

## POSITION DESCRIPTION

### Academic Positions

*(In addition to the Position Classification Standards)*

Position Title: **Senior Lecturer: Clinical Skills**  
 Level: **Level C**  
 Faculty: **Faculty of Science, Medicine & Health**  
 Division: **School of Medicine, Graduate School of Medicine (GSM)**

#### Primary Purpose of the Position:

This position is responsible for assisting the Academic Leader: Clinical Skills by contributing to the development of teaching and learning experiences that lead to the acquisition of clinical skills and competencies. The Senior Lecturer will be involved in the development and delivery of clinical skills activities, including facilitating small group teaching and learning, participating in formative and summative assessment of students, and contributing to research and course evaluation.

#### Position Environment:

The Faculty of Science, Medicine and Health (SMAH) is one of UOW's five faculties and incorporates the Schools of Chemistry, Biological Sciences, Earth and Environmental Science, Nursing and Midwifery, and the School of Medicine incorporating the Graduate School of Medicine (GSM). The School of Medicine offers the MBBS as well as courses in Exercise Science and Rehabilitation, Nutrition and Dietetics, Medical and Health Sciences and Health Sciences (Indigenous Studies). This structure provides opportunities for cross-disciplinary teaching and research. 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 academic 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.

#### Major Responsibilities & Outcomes:

Responsibilities		Outcome
1.	Deliver Clinical Skills Activities at the Wollongong or Shoalhaven campus.  Develop learning activities that facilitate the acquisition of clinical competencies in students.	To ensure the Clinical Skills curriculum is delivered in a competent manner by qualified Clinical staff.  To ensure that assessment

	<p>Facilitate small group teaching and learning in clinical skills.</p> <p>Develop and deliver learning activities involving clinical simulations and training in Emergency Medicine.</p> <p>Contribute to the development of formative and summative assessment instruments/activities, and take part in their subsequent marking and grading.</p>	<p>activities reflect the curriculum and its associated learning outcomes, and that the clinical competencies are appropriately and fairly represented in assessment activities.</p>
2.	<p>Foster the personal, professional and academic development of medical students.</p>	<p>To ensure students are appropriately supervised, supported and monitored in their progress.</p>
3.	<p>Collaborate with the Academic Leader: Clinical Skills, Manager: Clinical Skills, Lecturers, Volunteer Co-coordinators and Clinical Skills Technicians for the delivery of the clinical skills programme.</p> <p>Assist in the evaluation of clinical skills activities</p>	<p>To contribute to effective and harmonious relationships within the Clinical Skills staff team.</p> <p>To contribute to a thorough evaluation of Clinical Skills programme to ensure it is strategically directed, resourced and delivered appropriately.</p>
4.	<p>Contribute to the research and scholarly profile of the Faculty of Science, Medicine and Health (SMAH) by developing a research profile complementary to the research strengths and strategy of the GSM and broader School of Medicine, the Faculty of Science Medicine and Health.</p>	<p>To contribute to the research profile of the GSM, School of Medicine, SMAH and the University.</p>
5.	<p>Undertake duties deemed appropriate by the Dean of Medicine and the Academic leader: Clinical Skills.</p>	<p>To flexibly contribute to the needs of the GSM</p>
6.	<p>Foster the personal, professional and academic development of medical students.</p>	<p>To ensure students are appropriately supervised, supported and monitored in their progress.</p>
7.	<p>Collaborate with the Academic Leader: Clinical Skills, Manager: Clinical Skills, Lecturers, Volunteer Co-coordinators and Clinical Skills Technicians for the delivery of the clinical skills programme.</p> <p>Assist in the evaluation of clinical skills activities</p>	<p>To contribute to effective and harmonious relationships within the Clinical Skills staff team.</p> <p>To contribute to a thorough evaluation of Clinical Skills programme to ensure it is strategically directed, resourced and delivered appropriately.</p>
8.	<p>Supervisory roles: Communicate and consult with staff on workplace and staffing matters.</p>	<p>To foster direct relationships with staff and enhance engagement with the organisation.</p>
9.	<p>Observe principles and practices of Equal Employment Opportunity</p>	<p>To ensure fair treatment in the workplace</p>
10.	<p>Have WH&amp;S responsibilities, accountabilities and authorities as outlined</p>	<p>To ensure a safe working</p>

in the <a href="http://staff.uow.edu.au/ohs/commitment/responsibilities/">http://staff.uow.edu.au/ohs/commitment/responsibilities/</a> document	environment for self & others.
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**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:	Academic Leader: Clinical Skills
The position supervises the following:	Nil
Other Key Contacts:	Dean of Medicine Associate Dean: Teaching Hospitals Academic Staff teaching in Hospitals Specialist tutors Academic Staff: Clinical Skills Manager: Clinical Skills Phase Chairs Professional Staff: Clinical Skills & Teaching Hospitals

**Key Relationships:**

Contact/Organisation:	Frequency of contact:
Dean of Medicine	As Required
Associate Dean: Teaching Hospitals	As Required
Academic Leader: Clinical Skills	Regular
Academic Staff in teaching hospitals	Regular
Specialist Tutors	Regular
Academic Staff: Clinical Skills	Regular
Manager: Clinical Skills	Regular
Phase Chairs	As Required
Professional Staff: Clinical Skills & Teaching Hospitals	As Required

## Key Challenges:

1. To design and develop clinical skills learning and assessment activities so as to achieve an MBBS curriculum and competency assessments that are international best practice
2. To establish and maintain relationships with colleagues in Wollongong and Shoalhaven campuses to ensure that equity is achieved through equivalence of the curriculum.
3. To develop and maintain learning activities involving clinical simulations and training in Emergency Medicine.

## Selection Criteria: Knowledge & Skills

### Essential:

- Knowledge of clinical practice and understanding of the clinical competencies required for the practice of medicine.
- Demonstrated commitment, enthusiasm and advocacy to the personal, professional and academic development of medical or other health professional students.
- Strong organisational skills.
- Strong record in teamwork.

### Desirable

- Demonstrated experience and/or interest in clinical simulations

## Selection Criteria: Education & Experience

### Essential:

- University degree or equivalent in Medicine
- Experience of working in a team and the ability to work with a range of health professionals towards a common goal.
- Unrestricted registration as a medical practitioner within Australia and New Zealand or eligibility for the same
- Clinical experience and interest in Emergency Medicine and/or ED, ICU or Anaesthetics

### Desirable:

- Interest and ability to engage in clinical education research.
- Experience in education, training and /or curriculum development.

## Personal Attributes

- Demonstrated understanding of and enthusiasm for the mission and the curriculum of the GSM.
- A personal commitment to quality medical teaching.
- A personal commitment to research in a relevant discipline.

## 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: Teaching Hospitals and the Academic Leader: Clinical Skills.

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

## 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.