

## GRADUATE SCHOOL OF MEDICINE

### POSITION DESCRIPTION

#### General Staff Position #143

Position Title: Research Assistant NBN-EESS Project  
Level: 5  
Load: 0.6 FTE  
Duration / Type: Fixed term until 31/12/2014  
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 Research Assistant would be responsible for assisting the Project Officer in the overall co-ordination of the Project. This includes organisation and minuting meetings, collection, collation and synthesis of Project materials, assisting with report drafting and ensuring this phase of 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:**

Tasks	Percentage of time	Office Use Only
<p><i>1. Support the Project Officer, in collaboration with the research team, to:</i></p> <p>Assist the Project Officer in the overall co-ordination, implementation and evaluation of the Project.            Organisation and co-ordination of the Project activities at the GSM and distributed sites.</p> <p>Provide secretarial support to committee meetings and working groups supporting the implementation of this project.            Ensuring this phase of the project conforms to the Project Plan and Timeline.</p>	50%	
<p><i>2. Under guidance from the Project Officer and research team:</i></p> <p>Develop a directory of Telehealth-capable specialists, associated with the University of Wollongong's GSM, willing and able to undertake high quality video consultations.            Align resources with individual practice sites.            Interview major stakeholders with respect to project implementation and outcomes.            Compile the findings from interviews and project activities.</p> <p>Undertake assessment of human resource, training, environmental and financial requirements of the project at the GSM and at distributed project sites. Where necessary prepare financial reports.</p> <p>Assist with project management and co-ordination for all aspects of the project including ensuring timelines, reports, financial management, necessary day to day financial transactions and deliverables are adhered to.</p>	40%	

Tasks	Percentage of time	Office Use Only
3. <i>Under guidance from the Project Officer and research team:</i>  Assist with the collation of information into report format using advanced desktop publishing skills and prepare PowerPoint slides where required.	10%	
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 GSM 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 GSM NBN-EESS	Regular
Roberta Williams Chair: General Practice	Regular
Manager: Community, Primary, Remote & Rural	Regular
Other members of the NBN-EESS 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:

- Strong organizational and administrative skills
- Excellent interpersonal and communication skills, both verbal and written including report writing
- 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:

- Administrative/Secretarial diploma and/or experience
- Extensive 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:

- Interest in or experience with educational technologies
- 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 regions as required.
- An unrestricted NSW Drivers' License.

## 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: # 143

Available on request.

Approval:

Approval by Head of Unit: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by Personnel: \_\_\_\_\_ Date: \_\_\_\_\_