GRADUATE SCHOOL OF MEDICINE
POSITION DESCRIPTION

General Staff Position #136

Position Title:	Technical Officer NBN-EESS Project
Level:	6 / 7
Load:	1.0 FTE
Type/Duration:	Fixed term until 31/12/2014
Faculty:	Faculty of Science Medicine and Health
School:	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 Technical Officer would be responsible for the technical support, advice, co-ordination, data collection, analysis and compilation of the technical components of the Project. This includes investigation of current Telehealth and interactive web-based education capacities in the participating sites, assistance with the technical change management required including meeting the technical requirements for meeting RACGP standards for Telehealth consulting, collation and synthesis of relevant Project materials, report drafting and ensuring this phase of the project conforms to the Project Plan and Timeline.

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:

Tasks	Percentage of time	Office Use Only
1. *Support the Chief Investigators, in collaboration with the research team, to:* Implement the Technical aspects of the curricular module for Telehealth skills within the GSM graduate programme, set to best-practice RACGP standards Implement the Technical aspects of a training and implementation package for the use and teaching of Telehealth consulting skills in selected teaching practices in the early roll-out NBN footprint Implement the Technical aspects of the Telehealth 'virtual clinics' where a clinician based at either one of the UOW teaching hubs (e.g. Wollongong, Shoalhaven, or Bowral) or in a private facility would, utilising NBN equivalent infrastructure, provide clinical teaching in a 'virtual clinic' that is transmitted to participating GP sites in NBN connected or NBN early release areas Liaise with UOW ITS, software vendors, NBNCo, ISPs and others as required.	50%	
2. *Under guidance from the Chief Investigators and research team:* Collect relevant Technical data Provide project management and co-ordination for the Technical aspects of the Project including ensuring timelines, reports and deliverables are adhered to.	40%	
3. Collate information into report format using advanced desktop publishing skills and prepare PowerPoint slides where required.	10%	

Tasks	Percentage of time	
4. Work with other GSM staff to contribute to the development and maintenance of positive relationships with students, clinicians and community in support of general medical school activities.	Ongoing	
5. Observe principles and practices of Equal Employment Opportunity, and have WH&S responsibilities, accountabilities and authorities as outlined in the OHS Roles and Responsibilities Document..	Ongoing	

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:

Activities for this role are directed by: Project Officer NBN-EESS Project
Position Reports to: Manager : Community, Primary, Remote & Rural
The position supervises the following
 positions: Nil

Key Contacts / Relationships for this Position & Frequency of Contact:

Contact / Group: Frequency of contact:
Project Officer NBN-EESS Project   Daily
Roberta Williams Chair: General Practice   Regular
Manager: Community, Primary, Remote & Rural   Regular
Other members of the Telehealth Project Team   Regular
Other members of the Community, Primary, Remote & Rural Team As Required.
Associate Dean: Community, Primary, Remote & Rural   As Required

Selection Criteria: Knowledge & Skills

Essential:
- High level expertise in Information Technology deployment especially PC-based video transmission
- Strong organizational and administrative 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

Selection Criteria: Education & Experience

Essential:
- Degree in computing/information technology or equivalent
- Experience in deployment of dispersed inflormation technology infrastructure
- Experience in the use of Microsoft Word; Excel & PowerPoint and Electronic Diary software
- Demonstrated administrative experience requiring attention to detail
- Demonstrated ability to interpret policies, procedures and guidelines
- Experience working in a busy team where colleagues support each other

Desirable:
- Experience working in a university or tertiary environment
- Understanding of research processes

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 a performance planner annually, with biannual reviews together with the Manager: Community Primary, Remote & Rural

The appointee will be based at the GSM Wollongong campus but may be required to travel or accompany staff on business within the region. They may also be required to accompany staff outside of the region on occasion to confer with other GSM staff or attend meetings and may be required to occasionally work outside of normal business hours.

Participation in the UOW MyTimekeeping Procedure for levels up to and including level 7 is available to the occupant.

Organizational Chart: # 136

Available on request.

Approval:

Approval by Head of Unit: _____   Date: _____

Approved by Personnel: _____   Date: _____