



Target Medicine Mentor Scheme Application Guidance 2023-24

1. Target Medicine Mentor Scheme (TMMS) will run primarily in-person at UCL Bloomsbury Campus, with some virtual events. In the event key changes are made to the academic calendar, we will adapt the Mentor Scheme to ensure it runs effectively online, or adopt a blended approach.
2. You can apply to become a Target Medicine Mentor in Years 1, 2, 3, 4 or 5, and a Target Medicine Team Leader in Years 2, 3, 4 or 5.
3. You can choose to be involved in Target Medicine for just one year, or more. We welcome continuity and prioritise returning volunteers.
4. 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.
5. Selection of Team Leaders will be done via shortlist from application forms, followed by interviews on Wednesday 4th October (Year 4 and 5) and Wednesday 11th October (Year 2 and 3).
6. Selection of Team Members will be done from application forms alone.
7. Your application form will only be seen by the TM Leadership Team which comprises the Target Medicine Manager, Student Lead, Deputy Student Leads, and Academic Lead. Due regard will be given to confidentiality.
8. This is an unpaid voluntary role, including attendance at all training and mentoring sessions. However, an hourly rate of pay will be made for working on TM Events, and you will be given priority for other paid UCLMS or Target Medicine opportunities (including Taster Days, UCLMS Open Days and school/college visits).
9. Dates of all 2023/24 Mentoring Scheme training, mentor sessions and event dates are provided below.
10. Attendance to mentor sessions and team preparation for sessions is mandatory, so please ensure you can commit to all **mentor session** dates listed below. Team preparation dates and times will be decided within your team.
11. **Large event** and all volunteers will have the opportunity to apply for these paid roles throughout the year.

Roles in Target Medicine 2023-24

The following team of UCL Medical School staff oversees Target Medicine:

Manager: Rupa Lakhani

Academic Lead: Tina Nyazika

The following Medical Students will lead the Mentoring Scheme for 2023/24:

Student Lead: TBC

Deputy Leads: TBC

Working closely with the staff team, these students will ensure the smooth running of the scheme

All members of Target Medicine must be:

- Enthusiastic and passionate about widening participation into higher education and medicine
- A team player
- Dedicated to making Target Medicine a success
- Hard working
- Reliable and punctual
- Adaptable to changing circumstances
- Committed

Team Mentors should have:

- Excellent interpersonal, oral and written communication skills
- Presentation skills
- Ability to provide constructive feedback
- Commitment to teamwork
- Assertiveness
- Good organisational skills
- x Good administrative skills (e.g. using email, Microsoft Office)

Team Leaders should have:

Team Leaders Q000008871 0 595.32 810e0 2078-595ta41.92 reW* nBT/F2 11.04 Tf1 0 0 1 183.89 547.15 Tr

| Date/Month (2024) | Task | Event organisers |
|----------------------------------|---|--|
| Weds 12 June 17.00 20.00 | Large Event: All about the UCAT | SL, DSL in collaboration with Ambassadors who apply to work on the event |
| Weds 19 June 17.00 20.00 | Large Event: UCAT Mock (followed by marking of transcripts) | SL, DSL in collaboration with Ambassadors who apply to work on the event |
| June | Design and co-ordinate Bulletin | AL, TMM, SL, DSL in collaboration with TLs |
| Weds 3 July | Work Experience Day RFH (TBC) | TMM in collaboration with Ambassadors who apply to work on the event |
| Fri 5 July | Work Experience Day RFH (TBC) | TMM in collaboration with Ambassadors who apply to work on the event |
| Weds 10 July 17.00 20.00 | Large Event: Admissions and Student Finance | TMM |
| Weds 2 August | Large Event: All about BMAT & mock exam | SL, DSL in collaboration with Volunteers who sign up for the event |
| Wed 21 August | Drop-in day | SL, DSL in collaboration with Ambassadors who apply to work on the event |
| August | Design and co-ordinate Bulletin | AL, TMM, SL, DSL in collaboration with TLs |
| Weds 18 September 17.00 20.00 | Mentor Session 5 delivered by Mentor Teams | TL (materials provided by AL, SL, DSL and TMM. SL & DSL provide floating support on the day) |
| Wed 30 October 17.00 20.00 | Mentor Session 6 delivered by Mentor Teams | TL (materials provided by AL, SL, DSL and TMM. SL & DSL provide floating support on the day) |
| October | Design and co-ordinate Bulletin | AL, TMM, SL, DSL in collaboration with TLs |
| Weds 6 November 15.00 20.30 | Large Event: Mock Interviews delivered by mentor teams 1-6 | TMM + SL/DSL + Target Medicine volunteers |
| Weds 13 November 15.00 20.30 | Large Event: Mock Interviews delivered by mentor teams 7-12 | TMM + SL/DSL + Target Medicine volunteers |
| Weds 27 November 17.00 20.00 | Mentor Session 7 delivered by Mentor Teams Followed by Social event for All volunteers | TL (materials provided by AL, SL, DSL and TMM. SL & DSL provide floating support on the day) |
| December | End of year feedback Session with Team Leaders | TMM, SL, DSL |

*Inclusive of 17th April, Team Leaders will have 2- are fully supported.

Staff or Student Leads to ensure they

*We are aware that a 5pm start for mentor sessions may clash with some sporting/extracurricular commitments. The sessions start promptly at 5.30pm but we ask mentors to arrive at 5pm to set up the presentation, register and greet students as they arrive. Please let us know in your application if you foresee a potential clash and we can accommodate this at the discretion of the leadership team and your team leader. **For any questions or concerns, please contact us at targetmedicine@ucl.ac.uk**