



POSITION DESCRIPTION

Department of Medical Education – Northern Health
Melbourne Medical School

Deputy Director of Medical Student Education, Northern Clinical School

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| POSITION NO | 0028971 |
| CLASSIFICATION | Lecturer/Senior Lecturer (Level of appointment will be subject to qualifications and experience) |
| SALARY | Level B \$98,775 - \$117,290 p.a. (pro rata) Level C \$120,993 - \$139,510 p.a. (pro rata) Plus a clinical differential loading of \$19,605 p.a. (pro rata) |
| SUPERANNUATION | Employer contribution of 17% |
| WORKING HOURS | Part-time 0.5 FTE |
| BASIS OF EMPLOYMENT | 2 years fixed term (recent professional practice required) (TEACHING SPECIALIST) |
| OTHER BENEFITS | http://about.unimelb.edu.au/careers/working/benefits |
| HOW TO APPLY | Online applications are preferred. Go to http://about.unimelb.edu.au/careers , select the relevant option ('Current Staff' or 'Prospective Staff'), then find the position by title or number. |
| CONTACT FOR ENQUIRIES ONLY | Dr Leonie Griffiths, Director of Medical Student Education: Northern Clinical School Tel 61 3 8468 0649 Email: leonieg@unimelb.edu.au <i>Please do not send your application to this contact</i> |

For information about working for the University of Melbourne, visit our websites:
about.unimelb.edu.au/careers

Position Summary

The position of Deputy Director of Medical Student Education is part of the Department of Medical Education, Faculty of Medicine, Dentistry and Health Sciences at the University of Melbourne. The position is located at the Northern Centre for Health Education and Research (NCHER) located at the Northern Hospital in Epping. The role requires the incumbent to be a medically qualified person who has, or is capable of developing strong working relationships with administration and senior and junior medical staff at all hospitals affiliated with the Northern Clinical School (NCS). The appointee is expected to further the role of the University within Northern Health, and will be responsible for the organisation and implementation of the clinical teaching programme, clinical examinations, pastoral care, and supervisory duties for all Northern Clinical School medical students. The appointee should be committed to furthering the profile of the University within Northern Health.

The NCS has approximately 135 students and teaches 3 of the 4 years of the MD program. Students have the advantage of studying in General Practice as well as experiencing a breadth of medicine across the other Northern Health campuses in Broadmeadows, Bundoora and Craigieburn. Partners affiliated with the NCHER include La Trobe University, Northern Health Education Department and Research Departments for Northern Hospital and the University of Melbourne. The relationships formed through this proximity and shared passion for education and research offer an exciting opportunity to develop inter-professional, integrated models of health education and research.

1. Key Responsibilities

1.1 TEACHING AND LEARNING

- ▶ Organisation and implementation of the delivery of the medical curriculum within the Northern Clinical School.
- ▶ Clinical teaching of Northern Clinical School students.
- ▶ Administrative tasks associated with the teaching curriculum and the Northern Clinical School.
- ▶ Administrative tasks associated with implementation of student clinical assessments in Long case and OSCE
- ▶ Work with the clinical teaching staff at the Northern Clinical School, to enable them to continually up-date their skills in medical education.
- ▶ Work collaboratively with Department General Practice to support the administration and evaluation of the Primary Care Community Base program.
- ▶ Improving and implementing new technology for teaching.
- ▶ Assisting students at the Clinical School to arrange electives and providing elective programs for students from other universities, including overseas and interstate students.

1.2 RESEARCH AND RESEARCH TRAINING

- ▶ Developing a program of collaborative medical education research in conjunction with a broad range of partners

- ▶ Occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S) responsibilities as outlined in section 4.

1.3 LEADERSHIP AND SERVICE

- ▶ Implementing the policies of the Melbourne Medical School, the Faculty of Medicine, Dentistry and Health Sciences (MDHS), and the University particularly the medical curriculum and its development.
- ▶ Participation in administrative committees and activities of the Clinical School, University of Melbourne Departments at Northern Health, the Faculty of MDHS, affiliated hospitals and relevant government bodies as appropriate.
- ▶ Developing strong working relationships with the administration and senior and junior medical staff at all hospitals affiliated with the NCS.
- ▶ Providing a link to the University, in particular with the Melbourne Medical School Department of Medical Education.
- ▶ Administrative tasks associated with the teaching curriculum and assessment at the Northern Clinical School.
- ▶ General care and counselling for students regarding their academic progress.
- ▶ General care and counselling for students experiencing personal or other difficulties
- ▶ Acting as a facilitator for students with special needs.
- ▶ Build and maintain effective relationships with Northern Health and other stakeholders

1.4 STAFF SUPERVISION

- ▶ Undertake probationary and performance management processes, ensuring you have regular conversations with your staff and are providing positive and constructive feedback to enhance staff and team performance.

2. Selection Criteria

2.1 ESSENTIAL

- ▶ A medical qualification recognisable in Australia and Fellowship in an Australian College (e.g FRACP, FRACGP, FACCRM, etc)
- ▶ Demonstrated capability of developing good working relationships with all levels of medical practitioners, and other health professionals, in hospitals and the community.
- ▶ A commitment to furthering the role of the University within Northern Health and fostering partnership opportunities with educational institutions and community bodies.
- ▶ Experience in clinical teaching, medical education, and curriculum delivery, preferably in the clinical field.
- ▶ Highly developed interpersonal skills and a demonstrated ability to work as a member of a team.
- ▶ An understanding of the needs of medical students as well as an ability and willingness to counsel students as required.
- ▶ Demonstrated adaptability and enthusiasm for integrating innovative teaching methods and technologies into medical education where appropriate.

- ▶ Demonstrated organisational and administrative skills and demonstrated ability to work in a leadership role.
- ▶ Active research interest in a relevant area.
- ▶ A commitment to appropriate further training in medical education.

2.2 DESIRABLE

- ▶ Completion of, or working towards a post graduate qualification in medical education.
- ▶ Familiarity with the University of Melbourne in general and Northern Health issues in particular.
- ▶ Experience in simulation-based education

2.3 SPECIAL REQUIREMENTS

- ▶ The Deputy Director of Medical Student Education must be accredited/approved by Northern Health to engage with staff, patients and students at the hospital to fulfil the responsibilities of the position.
- ▶ Work outside usual hours is required during certain periods (for example, orientation, examination, retreats).

3. *Equal Opportunity, Diversity and Inclusion*

The University is an equal opportunity employer and is committed to providing a workplace free from all forms of unlawful discrimination, harassment, bullying, vilification and victimisation. The University makes decisions on employment, promotion and reward on the basis of merit.

The University is committed to all aspects of equal opportunity, diversity and inclusion in the workplace and to providing all staff, students, contractors, honorary appointees, volunteers and visitors with a safe, respectful and rewarding environment free from all forms of unlawful discrimination, harassment, vilification and victimisation. This commitment is set out in the University's People Strategy 2015-2020 and policies that address diversity and inclusion, equal employment opportunity, discrimination, sexual harassment, bullying and appropriate workplace behaviour. All staff are required to comply with all University policies.

The University values diversity because we recognise that the differences in our people's age, race, ethnicity, culture, gender, nationality, sexual orientation, physical ability and background bring richness to our work environment. Consequently, the People Strategy sets out the strategic aim to drive diversity and inclusion across the University to create an environment where the compounding benefits of a diverse workforce are recognised as vital in our continuous desire to strive for excellence and reach the targets of Growing Esteem.

4. *Occupational Health and Safety (OHS)*

All staff are required to take reasonable care for their own health and safety and that of other personnel who may be affected by their conduct.

OHS responsibilities applicable to positions are published at:

<http://safety.unimelb.edu.au/topics/responsibilities/>

These include general staff responsibilities and those additional responsibilities that apply for Managers and Supervisors and other Personnel.

5. Other Information

5.1 DEPARTMENT OF MEDICAL EDUCATION

<http://medicine.unimelb.edu.au/school-structure/medical-education>

Reporting to the Head of Department, Department of Medical Education in the Faculty of Medicine, Dentistry and Health Sciences, the Northern Clinical School is responsible for all student affairs such as rostering, teaching arrangements, examinations and assisting and counselling students as required.

From 2011 medical students completing their medical degree at The University of Melbourne are awarded the MD (Doctor of Medicine). The MD course comprises one year at Parkville campus and three years in a clinical school.

The second year of the course (the first clinical year) is primarily spent in medical, surgical, and emergency units, while the third year of the course includes other specialties such as women's health, children and adolescent health, aged care, mental health and general practice. The fourth year is the capstone of the MD course, with the completion of a scholarly selective and a semester focusing on the transition to practice as a junior doctor.

5.2 FACULTY OF MEDICINE, DENTISTRY AND HEALTH SCIENCES

<http://www.mdhs.unimelb.edu.au>

The Faculty of Medicine, Dentistry and Health Sciences has an enviable research record and is The University of Melbourne's largest faculty in terms of management of financial resources, employment of academic and professional staff, teaching of undergraduate and postgraduate (including research higher degree) students and the conduct of basic and applied research. The Faculty's annual revenue is \$628m with approximately 55% of this come related to research activities.

The Faculty has a student teaching load in excess of 8,500 equivalent full-time students including more than 1,300 research higher degree students. The Faculty has approximately 2,195 staff comprising 642 professional staff and 1,533 research and teaching staff. The Faculty has appointed Australia's first Associate Dean (Indigenous Development) to lead the development and implementation of the Faculty's Reconciliation Action Plan (RAP), which will be aligned with the broader University-wide plan. To enable the Faculty to improve its Indigenous expertise knowledge base, the Faculty's RAP will address Indigenous employment, Indigenous student recruitment and retention, Indigenous cultural recognition and building partnerships with the Indigenous community as key areas of development.

5.3 THE UNIVERSITY OF MELBOURNE

Established in 1853, the University of Melbourne is a leading international university with a tradition of excellence in teaching and research. The main campus in Parkville is

recognised as the hub of Australia's premier knowledge precinct comprising eight hospitals, many leading research institutes and a wide-range of knowledge-based industries. With outstanding performance in international rankings, the University is at the forefront of higher education in the Asia-Pacific region and the world.

The University employs people of outstanding calibre and offers a unique environment where staff are valued and rewarded.

Further information about working at The University of Melbourne is available at <http://about.unimelb.edu.au/careers>.

5.4 GROWING ESTEEM, THE MELBOURNE CURRICULUM AND RESEARCH AT MELBOURNE: ENSURING EXCELLENCE AND IMPACT TO 2025

Growing Esteem describes Melbourne's strategy to achieve its aspiration to be a public-spirited and internationally-engaged institution, highly regarded for making distinctive contributions to society in research and research training, learning and teaching, and engagement. <http://about.unimelb.edu.au/strategy-and-leadership>

The University is at the forefront of Australia's changing higher education system and offers a distinctive model of education known collectively as the Melbourne Curriculum. The new educational model, designed for an outstanding experience for all students, is based on six broad undergraduate programs followed by a graduate professional degree, research higher degree or entry directly into employment. The emphasis on academic breadth as well as disciplinary depth in the new degrees ensures that graduates will have the capacity to succeed in a world where knowledge boundaries are shifting and reforming to create new frontiers and challenges. In moving to the new model, the University is also aligning itself with the best of emerging European and Asian practice and well-established North American traditions.

The University's global aspirations seek to make significant contributions to major social, economic and environmental challenges. Accordingly, the University's research strategy *Research at Melbourne: Ensuring Excellence and Impact to 2025* aspires to a significant advancement in the excellence and impact of its research outputs. <http://research.unimelb.edu.au/our-research/research-at-melbourne>

The strategy recognises that as a public-spirited, research-intensive institution of the future, the University must strive to make a tangible impact in Australia and the world, working across disciplinary and sectoral boundaries and building deeper and more substantive engagement with industry, collaborators and partners. While cultivating the fundamental enabling disciplines through investigator-driven research, the University has adopted three grand challenges aspiring to solve some of the most difficult problems facing our world in the next century. These Grand Challenges include:

- ▶ Understanding our place and purpose – The place and purpose grand challenge centres on understanding all aspects of our national identity, with a focus on Australia's 'place' in the Asia-Pacific region and the world, and on our 'purpose' or mission to improve all dimensions of the human condition through our research.
- ▶ Fostering health and wellbeing – The health and wellbeing grand challenge focuses on building the scale and breadth of our capabilities in population and global health; on harnessing our contribution to the 'convergence revolution' of biomedical and health research, bringing together the life sciences, engineering and the physical sciences; and on addressing the physical, mental and social aspects of wellbeing by looking beyond the traditional boundaries of biomedicine.

- ▶ Supporting sustainability and resilience – The sustainability and resilience grand challenge addresses the critical issues of climate change, water and food security, sustainable energy and designing resilient cities and regions. In addition to the technical aspects, this grand challenge considers the physical and social functioning of cities, connecting physical phenomena with lessons from our past, and the implications of the technical solutions for economies, living patterns and behaviours.

Essential to tackling these challenges, an outstanding faculty, high performing students, wide collaboration including internationally and deep partnerships with external parties form central components of Research at Melbourne: Ensuring Excellence and Impact to 2025.

5.5 GOVERNANCE

The Vice Chancellor is the Chief Executive Officer of the University and responsible to Council for the good management of the University.

Comprehensive information about the University of Melbourne and its governance structure is available at <http://www.unimelb.edu.au/governance>