

GSM POSITION DESCRIPTION

Position Title:	Lecturer/Senior Lecturer: Clinical Skills
Level:	Level B – Lecturer or Level C – Senior Lecturer
Duration /Type	Continuing Appointment
Faculty:	Graduate School of Medicine (GSM)
Load:	0.6 FTE
Location:	The Shoalhaven Campus

Primary Purpose of the Position:

This position contributes to the development and delivery of teaching and learning experiences for students that develop their acquisition of clinical skills and competencies. The Lecturer/Senior Lecturer will work with a team that ensures the development and delivery of all 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 12 rural sites throughout NSW. Curriculum is delivered equitably in an integrated fashion to this geographically distributed environment.

Major Accountabilities/Responsibilities:

Responsibilities	Outcome	Office Use Only
<p>1 Teaching & Assessment:</p> <p>Provide academic and clinical expertise to support the development of Clinical Skills Learning Activities and clinical competency assessments.</p> <p>Collaborate with the Academic Leader: Clinical Skills, the Clinical Skills Coordinator and Tutors, Patient Volunteer Co-ordinators and Clinical Skills Technicians to ensure the delivery of a high quality clinical skills programme.</p> <p>Facilitate small group teaching and learning in the clinical skills.</p> <p>Develop and deliver formative and summative assessments of students' clinical competencies.</p>	<p>Clinical Skills Curriculum is delivered in a competent manner with full participation of all stakeholders.</p> <p>MBBS Students will have access to qualified Clinical Skills staff to guide their learning and assessment.</p> <p>Effective assessment of the competencies of students.</p>	
<p>2. Student Governance:</p> <p>Foster the personal, professional and academic development of medical students.</p>	<p>Students are appropriately supervised, supported and monitored in a process that is educationally sound, and effectively integrated within the MBBS curriculum.</p>	
<p>3. Research:</p> <p>Contribute to the GSM's research strategy, especially in relation to clinical education.</p>	<p>Research profile of the Clinical Skills staff will be enhanced.</p>	
<p>4. Team work:</p> <p>Perform other duties as the GSM Dean or Associate Dean: Teaching Hospitals may determine from time to time.</p>	<p>To flexibly contribute to the needs of the School of Medicine.</p>	
<p>Observe principles and practices of Equal Employment Opportunity and Have OH&S responsibilities, accountabilities and authorities as outlined in the OHS Roles and Responsibilities Document</p>	<p>To ensure a safe working environment and fair treatment in the work-place.</p>	

Reporting Relationships:

Position Reports to:	Academic Leader: Clinical Skills
The position supervises the following positions:	Nil
Other Key Contacts:	Clinical Skills Academic Staff Clinical Skills Coordinator Patient Volunteer Coordinators Clinical Skills Technical Staff Clinical Skills External Tutors Head: GSM Shoalhaven Campus

Key Relationships:

Contact/Organisation:

Academic Leader: Clinical Skills
Clinical Skills Academic Staff
Clinical Skills Coordinator
Patient Volunteer Coordinators
Clinical Skills Technical Staff
Clinical Skills External Tutors
Head: GSM Shoalhaven Campus

Purpose & Frequency of contact

Daily
Daily
Regular
As required
As required
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. Maintain positive relationships with colleagues in Wollongong and Shoalhaven campuses to ensure that equity is achieved through equivalence of the curriculum.
3. Deliver learning activities involving clinical simulations

Selection Criteria: Knowledge & Skills

Essential:

- Demonstrated knowledge of clinical practice and understanding of the clinical competencies required for the practice of medicine
- Demonstrated strong commitment to the personal, professional and academic development of medical students
- Demonstrated excellent communication skills both written and verbal
- Demonstrated experience and/or interest in clinical simulations
- Demonstrated Enthusiasm, advocacy and care for student learning

Selection Criteria: Education & Experience

Essential:

- University degree in medicine
- Unrestricted registration as a medical practitioner within Australia and New Zealand or eligibility for the same
- Experience in education, training and /or curriculum development in undergraduate or postgraduate medicine.
- Interest and ability to engage in clinical education research

Selection Criteria: Personal Attributes

- A personal commitment to high quality education.
- A personal commitment to medical education in regional, rural and remote settings.

Special Job Requirements:

Will be required to travel:

- between Shoalhaven Campus and Wollongong Campus frequently
- to the GSM teaching hospital locations – only infrequently.

Organisational Chart # 27:

Available on request

Approval:

Approved 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.