



Applying to Target Medicine

1. You can apply to Target Medicine as a Volunteer in Years 1, 2, 3, 4 or 5. In Years 1 & 2 you can choose to apply as an SSC student if you wish and by doing so you will commit yourself to continue as a Volunteer until December 2017 once the SSC part has finished.

SSC students will be given SSC time off in lieu (TOIL) during SSC blocks, as follows:

- Year 1 students – counts as a double block SSC
- Year 2 students – counts as a first block SSC

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 SSC written 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 at mutually agreed times.

7. Selection of Team Members will be done from application forms alone.

8. 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:

• Team Leader Applications:

- Y4 & Y5 please apply by 10am on Wednesday 14th September
- Y2 & 3 please apply by 10am on Monday 3rd October

• Y2 SSC applications – please apply directly to Target Medicine by 5pm on Thursday October 6th. This is so that we can process your application before the Medical School SSC deadline.

• All other volunteer applications and Y1 SSC applications please apply by 5pm on Sunday October 9th.

Roles in Target Medicine 2016/17

A UCLMS staff team oversees the Project:

Academic Leads: Shirley Cupit and Jayne Kavanagh

Project Co-ordinator: Jeannine Attreed

Medical Student Roles

Student Lead: Anxhela Gradeci and Deputy Lead: tbc

Working closely with the staff team, these students will ensure the smooth running of the project. They will play a key part in recruitment, training and ongoing support of mentors and in the delivery of teaching and support to mentees. They are always recruited from experienced Target Medicine volunteers.

Mentor Team Leader (*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 and provide consistent mentoring support in between sessions.
- Participates in other UCL events as needed.
- Attends UCL training + planning meetings with team.
- Supports Team Members.
- Takes on a mentoring role with 4 – 5 students.
- Contributes to periodic Team Bulletin for mentees.
- Undertakes monitoring and evaluation of sessions.
- Liaises primarily with Student Leads and Team Members.

Mentor Team Member (*Years 1 – 5*)

- Participates in Mentor Team to deliver 6 mentoring sessions over the course of the year and provide consistent mentoring support in between sessions.
- 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.
- Contributes to periodic Team Bulletin for mentees.
- Participates in monitoring and evaluation of sessions.
- Liaises primarily with Team Leader and other Team Members.

Which roles can you apply for?

- Year 3, 4 and 5 students may apply for either of the Mentor 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 Year 1.
- Year 1 students may apply for the Team Member role only.

Appropriate training will be given 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 that particularly appeals 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.

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

The Lead Students and Mentor Team Leaders should have:

- 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
 - Presentation
 - 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 Members should have:

- Good interpersonal skills
 - Written and/or verbal communication
 - Presentation
 - Constructive feedback
 - Team participation
 - Peer support
 - Assertiveness and negotiation
- Good organisational skills
- Administrative skills (e.g. using email, Microsoft Office)

Key Dates

By submitting an application you are committing yourself to the relevant dates below, with the exception of any that coincide with exam or elective dates. **Additional team meeting dates will be agreed within your team.** In addition to attending training and all Mentoring Session dates, you will be expected to assist with at least one of the UCL events.

Volunteer Training (2016) 5.30 - 7.30pm – these start/finish times to be confirmed

1. Wednesday 19th October – all volunteers
2. Wednesday 26th October – new volunteers and Team Leaders only
3. Wednesday 2nd November – Team Leaders only
4. Wednesday 16th, 23rd or 30th November – all volunteers will have training in their teams with their Team Leader on one of these dates (date and time may be subject to change)
5. Wednesday 14th December – all volunteers

Mentoring Sessions (2017): all Volunteers for sessions 2 - 7

- Wednesday 11th January, 6.30-8pm – Mentor Session 1: Introductory session for mentees and parent/carers (**only Team Leaders need attend**)

- Wednesday 25th January, 5.30-7.30pm – Mentor Session 2
- Wednesday 1st February, 5.30-7.30pm – Mentor Session 3
- Wednesday 15th March, 5.30-7.30pm – Mentor Session 4
- Wednesday 13th September, 5.30-7.30pm – Mentor Session 5
- Wednesday 8th November, 5.30-7.30pm – Mentor Session 6
- Wednesday 15th November, 2-4.30pm and/or 4.30-7pm – Mock Interviews
- Wednesday 22nd November, 2-4.30pm and/or 4.30-7pm – Mock Interviews
- Wednesday 29th November, 5.30-7.30pm – Mentor Session 7

UCL Events (2016): Volunteers will be asked to help with at least one of these events

- Wednesday 15th February, 5.30-7.30pm – Outreach Event at UCL (tbc)
- Wednesday 1st March, 5.30-7.30pm – Meet the Doctor Event
- Wednesday 19th April, 5.30-7.30pm – Outreach Event at UCL (tbc)
- Wednesday 21st June, 5.30-7.30pm – All About UKCAT Event
- Wednesday 28th June, 5.30-7.30pm – UKCAT Mock Exam Event
- Wednesday 23rd August (time tbc) – Post results drop-in
- Wednesday 27th September, 5.30-7.30pm – All About BMAT Event
- Wednesday 4th October, 5.30-7.30pm – BMAT Mock Exam

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