

### Helpful information for Teaching Colleagues in MED 2017/18

Many thanks, on behalf of MED, for offering to teach our doctors of the future. The GMC National Training Survey (2014) placed UEA at the top in terms of our graduates' preparedness to practice and in 2015 the GMC Regional Review gave us eleven points of commendation. In July 2017 we celebrated the 10th anniversary of the graduation of our founding cohort. We are proud of our achievements and thankful to everyone who contributes. We continually strive to increase our efforts on teaching quality and we are committed to working with all staff and students to ensure that **all** our students have a positive experience here at Norwich Medical School – please look out for further information or support.

Please note that each student Module rep will have the role of approaching lecturers at the start of a seminar or lecture to request your presentation and/or lecture notes to post onto The Bridge, a temporary Blackboard module. This is designed to improve the speed at which material is made available to students, so we thank you in advance for your cooperation. MED staff will transfer items from the Bridge to their permanent module location after the teaching session.

You will receive teaching invitations for all your teaching in the next academic year during the Summer preceding the start of the year and reminders a week before each teaching session from the Learning and Teaching Service [med\\_ug.hub@uea.ac.uk](mailto:med_ug.hub@uea.ac.uk). **It is not possible to timetable all teaching events in the MED building, and some campus buildings will require you to allow additional travel time, so please do check the location of your teaching before setting off.** We hope that the information below will also help your teaching experience run smoothly. Please note if you are unable to meet a teaching commitment unexpectedly, please arrange cover if at all possible and notify [med\\_ug.hub@uea.ac.uk](mailto:med_ug.hub@uea.ac.uk) or telephone the Elizabeth Fry Teaching Hub reception 01603 597578 as early as possible (staffed 08:00 – 18:00). We encourage staff to record a voiceover of their powerpoint presentation before sending to Blackboard, if they are unable to deliver teaching in person.

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## 1. Contractual links with UEA

A) If you have a **substantive contract with an NHS Trust**, your Trust will receive funding to cover this teaching. Colleagues who have completed their NHS specialty training and who are undertaking a significant teaching and or leadership role on the course are invited to apply for Honorary Lecturer Status at UEA in recognition of your contribution to the MB BS programme. We ask that all non-UEA employees who become Personal Advisers or PBL tutors apply for Honorary Status. To arrange this, please send a short CV including the name of your main contact on the UEA staff, and the contribution you make to teaching to [Catherine.butcher@uea.ac.uk](mailto:Catherine.butcher@uea.ac.uk). Honorary posts run for three years before renewal is required. All Honorary staff have a UEA IT account and you may visit the Library if you would like to be issued with a campus card for library borrowing.

Staff who are involved with teaching but are not ready for an Honorary appointment, are invited to complete a 'V1' form which means we can recognise your teaching as Non-Stipendiary Teaching Fellow. This has a 12 month duration. Please follow the instructions in section 2 below.

B) If you **do not have a substantive contract with a Trust**, you will need to apply for an Associate Tutor (AT) Contract. PLEASE NOTE: Associate Tutors must have a contract in place BEFORE they complete any teaching, or assessing such as OSCEs. Contracts cannot be backdated and timesheets cannot be accepted/processed if the contract is received after the first date of any teaching. To set this up, please contact Sadie Jones [Sadie.Jones@uea.ac.uk](mailto:Sadie.Jones@uea.ac.uk) who will send you a number of forms for completion and return. You will need to bring a copy of your passport or other verification documents to Sadie in due course in order that we document your 'Right to Work' in the UK. Travel expenses are not reimbursed to Associate Tutors. The hourly pay rate has been calculated to include academic preparation, travel time and expense.

## 2. IT accounts and Campus Cards

If you are not directly employed by the University on a substantive, Associate Tutor or Honorary contract, but would like an IT account, a UEA email account, access to Blackboard and Evision (the on-line learning environment, necessary for PBL and Consultation Skills tutors, see sections 5 and 6, below), library borrowing rights, or a campus card (very useful if applying for a parking permit) you will need to complete a visitor's account form, V1, which can be found at <https://portal.uea.ac.uk/documents/6207125/6475904/v1applicationform.pdf/32fa0b2c-5e26-4250-b6dd-dbe2bf3ec83a>

If completing the form, please complete all the boxes including indicating the services you require and **both boxes in Part 3**. The authorisation section will be completed at UEA.

- Send the completed form to med.reception@uea.ac.uk or by post, to Floor 1, Norwich Medical School (MED Building), UEA, Norwich NR4 7TJ. It can be signed by Colin Bryant or Catherine Butcher.
- If you require a campus card, either send a passport photo with your application, or take it to the library about one week after submitting your form.

Usually it takes about one week (much longer in late September) to set up these facilities for you. You may wish to contact the campus card help desk on 01603 592419 or email [campus.card@uea.ac.uk](mailto:campus.card@uea.ac.uk) about one week after applying to see if your account has been set up/your card is ready for collection.

Once you have a UEA user name and password, you can automatically redirect your UEA email to your Trust email accounts, by following the instructions given at the link below: <https://portal.uea.ac.uk/is/online-helpdesk>

NB. We have in place an NNUH PC in the BCRE Lecture theatre, with a simple facility for users to switch the projector connection between the NNUH and the UEA PC.

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## 3. Car Parking Arrangements

Demand for car parking on the University campus often outweighs supply; please explore alternative travel options whenever possible. Norwich Medical School does not have its own car park. You may wish to know it is usually quicker to walk to UEA from NNUH than to drive. If you will be driving to campus on a regular basis, you can apply to the University for a parking permit that gives permission to park on campus, but does not reserve a space. If you are not being personally reimbursed for your teaching you can apply for a non-stipendiary parking permit.

If you only require one-off or occasional parking and are not being personally reimbursed for your teaching, please report to the Security Lodge and state you are teaching for MED; they will issue you a laminated permit and direct you to park on Waveney Road which will be made permanent as a Visitor Permit Parking area only. The Boiler House roof is no longer available for car parking for structural reasons so please allow a few additional minutes to walk from Waveney Road to your teaching space. Please seek guidance from the Security Lodge if this car park is full.

### ***Bob Champion Building teaching***

If you are teaching in the Bob Champion Research and Education Building (BCRE) there is a public car park to the west of the building, but please be advised this is not managed by UEA and is Pay and Display, and can get very full during hospital visiting hours. We regret we are unable to offer access to the BCRC car park for guest lecturers.

An alternative **for UEA Campus Card holders** is the Park and Stride site close to BCRC and NNUH <https://portal.uea.ac.uk/estates/travel-and-transport/by-car>

Complete information about car parking can be found at <https://portal.uea.ac.uk/estates/travel-and-transport/by-car/parking-for-staff>

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## 4. Documents

Please complete and return any forms promptly. Across UEA many Associate Tutor contracts are set up in August/September, so we advise you to complete and return your forms by **no later than Monday 21 August 2017** so that we can try to ensure the contracts are in place for the start of teaching.

Once an Associate Tutor contract is set up, we will send you timesheets and activity forms which need completing each month and sending to Sadie Jones either at [Sadie.Jones@uea.ac.uk](mailto:Sadie.Jones@uea.ac.uk) or by post to Sadie Jones, FMH-FIN, Centrum, Norwich Research Park, Norwich NR4 7UG.

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## 5. Blackboard

### Getting to Blackboard

Blackboard is our Virtual Learning Environment. To access it simply type this into your browser from any computer or mobile device <https://portal.uea.ac.uk>. This will take you to the home page where you can see campus News, University News and announcements, as well as other useful information.

The screenshot shows the top navigation area of the UEA Student and Staff Information Portal. On the left is the UEA logo. To its right is the text 'STUDENT AND STAFF INFORMATION PORTAL'. Further right is a search bar with a magnifying glass icon and the word 'Search'. Below the search bar are five links: 'UEA WEBSITE', 'LEARN', 'RESEARCH', 'EMAIL', and 'LIBRARY'. Below these links is a horizontal menu with eight tabs: 'STUDYING', 'LIVING', 'WORKING', 'HEALTH & WELLBEING', 'HOW DO I', 'CAMPUS LIFE', 'ABOUT UEA', and 'A-Z'. Below the menu is a 'CAMPUS NEWS' section with three orange buttons: 'BLACKBOARD >', 'EVISION >', and 'EMAIL >'.

Across the top of the page (below the search box) you will see 5 links:

- UEA Website – This brings you to the Home page with tabs to News and Events
- Learn – Like the orange Blackboard tab below, this takes you to the MB BS, Cohort and other Blackboard modules you are enrolled on
- Research – This takes you to the page for training, support, information storage and other useful provisions available to researchers at UEA
- Email – This tab will take you to the Webmail logon page
- Library – From here you can sign in and do a Library search.

Below this you can click on the orange boxes to access Blackboard, Evision (for all the academic course information, module enrolment, timetables and advisee information). As mentioned above, the Blackboard Learn tab takes you to MB BS, Cohort and other Blackboard modules you may be enrolled on.

The rest of this guide will go through how to use the Learn (or Blackboard Learn) tab to find out the information you need.

Once you click on the Learn tab you will come to its front page. From here you can access a variety of information. In the middle you will be able to see a large box entitled 'My Modules'. On the right hand side there are links to sources of Blackboard help and information, Library information (including what library resources you currently have linked to your account) and other study skills information you might want to direct students to. On the left there is a link to eVision where you can book rooms and find timetable information (see Section 6 below). Other links go to Office365 and eStream.



**My Modules**

The ‘My Modules’ box contains links to the Blackboard modules you are enrolled on, including MED Staff Information, which contains helpful information about learning outcomes for tutors to incorporate into teaching material and templates for presentations that are suitable for students with an SpLD – templates are in the MED Staff Information content area under General Information. Outcomes are in the individual module handbooks within the PBL Tutors area.

In September 2016 we rolled out wider Blackboard enrolment than you may have had in previous years. This will cover all the MB BS modules, cohort years and Consultation Skills and Themes/SSS. To manage the appearance of this larger number of modules you can go to the Blackboard Help Online link - top right of your Learn page - and look at the ‘Customise your My Modules list’ wiki.

**Cohort Information (Years 4 and 5)**

If you go into one of the cohorts you will see the announcements for that cohort displayed, with some options on the left hand side for detailed information for that cohort. The options are:

- Announcements – this will bring you back to the announcements page
- Details of Specific assessments for that cohort – including exam dates and results
- PBL information and groups
- Clinical relevance sessions
- Other miscellaneous or year-specific content

**Modules**

There is a Blackboard area for each of the MB BS modules.

These are either in ‘**Year Site’ Blackboard modules**, which contain all MB BS modules being delivered in that year (currently for Years 1, 2 and 3 but will also be introduced for subsequent years in due course):

- [2016/17 MB BS Module 09 - Reproduction](#)
- [2016/17 MB BS Module 10 - Growth & Development](#)
- [2016/17 MB BS Module 11 - The Mind and Body](#)
- [2016/17 MB BS Module 12 - Elective](#)
- [2016/17 MB BS Module 13 - Emergency Care](#)
- [2016/17 MB BS Module 14 - Student Assistantship](#)
- [2016/17 MB BS Module 15 - Elective](#)

MED-MBBS-Y01-15E: 2015/16 MB BS 2015 Year 1 Site

2015/16 MB BS 2015 Year 1 Site

- Announcements
- Module handbooks
- Team Members

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**M1 The Human Lifecycle**

- Seminars and lectures - M1
- Primary Care M1
- Secondary Care M1
- Media and revision M1

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**M2 Locomotion**

- Seminars and lectures M2
- Primary care information M2
- Secondary Care Information M2
- Resources & Links M2

The modules are studied by the years as follows:

**Year 1** – Modules 1 and 2 (both modules are in the Blackboard module **MB BS 2017/18 Year 1 Site**)

**Year 2** – Modules 3, 4 and 5 (all of these modules are in the Blackboard module **MB BS 2017/18 Year 2 Site**)

**Year 3** – Modules 6, 7 and 8 (all of these modules are in the Blackboard module **MB BS 2017/18 Year 3 Site**)

**Year 4** – Modules 9, 10 and 11 (all of these modules have their own separate Blackboard module)

**Year 5** – Modules 13 and 14 (both of these modules have their own separate Blackboard module)

NB: All years can view Modules 12 (External Elective) and 15 (Internal Elective) which are now also separate Blackboard modules.

There are some instances where MSc Physician's Associate students will also be in the lecture or seminar but you will be notified in advance when this is the case

**Within each Module menu you can access:**

Module announcements

Module handbook including Situational Judgement Test (SJT scenarios)

PBL cases

Seminars/module lectures – this is where all lecture and seminar notes and presentations are displayed. Within this section the module is divided into the subject areas/weeks and the notes are put into these folders.

Secondary Care information

Primary Care information

Module resources and links

Module team members

Reading list

We hope this guide is useful to you. If you have any problems or queries about using Blackboard please email [med.blackboard@uea.ac.uk](mailto:med.blackboard@uea.ac.uk). In particular, if you have not been enrolled on all the modules you need access to, or if you are not sure which modules you might find useful, please contact them for information and help.

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## 6. Evision

Evision is the area of the UEA portal accessed using your UEA username and password, where you can find your timetable on-line, book a room for a meeting, and view information about modules, courses and students. This is the area you use to submit records of Personal Advisee meetings, view the academic progress of your Advisees, and submit GP and PBL tutor reports.

This link takes you to an on-line training video in how to make the best use of Evision as an academic member of staff

When you log on to [www.portal.uea.ac.uk](http://www.portal.uea.ac.uk), click on the orange link to Evision on the home page

# CAMPUS NEWS

You are then taken to a page that will look like this:

This following link takes you to a screen cast about how to use Evision

<https://utv.uea.ac.uk/View.aspx?id=17051~5b~ssotmwLaQY>

The screen cast is 50 minutes in duration but you can scroll backwards and forwards to relevant sections.

## TEACHING ON THE MB BS – A GUIDE FOR NEW TEACHING STAFF

<b>How will I know if I am teaching on the MB BS</b>	<ol style="list-style-type: none"> <li>1. You will receive an initial teaching invite email from the Elizabeth Fry (EFB) Hub with details of your teaching sessions for the upcoming academic year during the Summer. For some modules you may have had an initial approach from the module lead.</li> <li>2. You will receive a teaching reminder one week before the teaching session</li> </ol>
<b>If I receive an email, what do I have to do?</b>	<p><u>Initial Teaching Invite</u></p> <ol style="list-style-type: none"> <li>1. Check the session is the one you were expecting. The EFB Hub team will have been given information by the module lead so if there is a query please contact your module lead to discuss further</li> <li>2. Check the date and time of the sessions</li> <li>3. Confirm to the Hub that you can attend</li> <li>4. If you are unable to attend <u>you must</u> find an alternative tutor. Due to the nature of the timetable for the MB BS it is not possible to move sessions to accommodate tutor availability. Please speak with the module lead if you are unsure who else to approach.</li> <li>5. Confirm to Hub the details of the alternative tutor</li> </ol> <p><u>From the teaching reminder</u></p> <ol style="list-style-type: none"> <li>6. Note the location - <i>please be aware that your session could be <b>anywhere</b> on campus with the furthest locations being a good 15 minute walk from the MED school or at the Bob Champion Building based on the NNUH site. Please check where you are in advance</i></li> <li>7. Note that you have 50 minutes to present your seminar</li> <li>8. Note that you have to send your seminar/lecture to – <a href="mailto:med.blackboard@uea.ac.uk">med.blackboard@uea.ac.uk</a> prior to the session.</li> </ol>
<b>Will a register be taken?</b>	<p>Not usually for lectures and seminars although spot checks are completed during the year. You will be notified if your session is one that is being spot checked with details of where to pick the register up from.</p> <p>If you would like to take a register at any session then please let the EFB Hub know 5 working days in advance and they will produce a register for you to collect.</p>
<b>I have arrived on the day and forgotten where I am teaching?</b>	<p>There are two places you can find information:</p> <ul style="list-style-type: none"> <li>• MED Reception - all timetables are displayed on the notice boards</li> <li>• EFB Hub (opposite the MED Building) – the reception staff can look up the details for you.</li> </ul> <p><i>Please be aware that the Hub supports courses in many other Schools so the reception will not necessarily be familiar with the detailed format of the MB BS. Please give them as much detail as possible about the module you are teaching on.</i></p>
<b>I have IT issues in a teaching room?</b>	<ul style="list-style-type: none"> <li>• Each room has details of who to contact if there is an issue</li> </ul> <p><i>Please be aware that the administrative staff in the University are not the appropriate people to contact to resolve IT issues and all queries should be made to the relevant stated IT contacts <b>or telephone the IT helpdesk on 01603 592345.</b></i></p>