

## GRADUATE SCHOOL OF MEDICINE

### POSITION DESCRIPTION

*(In addition to the Position Classification Standards)*

|                 |  |
|-----------------|--|
| Position Title: | Senior Lecturer: General Practice – Lismore Region |
| Level:          | Level C  |
| Load:           | 1.0 FTE  |
| Duration/Type:  | Fixed Term (expires 30/6/2014)                     |
| Faculty:        | Faculty of Science, Medicine and Health            |
| Division:       | Graduate School of Medicine (GSM)                  |
| Location:       | Lismore  |

#### Primary Purpose of the Position:

This position within the University of Wollongong's GSM is responsible for working with staff across UOW and the University Centre for Rural Health (UCRH) in the development and implementation of the discipline of general practice for students on long-term placements in the Lismore/Ballina region of NSW. This includes the development of new and existing longitudinal general practice experiences for medical students, together with the provision of support to local general practitioners in their educational role. It also includes teaching of students, which can take a variety of forms, including case based learning tutorials. It involves working closely with the UOW Regional Academic Leader: Byron/Ballina Hub to integrate hospital and community clinical experiences across a range of services for medical students on placement in the region.

The appointee will undertake approved delivery of clinical services under the auspices and supervision of the North Coast Medicare Local and the North Coast University Centre for Rural Health, and this will also include clinical teaching for medical and allied health students.

#### Position Environment:

The 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 its medical 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.

The role will involve close collaboration with University Centre for Rural Health (UCRH) staff in the implementation of the educational programme of the North Coast Medical Education Collaboration (NCMEC).

*The UCRH is a joint venture of the University of Sydney and Southern Cross University supported by the Commonwealth Government Department of Health and Ageing and the Northern NSW Local Health District. The Universities of Wollongong and Western Sydney entered the partnership with the Commonwealth for a program of long-stay students. The UCRH provides a multi-disciplinary centre of excellence in education of students for clinical practice in rural health and conducts research relevant to the health needs of rural communities situated within the Northern Rivers region of NSW and elsewhere.*

## Major Responsibilities & Outcomes:

| Responsibilities  | Outcomes  | Office Use Only |
|---|---|-----------------|
| <p>1. Facilitate the delivery of the educational initiatives of all partners of NCMEC in a general practice setting, including supervision of student curriculum activities and support and guidance to local clinicians and academic supervisors in their role.</p> <p>Contribute to the development and implementation of the General Practice Discipline within the UCRH.</p> <p>Work collaboratively with key education stakeholders including NCGPT and the North Coast Medicare Local in clinician support and medical training initiatives and their evaluation.</p> | Well-coordinated and supported medical student placements in general practice in the Lismore/ Ballina region, as set out in the aims of NCMEC and the curriculum objectives of each partner university. |                 |
| <p>2. Contribute to the teaching and assessment of medical students, and engage in ongoing quality assurance and evaluation of the medical courses and participate in governance activities of NCMEC partners as requested.</p>   | To participate in continuous quality improvement.   |                 |
| <p>3. Contribute to the UCRH/NCMEC research and scholarship strategy in relation to General Practice through professional engagement, presentations and publications in relevant journals where appropriate.</p>  | <p>To ensure a high standard of the curriculum and incorporation of student feedback.</p> <p>Contribute to development of the teaching/research nexus.</p>  |                 |
| <p>4. Perform other duties as the GSM Dean or Associate Dean may determine from time to time.</p>   | To contribute to teamwork ethos of the GSM.   |                 |
| <p>5. Observe principles and practices of Equal Employment Opportunity.</p>   | To ensure fair treatment in the workplace.  |                 |
| <p>6. Have WH&amp;S responsibilities, accountabilities and authorities as outlined in the OHS Roles and Responsibilities Document.</p>  | 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:**

|   |  |
|---|--|
| The academic component of the position reports to:                  | GSM Associate Dean: Community Primary Remote & Rural (CPRR) via the GSM Academic Leader: Community Based Health Education (CBHE)<br>Local guidance is provided by academic staff of the North Coast University Centre for Rural Health   |
| The clinical service delivery component of the position reports to: | The Board and medical staff of the North Coast Medicare Local  |
| The position supervises the following positions:                    | No supervision requirements.   |
| Other Key Contacts:   | NCMEC Program Manager: Clinical Education and other relevant key NCMEC/UCRH staff<br>Relevant NCML staff<br>GSM Roberta Williams Chair of General Practice<br>GSM Regional Academic Leaders<br>GSM Curriculum Theme Leaders<br>GSM Phase Committee Chairs<br>GSM Manager: Community, Primary, Remote and Rural<br>GSM Curriculum Manager<br>GSM Rural Infrastructure Coordinator<br>Relevant GP Academic and Administrative staff at the University of Sydney and the University of Western Sydney |

**Key Relationships:**

**Contact/Organisation:**

**Frequency of contact:**

|   |             |
|---|-------------|
| GSM Associate Dean: CPRR                                  | Weekly      |
| GSM Academic Leader: CBHE                                 | Weekly      |
| Director of Education, UCRH                               | Weekly      |
| NCMEC Program Manager: Clinical Education                 | Weekly      |
| Regional Academic Leader: Byron/Ballina Hub               | Weekly      |
| Medical staff and Board of the North Coast Medicare Local | Weekly      |
| GSM Placement Facilitator: Byron/Ballina Hub              | As required |
| Relevant UCRH/NCMEC staff                                 | As required |
| GSM Manager, Rural Clinical School                        | As required |
| GSM Manager: Community, Primary, Remote and Rural         | As required |
| GSM Roberta Williams Chair of General Practice            | As required |
| GSM Regional Academic Leaders                             | As required |
| GSM Curriculum Manager                                    | As required |
| GSM Rural Infrastructure Coordinator                      | As required |
| GP Academic and Administrative staff USyd and UWS         | As required |

### Key Challenges:

1. To ensure the GSM MBBS curriculum is delivered in a manner that is consistent with its stated objectives in the Byron/Ballina and Lismore regions.
2. To engage with general practitioners and their staff to ensure provision and sustainability of a high-quality general practice experiences for medical students from all three NCMEC Collaboration partners.
3. To provide a leadership role in developing and providing clinical services to underserved communities in the Lismore region.

### Selection Criteria: Knowledge & Skills

#### Essential:

- Demonstrated competence in teaching undergraduate or postgraduate medicine.
- Excellent interpersonal and communication skills.
- Demonstrated skills required to establish and maintain links between general practice and the university.
- The ability to work with a diverse range of people across multiple organisations.

### Selection Criteria: Education & Experience

#### Essential:

- MBBS and eligibility for unconditional registration as a general medical practitioner within NSW.
- Fellowship or membership of RACGP or ACRRM.
- Extensive experience in the provision of general practice medical services in a regional/rural environment.
- Experience in scholarly activities; presentations at professional meetings and/or publications in peer-reviewed journals and/or successful supervision of research students).
- Strong record in teamwork, mentoring and leadership.

#### Desirable

- Higher research degree or equivalent in a health discipline or enrolment in the same.

### Selection Criteria: Personal Attributes

#### Essential:

- Experience of and a commitment to Australian rural health care.
- Demonstrated understanding of and commitment to the principles of social justice and accountability
- A commitment to providing clinical services to underserved communities
- Demonstrated understanding of and commitment to community-based medical education
- Demonstrated understanding of and enthusiasm for the mission and the curriculum of the UOW GSM, as well as those of the Universities of Sydney and Western Sydney.

### Special Job Requirements:

The appointee will be based at the University Centre for Rural Health North Coast (Lismore) but will be required to travel or accompany staff on business within the North Coast region and as well as to a range of communities in the Lismore region to provide clinical services. The appointee will also occasionally be required to travel to the GSM's main Campuses (Wollongong and Shoalhaven) to confer with staff or participate in other activities, as well as the campuses of the University of Sydney and the University of Western Sydney.

At times when the UCRH office is closed, the appointee will be required to utilise recreational leave.

**Organizational Chart: #144**

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.