi-faith room.

Informal enquiries

Informal enquiries may be made via email to: pcunning@sgul.ac.uk

Making an application

All applicants are encouraged to apply on line at <http://jobs.sgul.ac.uk> as our system is user friendly and the online application form is simple to complete. Please note that CVs only will not be accepted.

For any accessibility issues please contact hrhelp@sgul.ac.uk

Closing date: **Tuesday 16th December 2025**

Interview Date: Monday 8th January 2026. As shortlisted candidates will be notified by email, it is imperative that you provide an email address that is accessed frequently.

Please quote reference **432-25-R**

We are delighted that you are interested in working at St George's School of Health and Medical Sciences. You will be notified of the outcome of your application by email. We aim to respond to all candidates within 5 weeks of the closing date of the vacancy.

