



GRADUATE SCHOOL OF MEDICINE

POSITION DESCRIPTION

(In addition to the Position Classification Standards)

Academic Staff Position #126

Position Title: Senior Lecturer / Associate Professor: Medicine

Level: Level C/ D

Load: 1.0 FTE

Duration/Type: Continuing

Faculty: Graduate School of Medicine

Location: Wollongong Campus and Illawarra Shoalhaven Local Health District (ISLHD)

Primary Purpose of the Position:

This position is responsible for participation in development and delivery of the MBBS curriculum of the GSM. This will require a mixed clinical and academic practice allowing for clinical teaching and for participation in all committees and activities required to develop, revise, deliver and maintain the MBBS and, when appropriate, assist with programs of other faculties or schools of UOW.

Other responsibilities will include:

1. Participation in the General Medicine (+/- Sub specialty) roster as required by clinical participation within the hospitals of the ISLHD.
2. Specialist medical clinical practice at a level commensurate with appointment as a specialist clinical academic at UOW and within the UOW teaching hospitals of the ISLHD.
3. Contributing to the development and implementation of medical research and education research in the GSM, in other organisations within the UOW especially the Illawarra Health and Medical Research Institute (IHMRI) and in the teaching hospitals and other health care facilities of the ISLHD.

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. Specialist Clinical Services Lead development of clinical service, teaching and research in the medical specialty to which appointed within the ISLHD.</p>	<p>Delivery of clinical services and service development at a level commensurate with appointment to UOW teaching hospitals of the ISLHD.</p>	
<p>2. Undergraduate Education Develop and facilitate education programs, activities and resources appropriate to all phases of the MBBS.</p> <p>Postgraduate Education Develop and facilitate education programs, activities and resources appropriate to the JMO, registrar and advance trainee education and training programs in the UOW teaching hospitals of the ISLHD.</p>	<p>To ensure the GSM curriculum reflects the advances in knowledge, skills and personal attributes appropriate for newly qualified doctors.</p> <p>To assist in the development of the ISLHD post graduate school of clinical training.</p>	
<p>3. Undergraduate Quality Assurance and Research Work with the Dean of the GSM, Professor of Medicine and other academics of the GSM and in committees and working groups of the GSM to develop and manage the tuition, assessment and research program of the GSM and ISLHD.</p> <p>Postgraduate Quality Assurance and Research Within the UOW/ISLHD teaching hospitals lead research and quality assurance in clinical service delivery, teaching and training.</p> <p>Contribute to the development of clinical, laboratory and education research programs, including supervision of higher degree research students in the GSM, IHMRI or other faculties or schools of the UOW.</p> <p>Contribute to the GSM's research and scholarship strategy in relation to clinical education through professional engagement, presentations and publications in relevant journals.</p>	<p>To ensure the GSM delivers a quality curriculum to its students, and that assessment activities reflect the curriculum and its associated learning outcomes.</p> <p>The GSM maintains national recognition for excellence and achieves international recognition in the area of medical education research.</p>	
<p>4. Undertake other duties at the direction of the Dean.</p>	<p>All responsibilities are met by staff.</p>	
<p>5. Observe principles and practices of Equal Employment Opportunity.</p>	<p>To ensure fair treatment in the workplace.</p>	
<p>6. 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:	Associate Dean: Teaching Hospitals
This Position Supervises the Following:	Nil
Other Key Contacts:	GSM Dean Regional Hospital Academic Leader: Illawarra Hospitals Head of Appropriate Clinical Department ISLHD Academic Staff: Teaching Hospitals Academic Leaders of Themes and Phases Curriculum Manager Manager: Clinical Placements Professional Staff: Teaching Hospitals

Key Relationships:

Contact/Organisation:

GSM Dean
Associate Dean: Teaching Hospitals
Regional Hospital Academic Leader: Illawarra Hospitals
Head of Appropriate Clinical Department ISLHD
Academic Staff: Teaching Hospitals
Academic Leaders of Themes and Phases
Curriculum Manager
Manager: Clinical Placements
Professional Staff: Teaching Hospitals

Frequency of contact:

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

Key Challenges:

1. Within a developing health service network, foster clinical practice, clinical organisation and service delivery, and undergraduate and post-graduate teaching and training appropriate to a university teaching hospital.
2. Foster development of programs of clinical, non-clinical and educational research in the teaching hospitals and health care facilities of the ISLHD and UOW including campus based facilities and regional facilities servicing the dispersed teaching sites involved in delivery of all phases of UOW's GSM MBBS program.
3. Be an ambassador for UOW, the GSM, the GSM MBBS program and ISLHD.

Selection Criteria: Knowledge & Skills

Essential:

- Specialist qualifications accredited by the RACP in a discipline of medicine relevant to the current service delivery profile of the teaching hospitals of the ISLHD hospitals.
- Demonstrated high level expertise within that medical speciality.
- Demonstrated commitment to and ability to develop and deliver undergraduate and post-graduate clinical education and training.
- Well-developed, effective interpersonal and communication skills.
- Demonstrated ability to work in a team environment.
- Ability to motivate and engender team work.
- Demonstrated ability to facilitate large and small group learning activities.

Desirable:

- Subspecialty interest in one of the following: microbiology/infectious diseases, endocrinology, respiratory medicine, clinical pharmacology, rural medicine.
- Demonstrated understanding of the educational theory, methods and research relevant to the delivery of education in face-to-face and technological environments.
- A demonstrated research profile.

Selection Criteria: Education & Experience

Essential:

- Undergraduate medical degree (MBBS or equivalent) qualifying the candidate for medical registration in Australia.
- FRACP or equivalent acceptable to the RACP, Medical Board of Australia Specialist Registration and the Clinical Privileges and Credentialing Committees of the teaching hospitals and health care facilities of the ISLHD.

Desirable:

- Post-graduate degree such as PhD or MD, completed or nearing completion in a relevant discipline.
- Post-graduate qualification in higher education teaching (E.g., Med) or other teaching qualification.
- Demonstrated ability in developing and implementing research and research supervision in medicine or a related scientific and/or educational field.

Selection Criteria: Personal Attributes

Essential:

- Demonstrated understanding of and enthusiasm for the mission and the curriculum of the GSM.
- A personal commitment to the delivery of clinical services of high quality and to medical education.

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 GSM Associate Dean: Teaching Hospitals.

Position is based at Wollongong Hospital campus but will be required to travel to and work at Wollongong and Shoalhaven campuses as well as the distributed rural locations serving the UOW GSM MBBS programme.

Organizational Chart: #126

Available on request.

Approval:

Approval by Head of Unit: _____ Date: _____

Approved by Personnel: _____ Date: _____



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.



POSITION CLASSIFICATION STANDARD - Teaching and Research

Level: D

Title: Associate Professor

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 D academic is expected to make a significant contribution to all activities of the organisational unit or interdisciplinary area and play a significant role within their profession or discipline. Academics at this level may be appointed in recognition of distinction in their disciplinary area.

Specific Duties

Specific duties required of a level D academic may include

- The conduct of tutorials, practical classes, demonstrations, workshops, student field excursions, clinical sessions and studio sessions .
- The development of and responsibility for curriculum/programmers of study.
- 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, including, where appropriate, leadership of a major research team.
- Significant contribution to the profession, and/or discipline.
- High level administrative functions.
- Consultation with students.
- Marking and assessment.
- Attendance at departmental and faculty meetings.

Skill Base

A Level D academic will normally have the same skill base as a Level C academic. In addition there is a requirement for academic excellence which may be evidenced by an outstanding contribution to teaching and/or research and/or the profession.