



# TARGET MEDICINE

## Applying to Target Medicine

### 1. You can apply to Target Medicine either as a Volunteer or in some years as an SSC student

SSC students will be given SSC time off in lieu (TOIL) during SSC blocks, either in your current year or in a future year as appropriate:

- Year 1 students – counts as a double block SSC
- Year 2 students – counts as a first block SSC
- Year 3 BSc students - cannot count as SSC
- Year 4 students (1<sup>st</sup> clinical year) – cannot count as SSC
- Year 5 students (2<sup>nd</sup> clinical year) – counts as an SSC in Year 6 to be taken as TOIL in your post-finals SSC block

### 2. As an SSC student you will complete the following SSC Tasks:

- i. Attend all training sessions, meetings and events that are relevant to your role
- ii. Submit a log of all Target Medicine activities
- iii. Submit a reflective account of your involvement in Target Medicine or equivalent piece of work as agreed with Tutor.

### 3. As a Volunteer you will be expected to be just as reliable and involved as the SSC students. The only difference is that as a Volunteer you will not have to complete the final two SSC Tasks outlined above.

### 4. Some students choose to be involved in Target Medicine for just one year. Others get involved for two or more years and we welcome this e.g. you might participate as an SSC student in one year and as a Volunteer in subsequent years, or vice versa.

### 5. Applying to Target Medicine does not guarantee you a place as this depends on numbers overall. We will, however, accommodate as many volunteers as possible.

### 6. Selection of Team Leaders will be done via shortlist from application forms, followed by interviews. Selection of Team Members will be done from application forms alone. Your application form will only be seen by the Student Leads, Academic Leads and Administrator involved in recruitment and due regard will be given to confidentiality.

### Application deadlines:

- **Returning volunteers** – applications for Team Leader and Team Member roles will be open until the autumn term but please apply as soon as possible to assist with smooth recruitment. This is particularly important for Team Leader applications.
- **New volunteers** – you are welcome to apply now. Please check the sign-up site for application deadlines.

**Team Leader applicants will be offered interviews at a mutually agreed time.**

## Role Descriptors Target Medicine 2014/15

In addition to the student volunteer roles there is a UCLMS staff team that oversees the Project:

**Academic Leads:** Shirley Cupit and Jayne Kavanagh.

**Outreach Lead:** Mel Gardner

**Evaluation Lead:** tbc

**Administrator:** Jeannine Attreed

**Work Experience Lead:** Charlotte Dickens

### Which roles can you apply for?

- From Year 3 onwards students may apply for any of the team roles.
- Year 2 students may apply for Team Member roles. They can also apply for Team Leader roles but only if they have already been involved in Target Medicine in a previous year.
- Year 1 students may apply for Team Member roles.

Appropriate training will be given in order to equip all volunteers with the skills and understanding they need to contribute to and enjoy participating in the project, so the main issue to consider at this point is whether you have the enthusiasm, commitment and reliability the project needs.

It is nevertheless important to match existing skills and interests with the various tasks involved in the successful delivery of the project. We would therefore encourage you to apply for the role(s) that particularly appeal to you and to which you think you can offer appropriate expertise. For instance, if you are thinking about applying for a Team Leader role you should consider whether you have sufficient experience and/or confidence for a leadership role.

As you may not get your first choice of role, do be clear in your application if you would be happy to take on other roles as needed.

### Key Dates

By submitting an application, you are committing yourself to the relevant Mentor Session dates below, with the exception of exam or elective dates.

In addition, you will sign up to assist with at least one of the additional events.

If you have any queries about this please contact the administrator.

### **Volunteer Training, 5.30-7.30pm (2014)**

- Wednesday 22<sup>nd</sup> October – all volunteers
- Wednesday 29<sup>th</sup> October – new volunteers only
- Wednesday 5<sup>th</sup> November – Team Leaders only
- Wednesday 19<sup>th</sup> November – all volunteers (date and time may be subject to change)
- Wednesday 10<sup>th</sup> December – all volunteers

### **Mentor Sessions (2015)**

- Thursday 15<sup>th</sup> January, 6.30-8pm – Introductory session for mentees and parent/carers
- Wednesday 21<sup>st</sup> January, 5.30-7.30pm – Mentor Session 1
- Wednesday 28<sup>th</sup> January, 5.30-7.30pm – Mentor Session 2
- Wednesday 18<sup>th</sup> March, 5.30-7.30pm – Mentor Session 3 (tbc)
- Wednesday 9<sup>th</sup> September, 5.30-7.30pm – Mentor Session 4
- Wednesday 11<sup>th</sup> November, 5.30-7.30pm – Mentor Session 5
- Wednesday 18<sup>th</sup> November, 2-4.30pm and/or 4.30-7pm – Mock Interviews
- Wednesday 26<sup>th</sup> November, 2-4.30pm and/or 4.30-7pm – Mock Interviews
- Wednesday 2<sup>nd</sup> December, 5.30-7.30pm – Mentor Session 6

## **Events (2015)**

- Wednesday 25<sup>th</sup> February, 5.30-7.30pm – Meet the Doctor Event
- Wednesday 25<sup>th</sup> March, 5.30-7.30pm – Outreach Event (tbc)
- Wednesday 22<sup>nd</sup> April, 6-8pm – Professionalism Event
- Wednesday 29<sup>th</sup> April, 5.30-7.30pm – Outreach Event (tbc)
- Wednesday 1<sup>st</sup> July, 5.30-7.30pm – All About UKCAT Event
- Wednesday 8<sup>th</sup> July, 5.30-7.30pm – UKCAT Mock Exam Event
- Wednesday 15<sup>th</sup> July, 6-8pm – Work Experience Briefing Event (tbc)
- Wednesday 30<sup>th</sup> September, 5.30-7.30pm – All About BMAT Event
- Wednesday 7<sup>th</sup> October, 5.30-7.30pm – BMAT Mock Exam Event

## **Person specification:**

### **All members of Target Medicine must be:**

- Enthusiastic and passionate about the ethos of Target Medicine
- Dedicated to Target Medicine
- Hard working
- Reliable and punctual
- Willing and able to be a team player

### **Depending on specific roles you will also need some or all of the following:**

- The ability to lead and to facilitate others
- Good interpersonal skills
  - Written and/or verbal communication
  - Presentation
  - Constructive feedback
  - Meeting participation
  - Peer support
  - Assertiveness and negotiation
- Good organisational skills
- Administrative skills (e.g. using email, Microsoft Office)

**Please feel free to get in touch if you have any questions for us before you decide whether to proceed with your application [targetmedicine@ucl.ac.uk](mailto:targetmedicine@ucl.ac.uk)**

**The Lead Students and Team Leaders need:**

- The ability to lead and to facilitate others, both individually and in groups
- The capacity to work cooperatively and under own initiative as appropriate
- Excellent interpersonal skills
  - Oral and written communication
  - Constructive feedback
  - Assertiveness and negotiation
- Capacity to participate productively in meetings
- Very good organisational skills
- Administrative skills
  - Using email, Microsoft Office
  - Ability to work to deadlines
  - Collaboration in evaluation processes

**Mentor Team Leader Role (*Years 3 - 5 students or Year 2 students with previous Target Medicine experience*)**

- Leads team in UCL to deliver 6 mentoring sessions over the course of the year.
- Attends UCL training + planning meetings with team.
- Supports Team Members.
- Takes on a mentoring role with 4 – 5 students.
- Undertakes monitoring and evaluation of sessions.
- Liaises primarily with Student Leads and Team Members.
- Participates in other UCL events as needed.

**Mentor Team Member Role (*Years 1 – 5*)**

- Participates in Mentor Team to deliver 6 mentoring sessions over the course of the year.
- Participates in some other UCL events as needed.
- Attends UCL training + planning meetings with team.
- Supports peers.
- Takes on a mentoring role with 4 - 5 students.
- Participates in monitoring and evaluation of sessions.
- Liaises primarily with Team Leader and other Team Members.