

GRADUATE SCHOOL OF MEDICINE

POSITION DESCRIPTION

(In addition to the Position Classification Standards)

Academic Staff Position #112

Position Title: Lecturer: Medical Sciences
 Level: Level B
 Load: 1.0 FTE
 Duration/Type: Continuing
 Faculty: Graduate School of Medicine
 Location: Shoalhaven and Wollongong Campuses

Primary Purpose of the Position:

This role is responsible for developing and delivering learning activities and course material designed to foster student learning of Medical Sciences throughout the four years of the integrated MBBS degree course. The lecturer will have broad experience in the basic biomedical sciences and be able to teach in several areas.

Position Environment:

The Graduate School of Medicine (GSM) is committed to quality outcomes delivered via a sustainable model where development and innovation are key elements of all that we do.

As a new school, the GSM offers a supportive environment in which teamwork underpins the development and delivery of the new MBBS degree. The GSM aims to graduate excellent medical practitioners with a commitment to patient-centred, evidence-based, reflective and cost-effective medical practice, who have the capacity and desire to contribute to the enhancement of health care for persons in all geographic settings, but particularly in regional, rural and remote communities. The medical curriculum covers a diversity of content, encompassing biological and social sciences, clinical medicine, law, ethics, research and critical analysis, and personal and professional development. This provides a variety of opportunities for involvement in curriculum delivery for teaching staff working alone and in interdisciplinary teams. The GSM operates primarily on two campuses, located in Wollongong and Shoalhaven, as well as in numerous rural sites throughout NSW. Curriculum is delivered equitably in an integrated fashion to this geographically distributed environment.

Major Responsibilities & Outcomes:

Responsibilities	Outcome	Office Use Only
<p>1. Contribute to the ongoing development, documentation and revision of curriculum materials to ensure medical sciences knowledge is appropriately integrated throughout the 4-year curriculum.</p> <p>Take a lead role in the coordination and teaching of a section of the curriculum that focuses on the medical sciences.</p> <p>Contribute to the ongoing development of curriculum materials underpinning the scientific basis of medicine.</p> <p>Function as an instructor in a laboratory setting, as required.</p> <p>Function as a group facilitator for the Case-Based Learning Activities, both in small group and large-group sessions.</p>	<p>To ensure the medical sciences are appropriately represented and integrated into the MBBS curriculum.</p> <p>Learning Activities that foster student learning of medical sciences are vertically and horizontally linked to other components of the MBBS curriculum and developed in a timely, efficient and effective manner.</p> <p>To develop and deliver Learning Activities that foster student learning of the scientific basis of medicine in the various delivery formats utilised by the MBBS curriculum.</p>	
<p>2. Participate as a member of GSM committees for curriculum development and review as requested by the Academic Leader: Medical Sciences when required, and undertake other duties at the direction of the Dean and /or the Associate Dean: Learning and Teaching.</p>	<p>Medical Sciences has appropriate governance representation and all responsibilities are met by staff.</p>	
<p>3. Develop and implement formative and summative assessment instruments/activities and participate in their marking and grading. Provide remedial learning activities on medical sciences principles/topics as required.</p>	<p>To ensure a fair and effective assessment reflecting the learning outcomes of the curriculum.</p> <p>Students have opportunities to engage in remedial activities to help them overcome learning difficulties.</p>	
<p>4. To engage in the ongoing quality assurance and evaluation of the curriculum.</p>	<p>To ensure a high standard of the curriculum and incorporation of student feedback.</p>	
<p>5. Contribute to the GSM's research and scholarship strategy in relation to medical sciences through professional engagement and publications.</p>	<p>To contribute to the research profile of the GSM and the University.</p>	
<p>6. Participation in community outreach and professional services.</p>	<p>To contribute to the community outreach profile of the GSM and the University.</p>	
<p>7. Observe principles and practices of Equal Employment Opportunity.</p>	<p>To ensure fair treatment in the workplace.</p>	
<p>8. Have WH&S responsibilities, accountabilities and authorities as outlined in the OHS Roles and Responsibilities Document.</p>	<p>To ensure a safe working environment for self & others.</p>	

Reporting Relationships:

Position Reports to:	Academic Leader: Medical Sciences
This position supervises the following:	Nil
Other Key Contacts:	GSM Dean Academic Staff: Learning & Teaching Phase Committee Chairs Curriculum Manager Professional Staff: Learning & Teaching

Key Relationships:

Contact/Organisation:

GSM Dean
Associate Dean: Learning & Teaching
Academic Leader: Medical Sciences
Academic Staff: Learning & Teaching
Phase Committee Chairs
Curriculum Manager
Professional Staff: Learning & Teaching

Frequency of contact:

As Required
As Required
Regular
Regular
As Required
As Required
As Required

Key Challenges:

1. To ensure that the medical sciences are appropriately integrated into the 4-year GSM MBBS curriculum.
2. To ensure the curriculum support materials address the medical sciences knowledge, skills and behaviour that students are required to master.
3. To ensure the assessment activities have an appropriate emphasis and methods to assess the medical sciences learning outcomes of the MBBS curriculum.
4. To ensure the MBBS curriculum is delivered in a manner that is consistent with its stated objectives.

Selection Criteria: Knowledge & Skills

Essential:

- Demonstrated expertise in an area of biomedical science.
- Demonstrated expertise in a variety of teaching formats within a university environment.
- Demonstration of successful teamwork that fosters a collegial approach.
- Demonstrated ability in research in a field of medical sciences or medical education.
- Strong interpersonal skills, and well-developed written communication skills.
- The ability to motivate students.
- Demonstrated commitment to the personal, professional and academic development of students.

Desirable:

- Demonstrated expertise in microbiology.
- Demonstrated expertise in another aspect of biomedical sciences.
- Ability to establish research collaborations within existing research directions of the GSM.

Selection Criteria: Education & Experience

Essential:

- PhD degree in a biomedical or a related discipline.

Desirable:

- Evidence of academic scholarship.

Selection Criteria: Personal Attributes

Essential:

- Demonstrated understanding of and enthusiasm for the mission and the curriculum of the GSM.
- A personal commitment to quality medical teaching.

Special Job Requirements:

The occupant of this position will be required to complete an annual Performance Enhancement and Career Development Record with biannual reviews together with the Academic Leader: Medical Sciences.

The appointee may be required to travel to confer with other GSM staff or attend meetings at other GSM locations.

This position is significantly based at the Shoalhaven campus and will be required to contribute to medical science teaching from Shoalhaven campus, including Case-Based Learning tutorials in Shoalhaven.

Organizational Chart: #112

Available on request.

Approval:

Approval by Head of Unit: _____ Date: _____

Approved by Personnel: _____ Date: _____



POSITION CLASSIFICATION STANDARD - Teaching and Research

Level: B
Title: Lecturer

Description

A position classification standard describes the broad categories of responsibility attached to academic staff at different levels. The standards are not exhaustive of all tasks in academic employment, which is by its nature multi-skilled and involves an overlap of duties between levels. **Therefore the standards should not be applied mechanistically. Quality of performance is the principal factor governing level of appointment of individuals, and a broadly-worded skill base is set out for each level.**

All levels of academic staff can expect to make a contribution to a diversity of functions within their institutions. Such functions include teaching research participation in professional activities and participation in the academic planning and governance of the institution. The balance of functions will vary according to level and position and over time.

- General Standard
- Specific Duties
- Skill Base

General Standard

A Level B academic is expected to make contributions to the teaching effort of the institution and to carry out activities to maintain and develop her/his scholarly, research and/or professional activities relevant to the profession or discipline.

Specific Duties

Specific duties required of a Level B academic may include

- The conduct of tutorials, practical classes, demonstrations, workshops, student field excursions, clinical sessions and studio sessions.
- Initiation and development of subject material.
- Acting as subject coordinators.
- The preparation and delivery of lectures and seminars.
- Supervision of the program of study of honours students or of postgraduate students engaged in course work.
- Supervision of major honours or postgraduate research projects.
- The conduct of research.
- Involvement in professional activity.
- Development of course material with appropriate advice from and support of more senior staff
- Marking and assessment.
- Consultation with students.
- A range of administrative functions the majority of which are connected with the subjects in which the academic teaches.
- Attendance at departmental and/or faculty meetings and/or membership of a number of committees.

Skill Base

A Level B academic shall have qualifications and/or experience recognised by the institution as appropriate for the relevant discipline area. In many cases a position at this level will require a doctoral or masters qualification or equivalent accreditation and standing. In determining experience relative to qualifications, regard is had to teaching experience, experience in research, experience outside tertiary education, creative achievement, professional contributions and/or to technical achievement.