

GRADUATE SCHOOL OF MEDICINE

POSITION DESCRIPTION

(In addition to the Position Classification Standards)

Academic Staff Position #89

Position Title: Lecturer / Senior Lecturer: Clinical Skills
 Level: Level B / C
 Load: 1.0 FTE (Or 0.5 FTE x 2)
 Duration/Type: Continuing
 Faculty: Graduate School of Medicine
 Location: Wollongong Campus

Primary Purpose of the Position:

This position is responsible for assisting the Academic Leader: Clinical Skills by contributing to the development of teaching and learning experiences that contribute to the acquisition of clinical skills and competencies. The lecturer will be involved in the development and delivery of clinical skills activities, including facilitating small group teaching and learning, participating in formative and summative assessment of students, and contributing to research and course evaluation.

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
1. Delivery of Clinical Skills Activities at the Wollongong or Shoalhaven campus. 2. Development of learning activities that facilitate the acquisition of clinical competencies in students. 3. Facilitating small group teaching and learning in clinical skills 4. Fostering the personal, professional and academic development of medical students. 5. Contribute to the formative and summative assessment of students.	To ensure that the Clinical Skills curriculum is delivered in an effective and efficient manner to achieve the objectives of the MBBS degree.	
6. Communication and collaboration with the Academic Leader: Clinical Skills, Clinical Skills staff including clinical tutors, Volunteer Coordinators, Manager, Clinical Skills and clinical skills technical and administrative staff.	To ensure clear understanding of individual and shared roles and responsibilities across the CS Team.	
7. Assisting in the evaluation of clinical skills activities in accordance with the GSM Quality Assurance and Evaluation Plan.	To participate in continuous quality improvement.	
8. Contribute to the GSM's research and scholarship strategy in relation to clinical education through professional engagement and publications.	To contribute to the research profile of the school and the University	
9. Perform other duties as required by the Dean of the GSM.	To contribute to teamwork ethos of the GSM.	
10. Observe principles and practices of Equal Employment Opportunity.	To ensure fair treatment in the workplace.	
11. Have WH&S responsibilities, accountabilities and authorities as outlined in the <u>OHS Roles and Responsibilities Document</u> .	To ensure a safe working environment for self & others.	

Reporting Relationships:

Position Reports to:	Academic Leader: Clinical Skills
The position supervises the following:	Nil
Other Key Contacts:	GSM Dean Academic Staff: Clinical Skills Manager: Clinical Skills Academic Staff: Teaching Hospitals & Specialist Tutors Phase Chairs Professional Staff: Teaching Hospitals

Key Relationships:

Contact/Organisation:

GSM Dean
Associate Dean: Teaching Hospitals
Academic Leader: Clinical Skills
Academic Staff: Clinical Skills
Manager: Clinical Skills
Academic Staff: Teaching Hospitals & Specialist Tutors
Phase Chairs
Professional Staff: Teaching Hospitals

Frequency of contact:

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

Key Challenges:

1. Design and develop clinical skill learning and assessment activities so as to achieve an MBBS curriculum and competency assessments that are international best practice.
2. Establish and maintain relationships with colleagues in Wollongong and Shoalhaven campuses to ensure that equity is achieved through equivalence of the curriculum.
3. Develop and maintain learning activities involving clinical simulations.

Selection Criteria: Knowledge & Skills

Essential:

- Knowledge of clinical practice and understanding of the clinical competencies required for the practice of medicine.
- Demonstrated commitment, enthusiasm and advocacy to the personal, professional and academic development of medical or other health professional students.
- Strong organisational skills.
- Strong record in teamwork.

Desirable:

- Demonstrated experience and/or interest in clinical simulations.

Selection Criteria: Education & Experience

Essential:

- University degree or equivalent in Medicine.
- Experience of working in a team and the ability to work with a range of health professionals towards a common goal.
- Unrestricted registration as a medical practitioner within Australia and New Zealand or eligibility for the same.
- Experience in education, training and /or curriculum development.

Desirable:

- Interest and ability to engage in clinical education research.

Selection Criteria: Personal Attributes

Essential:

- Demonstrated understanding of and enthusiasm for the mission and the curriculum of the GSM.
- Flexible approach to the achievement of work outcomes in a rapidly changing environment.

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: Clinical Skills.

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

Organizational Chart: #89

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.



POSITION CLASSIFICATION STANDARD - Teaching and Research

Level: C

Title: Senior 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 C academic is expected to make significant contributions to the teaching effort of a department, school, faculty or other organisational unit or an interdisciplinary area. An academic at this level is also expected to play a major role in scholarship, research and/or professional activities.

Specific Duties

Specific duties required of a Level C academic may include

- The conduct of tutorials, practical classes, demonstrations, workshops, student field excursions, clinical sessions and studio sessions.
- Initiation and development of course material.
- Course co-ordination
- The preparation and delivery of lectures and seminars.
- Supervision of major honours or postgraduate research projects.
- Supervision of the program of study of honours students and of postgraduate students engaged in course work.
- The conduct of research.
- Significant role in major research projects, including, where appropriate, leadership of a research team.
- Involvement in professional activity.
- Consultation with students.
- Broad administrative functions.
- Marking and assessment.
- Attendance at departmental and/or faculty meetings and a major role in planning or committee work.

Skill Base

A Level C academic will normally have advanced qualifications and/or recognised significant experience in the relevant discipline area. A position at this level will normally require a doctoral qualification or equivalent accreditation and standing. In determining experience relative to qualifications, regard shall be had to teaching experience, experience in research, experience outside tertiary education, creative achievement, professional contributions and/or to technical achievement. In addition a position at this level will normally require a record of demonstrable scholarly and professional achievement in the relevant discipline area.