



## Diploma MSc Tutor

### Learna "Vision, Mission and Objectives"

#### Vision

Enrich the life (and career) of international health care professionals. Creating leaders in the community.

#### Mission

Delivering high quality flexible medical education across a range of health care professionals; Promoting lifelong learning and personal development.

#### Objectives

1. Drive Student numbers
2. Increase efficiency
3. Develop community/be customer centric
4. Develop and deliver quality medical education content
5. Being innovative

## Job Description

### Modules

Tutors will :

- be available for at least 1 module a year.
- Indicate availability for tutoring when requested by admin team.

### Expectations for Tutor Engagement on a Module:

#### Time commitment guide

- 30 minutes each weekday
- 2-3 hours on a weekend

#### Module commitment

Tutors will:

- Keep up to date with recent guidelines and current subject knowledge and contribute to the maintenance and development of the module.
- Work with the Course Director to develop the quality of the module.
- Monitor student work, for good practice (e.g. critical analysis) poor practice (e.g. cutting and pasting) and academic infringements (e.g. plagiarism) using Turn-it-In to assist where necessary.

#### PGDip and MSc module 1

Tutors will:

- Contribute to the portfolio weekly
- Guide the case discussion as often as possible – at least every other day
- Monitor group activity every few days
- Mark group work within 5 working days after module has been completed
- Double mark two students from one other group
- Write 2/3 new questions (BoF and Long Stem) for each module they are tutoring on and submit to the Course Director prior to being added to the question bank.

#### MSc Project

Tutors will:

Learna Ltd.

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- Contribute to the portfolio weekly
- `Mark professional projects within 20 working days

### Course development

As ambassadors, the course tutors will take all opportunities to promote the quality of the course and trying to recruit;

- Ambassadors
- Students
- Other tutors

Occasionally, tutors will have a new “Shadowing tutor”, shadowing their group activity for a module. On these occasions, the tutor will be contacted with information about this tutor and will be expected to support and provide feedback to the Shadowing tutor and to the Diploma MSc team.

### Contacts

You will have the full support from the admin team and we would appreciate your co-operation when asked for information.

- Katie Lowe, Diploma MSc Lead – [klowe@diploma-msc.com](mailto:klowe@diploma-msc.com)
- Dr Ruth Davis, Academic Director – [ruthedavis@aol.com](mailto:ruthedavis@aol.com)
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