

## GRADUATE SCHOOL OF MEDICINE POSITION DESCRIPTION

*(In addition to the Position Classification Standards)*

Position Title:	<b>Academic Leader: Community Based Health Education</b>
Level:	<b>Level D</b>
Load:	<b>1.0 FTE</b>
Duration/Type:	<b>Continuing</b>
Faculty:	<b>Faculty of Science, Medicine and Health</b>
Division:	<b>Graduate School of Medicine (GSM)</b>
Location:	<b>A GSM Rural Location (Subject to negotiation)</b>

### **Primary Purpose of the Position:**

This position will provide leadership in the delivery of all aspects of Community Based Health Education (CBHE), including an innovative longitudinal integrated clinical placement style of delivery in the Graduate School of Medicine's MBBS degree. It provides academic support to rural clinicians who contribute to the teaching and supervision of our students, and supports the research initiatives of health care in regional, rural and remote Australia. The position will be primarily located in one of the GSM's established rural hub locations, but will involve travel to other regions throughout NSW on a regular basis to connect with staff, support students on placement, and to deliver Faculty Development Programme (FDP) training modules where required. The appointee will make significant contributions to the governance of the GSM, and work closely with the Associate Dean: Community, Primary, Remote & Rural (CPRR) to develop strategies for maintaining a high standard of community based health education within the GSM.

### **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
1. Work closely with the Associate Dean: CPRR in the delivery of clinical education components of the GSM curriculum.	The GSM delivers efficient and effective clinical education that is consistent with the vision for the MBBS degree.	
2. Undertake curriculum development informed by research evidence and extensive clinical experience.	Planning and delivery of the MBBS curriculum is informed by the best evidence from research and clinical practice.	
3. Lead the strategic recruitment, development and retention of rural and remote clinicians and clinical placement sites, and ensure ongoing positive relationships with all personnel at these sites. Contribute to the Faculty Development Programme (FDP) at these locations. 4. Work with regional and rural staff of the GSM, and other stakeholders to ensure that clinical placements provide students with a professionally and personally satisfying experience. Contribute to the evaluation of our programme.	Ensure students on clinical placement are appropriately supervised in a process that is educationally sound, and effectively integrated within the MBBS curriculum.	
5. Function as the Chair of key member of relevant GSM Committees at the request of the Dean/Associate Dean: CPRR.	Ensure the objectives of the relevant committees are achieved in a timely manner.	
6. Oversee the formative and summative assessment processes concerning community, primary, remote & rural aspects of the curriculum.	Ensure effective assessment of the competencies of students.	
7. Contribute to the research agenda around the GSM's community based health education strategy and be actively involved in the GSM's research and scholarship activities including the development of research partnerships, professional engagement, presentations, publications in relevant journals and supervision of research students.	The GSM maintains national recognition for excellence and achieves international recognition in the area of medical education research.	
8. Undertake other duties as deemed appropriate by the Associate Dean or Dean to ensure appropriate team input to key tasks.	Demonstrating flexibility and a commitment to the team goals.	

9. Observe principles and practices of Equal Employment Opportunity.	To ensure fair treatment in the workplace.	
10. 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:	Associate Dean: Community, Primary, Remote & Rural
This Position Supervises the Following:	Senior Lecturer: Community Based Health Education Regional Academic Leaders
Other Key Contacts:	GSM Dean Academic Staff: CPRR Manager: Community, Primary, Remote & Rural Manager: Rural Clinical School GSM Facilities Development Manager Placement Facilitators and Professional Staff: CPRR

## Key Relationships:

### Contact/Organisation:

GSM Dean  
Associate Dean: Community, Primary, Remote & Rural  
Senior Lecturer: Community Based Health Education  
Regional Academic Leaders  
Academic Staff: CPRR  
Manager: Community, Primary, Remote & Rural  
Manager: Rural Clinical School  
GSM Facilities Development Manager  
Placement Facilitators and Professional Staff: CPRR

### Frequency of contact:

As required  
Weekly  
Weekly  
Weekly  
Weekly  
Weekly  
Weekly  
As required  
As required

## Key Challenges:

1. To deliver high quality community based opportunities for clinical teaching and learning, as an integrated component of the curriculum.
2. To ensure the optimal delivery and sustainability of the programme in clinical placements sites throughout NSW.
3. To lead the processes used to develop and maintain the engagement of the medical community with the process of student learning.

## Selection Criteria: Knowledge & Skills

### Essential:

- Knowledge of Community Based Health Education (CBHE) issues in an Australian context.
- Demonstrated skill in the advocacy and care for student learning and support in a distributed setting.
- Demonstrated mentoring skills, teamwork, and a capacity to collaborate with colleagues at all levels.
- Demonstrated well- developed interpersonal and communication skills.
- Record of involvement/achievements in health-related research in regional/rural health.
- Demonstrated capacity to lead and develop an agenda for research in CBHE.

## Selection Criteria: Education & Experience

### Essential:

- Unrestricted registration as a medical practitioner within Australia and New Zealand or eligibility for the same.
- A record of maintaining professional currency
- Fellowship of one of the GP Colleges or equivalent.
- A record of excellence in clinical teaching of medical students and/or registrars.
- Proven experience of a strong capacity to work with and lead others.
- Excellence and experience in the clinical leadership of health care delivery, in a rural community.

**Personal Attributes**

Essential:

- Demonstrated understanding of and enthusiasm for the mission and the curriculum of the GSM.

**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 Associate Dean: CPRR

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

**Organizational Chart: #108**

Available on request.

**Approval:**

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

Approved by Human Resources: \_\_\_\_\_ Date: \_\_\_\_\_

## POSITION CLASSIFICATION STANDARD - Teaching and Research

Level: D

Title: Associate Professor

### 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 D academic is expected to make a significant contribution to all activities of the organisational unit or interdisciplinary area and play a significant role within their profession or discipline. Academics at this level may be appointed in recognition of distinction in their disciplinary area.

### Specific Duties

Specific duties required of a level D academic may include

- The conduct of tutorials, practical classes, demonstrations, workshops, student field excursions, clinical sessions and studio sessions .
- The development of and responsibility for curriculum/programmers of study.
- 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, including, where appropriate, leadership of a major research team.
- Significant contribution to the profession, and/or discipline.
- High level administrative functions.
- Consultation with students.
- Marking and assessment.
- Attendance at departmental and faculty meetings.

### Skill Base

A Level D academic will normally have the same skill base as a Level C academic. In addition there is a requirement for academic excellence which may be evidenced by an outstanding contribution to teaching and/or research and/or the profession.