

GRADUATE SCHOOL OF MEDICINE

POSITION DESCRIPTION

(In addition to the Position Classification Standards)

Academic Staff Position #135

Position Title: **Project Officer NBN-EESS Project (Post-Doctoral Appointee)**
Level: **Level B**
Load: **1.0 FTE**
Duration/Type: **Fixed Term until 30/4/2015**
Faculty: **Faculty of Science, Medicine and Health**
Division: **Graduate School of Medicine (GSM)**
Location: **Wollongong Campus**

Primary Purpose of the Position:

Aims of the NBN-EESS Telehealth Skills Training and Implementation Project

1. Implement and then evaluate the specifically designed Telehealth skills training module for teaching Telehealth skills within the GSM graduate programme for students, GPs and specialists
2. Deploy and then evaluate Telehealth consulting in NBN connected GP practices as a real patient learning modality (Telehealth real patient learning)
3. Implement and then evaluate a clinical teaching programme of interactive Telehealth clinical demonstrations delivered to remote sites via the NBN (Telehealth virtual clinics)
4. Support vertically integrated teaching through the development of 'virtual communities of practice' arising from on-line engagement with learners following Telehealth teaching activities
5. Develop a scalable and sustainable model of Telehealth medical education that, when rolled-out across large geographical areas, will improve the quality of healthcare for regional, rural and remote Australians on a cost-effective basis

As part of the Project Team for the NBN-EESS Telehealth Skills Training and Implementation Project, the Project Officer would be responsible for the overall co-ordination and implementation of the Project. This includes organisation and convening meetings, collation and synthesis of Project materials, report and publication drafting and ensuring the project conforms to the Project Plan and Timeline.

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><i>1. Under guidance from the Chief Investigators and research team:</i></p> <p>Provide project management and co-ordination for all aspects of the project including ensuring timelines, reports and deliverables are adhered to</p> <p>Provide leadership in a co-operative team environment particularly for the Technical Officer and Research Assistant.</p> <p>Liaise regularly with all stakeholders (including Government, university collaborators and participants) to ensure a cohesive team approach to the project</p>	<p>Successful implementation of the Project Plan</p>	
<p><i>2. Support by the Chief Investigators, in collaboration with the research team, to:</i></p> <p>Develop and deploy the educational modules for the project (Telehealth skills and Telehealth virtual clinics)</p> <p>Develop, co-ordinate and undertake a multi-factorial evaluation of the project</p> <p>Establish a project environment of high academic rigour</p>	<p>High quality educational interventions and evaluation</p>	

Responsibilities	Outcome	Office Use Only
3. Collate information into report format using advanced desktop publishing skills and prepare PowerPoint slides where required Draft and provide reports to Government in a timely manner according to the Project plan and as requested Take a leading role in developing academic presentations and papers arising from the research	High quality and timely reporting and academic publication	
4. As required, work with and assist the CPRR Team with administrative duties.	Cohesive team work with broader GSM environment	
5. Observe principles and practices of Equal Employment Opportunity.	To ensure fair treatment in the workplace.	
6. Have WH&S responsibilities, accountabilities and authorities as outlined in the OHS Roles and Responsibilities Document.	To ensure a safe working environment for self & others.	

Inherent Requirements:

This position description outlines the major accountabilities/responsibilities and the selection criteria against which you will be assessed as suitable for the position. As such there will be specific job requirements that we refer to as Inherent Requirements.

Inherent Requirements refer to your ability to:

- Perform the essential duties and functional requirements of the job;
- Meet the productivity and quality requirements of the position;
- Work effectively in the team or other type of work organisation concerned; and
- Do the job without undue risk to your own or others health, safety and welfare at work.

If you have any injuries, illness, disorder, impairment, condition or incapacity that may affect your ability to perform the inherent requirements of the position, we encourage you to discuss this with the University to assist in the process of identifying reasonable adjustments to enable you to perform the duties of the position. The University wants to place you in the best situation to use your skills effectively in the position you are applying for at the University.

Reporting Relationships:

Position Reports to:	Roberta Williams Chair: General Practice
This Position Supervises the Following:	NBN EESS Technical Officer & NBN EESS Research Assistant
Other Key Contacts:	Associate Dean: Community, Primary, Remote & Rural Manager: Community, Primary, Remote & Rural Professional Staff: Community, Primary, Remote & Rural Academic Staff: CPRR

Key Relationships:

Contact/Organisation:

Roberta Williams Chair: General Practice
Manager: Community, Primary, Remote & Rural
NBN –EESS Technical Officer
NBN – EESS Research Assistant
Professional Staff: Community, Primary, Remote & Rural
Associate Dean: CPRR
Academic Staff: CPRR

Frequency of contact:

Regular
Regular
Regular
Regular
Regular
As Required
As Required

Key Challenges:

1. Leading an innovative e-education project across diverse geographic areas
2. Maintaining a cohesive team approach in a broad range of stakeholders
3. Implementing a rigorous multi-factorial evaluation of the project

Selection Criteria: Knowledge & Skills:

Essential:

- Strong project leadership skills
- Excellent interpersonal and communication skills, both verbal and written.
- Ability to work consistently well in a time-pressured and deadline-driven environment
- Ability to deal with confidential and sensitive information appropriately
- Flexible approach to work and an ability to use own initiative
- Demonstrated ability to work within a team

Desirable:

- Interest in or experience with Educational Technologies e.g. Adobe Connect

Selection Criteria: Education & Experience:

Essential:

- Completed PhD in a relevant discipline such as health or medical education or social science
- Familiarity with quantitative, qualitative and case study methodology
- Project Leadership or Management experience
- Demonstrated ability to publish in academic journals
- Extensive experience in the use of Microsoft Suite of applications relevant to Project Management
- Demonstrated ability to interpret policies, procedures and guidelines

Selection Criteria: Personal Attributes

Essential:

- Demonstrated understanding of and enthusiasm for the mission and the curriculum of the GSM.
- Willingness and ability to travel within and to the Illawarra/Shoalhaven, New England and Geelong regions as required

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 Roberta Williams Chair:

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

Organizational Chart: #135

Available on request.

Approval:

Approval by Head of Unit: _____ Date: _____

Approved by Personnel: _____ Date: _____

POSITION CLASSIFICATION STANDARD - Research Only

Level: B
Title: Fellow

Description

A position classification standard describes the broad categories of responsibility attached to research-only academic staff at different levels. The standards are not exhaustive of all tasks in research-only academic employment, which is by its nature multi-skilled and involves an overlap of duties between levels. The standards provide an adequate basis to differentiate between the various levels of employment and define the broad relationships between classifications.

Progression through an academic career will normally be based on research, teaching, administrative functions and contribution to the profession. The balance of functions will vary according to level and position over time. It is only in exceptional circumstances that promotion would be solely on the research only position classification standards.

- General Standard
- Specific Duties
- Skill Base

General Standard

A Level B research-only academic is expected to carry out independent and/or team research within the field in which he/she is appointed and to carry out activities to develop his/her research expertise relevant to the particular field of research

Specific Duties

Specific duties required of a Level B research-only academic may include

- The conduct of research either as a member of a team or independently, and the production of conference and seminar papers and publications from that research.
- Supervision of research-support staff involved in the staff members' research.
- Guidance in the research effort of junior members of research-only academic staff in his/her research area.
- Contribution to the preparation, or where appropriate individual preparation, of research proposal submissions to external funding bodies.
- Involvement in professional activities including, subject to availability of funds, attendance at conferences and seminars in the field of expertise.
- Administrative functions primarily connected with his/her area of research.
- Occasional contributions in the teaching program within the field of the staff member's research.
- Co-supervision, or where appropriate supervision, of major honours or postgraduate research projects within the field of the staff member's area of research.
- Attendance at meetings associated with research or the work of the organisational unit to which the research is connected and/or at departmental and/pr faculty meetings and/or membership of a limited number of committees.

Skill Base

A Level B research-only academic will normally have completed a doctoral qualification or have equivalent qualifications or research experience. In addition he/she may be expected to have had post-doctoral research experience which has resulted in publications, conference papers, reports or professional or technical contributions which give evidence of research ability.