



POSITION DESCRIPTION

Department of Rural Health
Faculty of Medicine, Dentistry and Health Sciences

Deputy Director of Medical Student Education (Shepparton)

POSITION NO	0051175
CLASSIFICATION	Level C
WORK FOCUS CATEGORY	Academic Specialist
SALARY	\$128,903 - \$148,630 p.a. (pro-rata for part time)
SUPERANNUATION	Employer contribution of 17%
WORKING HOURS	Part-time (0.5 FTE)
BASIS OF EMPLOYMENT	Continuing
HOW TO APPLY	Online applications are preferred. Go to http://about.unimelb.edu.au/careers , under 'Job Search and Job Alerts', select the relevant option ('Current Staff' or 'Prospective Staff'), then find the position by title or number.
OTHER BENEFITS	http://about.unimelb.edu.au/careers/working/benefits
CONTACT FOR ENQUIRIES ONLY	Julian Wright Tel +61 3 5823 4582 Email julian.wright@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 website:
about.unimelb.edu.au/careers

Position Summary

The Department of Rural Health (the Department) is based in Shepparton, but also conducts its activities in Ballarat, Bendigo, Wangaratta and many other locations. The Department's funding comes predominately from Department of Health's Rural Health Multidisciplinary Teaching Program, combining two programs, the "Rural Clinical School (RCS) program" and the "University Department of Rural Health program", as well as several other smaller programs. The Department also provides clinical education in a rural environment for other professional disciplines in the Faculty (particularly Dental Science and Physiotherapy).

Located at Department of Rural Health (DRH) campus in Shepparton, Victoria, the appointee is expected to further the role of the University within the RCS, and will be responsible for the organisation and implementation of the clinical teaching programme, clinical examinations, pastoral care, and supervisory duties for RCS medical students in Shepparton. in the Shepparton region

From 2022 the RCS will host 30 MD1 students as part of the end-to-end Rural Stream of the Melbourne MD degree. The appointee will work with the MD1 coordinator in aspects of planning for delivery of the MD1 curriculum as well as pastoral care for Shepparton MD1 students in addition to all other Shepparton based MD students.

Directly responsible to the Head of Department of Rural Health, the appointee will be required to work closely with the Clinical School and the University, as well as the Clinical teachers and Deputy Directors of Medical Student Education at Ballarat, Bendigo and Wangaratta.

Crucial to the success of the Centre are:

- The development and maintenance of good relationships with other health service providers;
- The willingness of the incumbent to collaboratively contribute to all activities of the RCS, rather than strictly confining themselves to a narrow definition of their role or a special academic interest.

We foster a values-based culture of innovation and creativity to enhance the research performance of the University and to achieve excellence in teaching and research outcomes. We invest in developing the careers and wellbeing of our students and staff and expect all our leaders to live our values of:

- Collaboration and teamwork
- Compassion
- Respect
- Integrity
- Accountability

1. Key Responsibilities

1.1 LEADERSHIP AND SERVICE

- ▶ Actively participate at Department and School meetings and play a major role in planning and committee work;
- ▶ Participate in community and professional activities related to the relevant disciplinary area including attendance and presentations at conferences and seminars.
- ▶ Seek out positive learning and career development opportunities for self and others;
- ▶ Effective demonstration and promotion of University values including diversity and inclusion and high standards of ethics and integrity;
- ▶ Work collaboratively with the Director of Medical Student Education (Clinical Dean) to develop and implement the clinical curriculum within the Shepparton node of the RCS;
- ▶ Work collaboratively with the leadership and clinical staff at Goulburn Valley Health to strengthen the relationship between the RCS and Goulburn Valley Health. Build relationships with clinical staff at Goulburn Valley Health, to encourage their participation in teaching and assessment activities of the RCS;
- ▶ Work collaboratively with the Deputy Directors of Medical Student Education (Sub-Deans) in Ballarat, Bendigo, and Wangaratta to develop and implement the clinical curriculum throughout the RCS and to manage the students moving between the three nodes of the Clinical School;
- ▶ Contribute to the leadership in teaching, research and other areas within the Department of Rural Health, the Faculty of Medicine, Dentistry and Health Sciences and the University.

1.2 TEACHING AND LEARNING

- ▶ Actively contribute to continual improvement of the quality of medical education and training within the RCS;
- ▶ Make independent and original contributions to curriculum development and evaluation;
- ▶ Make a significant contribution to the delivery of educational programs;
- ▶ Oversee the organisation and implementation of the delivery of the medical curriculum within the RCS;
- ▶ Clinical teaching of RCS students.
- ▶ Oversee the organisation and supervision of student examinations in Shepparton;
- ▶ Administrative tasks associated with the teaching curriculum and the RCS including regular review of educator recruitment. Work with the clinical teaching staff at the RCS, Shepparton, to enable them to continually up-date their skills in medical education.

1.3 RESEARCH AND RESEARCH TRAINING

- ▶ Take ownership of the research training program for rural based clinicians to enable them to independently supervise MDRP students;
- ▶ Be responsible for the direct supervision of MDRP students, and where appropriate, produce quality conference and seminar papers and publications;
- ▶ Where appropriate, contribute and support research proposals for submission to external funding bodies to obtain external research income.

1.4 STAFF SUPERVISION

- ▶ Implement the university's probationary and performance framework and processes as appropriate for academic staff, ensuring you have regular conversations with staff and provide positive and constructive feedback to enhance staff and team performance.
- ▶ Provide coaching, guidance and support for career planning, ensuring staff have access to appropriate professional development activities, as outlined within the Academic Careers @ Melbourne framework.
- ▶ Understand your responsibilities associated with approving and managing staff leave and ensure leave is approved in line with operational requirements.
- ▶ Allocate and monitor workload and address associated issues in a timely manner.
- ▶ Oversee induction of new staff in line with university, faculty and local requirements.

2. Selection Criteria

2.1 ESSENTIAL

- ▶ A medical qualification recognisable in Australia and Fellowship in an Australian College (e.g. FRACP, FRACS, FRACGP, etc.) or equivalent postgraduate degree, or another clinical qualification, recognisable in Australia, highly relevant to medical education together with extensive experience in medical education, including teaching medical students.
- ▶ Independent of the university appointment, the role holder will work clinically in the Goulburn Valley region and have involvement with national bodies appropriate to clinical specialty with evidence of national recognition and standing.
- ▶ Evidence of significant contribution to independent and team-based teaching of medical students.
- ▶ Strong interpersonal and communication skills, with an ability to build and maintain relationships with key stakeholders (internal and external) and work collaboratively.
- ▶ Ethical scholar who values diversity and works effectively with individual differences.
- ▶ Demonstrated capability of developing a good working relationship with all levels of medical practitioners, and other health professionals, in hospitals and the community.
- ▶ Experience in clinical teaching, medical education, and curriculum delivery in the clinical field.
- ▶ Demonstrated understanding of the needs of students and an ability and willingness to provide pastoral support for students as required.
- ▶ Familiarity with the functioning of the regional hospitals and the University at all levels.
- ▶ Demonstrated organisational and administrative skills.
- ▶ A commitment to appropriate further training in medical education.
- ▶ Demonstrated ability to undertake course co-ordination.
- ▶ Demonstrated ability to successfully take on leadership responsibilities within area of expertise or within teaching and learning environment.

2.2 DESIRABLE

- ▶ Completion of, or working towards, a post graduate qualification in medical education.

- ▶ Familiarity with the University of Melbourne in general, and rural health issues.
- ▶ Previous experience teaching The University of Melbourne medical course

2.3 SPECIAL REQUIREMENTS

- ▶ Work outside usual hours is required during certain periods (orientation, examination, etc).
- ▶ Occasional travel to Melbourne and national meetings may be required.

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 RURAL HEALTH

<https://medicine.unimelb.edu.au/school-structure/rural-health>

The Department of Rural Health was established on 1 February 1999 and its largest campus is located adjacent to Goulburn Valley Health at Shepparton. It has other major campuses at Ballarat, working closely with Ballarat Health Services, and at Wangaratta, with Northeast Health Wangaratta.

Rural Health programs include:

Rural Clinical School –The University of Melbourne’s clinical schools.

<https://medicine.unimelb.edu.au/study/current-student-resources/md-students-resources/clinical-schools/clinical-schools-zones#rural-zone>

The Rural Clinical School (RCS) has graduated around 900 medical students since the first cohort commenced in 2002. We have approximately 130 domestic medical students each year (either Commonwealth Supported or Full Fee) who are placed in Ballarat, Bendigo, Shepparton or Wangaratta plus an additional 30 Extended Rural Cohort (ERC) MD3 medical students who are placed in for 1 year in either Cobram, Corowa, Benalla, Murchison, Echuca, Mt Beauty, Mansfield, Shepparton, Wangaratta or Yarrawonga and see patients in a general practice setting. We continue to meet the rural or regional origin requirement of 25 per cent for at least one year of their clinical training.

The University of Melbourne, Department of Rural Health is committed to developing the careers of health practitioners in regional Australia, helping to provide quality healthcare for all Australians. The commitment has meant that we will set aside 30 commonwealth supported medical places each year from 2022. These 30 students will be able to complete the entire Doctor of Medical (Rural Stream) program at the University of Melbourne Shepparton campus and across Northeast Victoria’. Fifteen places will be offered via a guaranteed pathway with students completing La Trobe University’s Bachelor of Biomedical Science (Medical) in either Albury or Bendigo. The remaining 15 places will be offered to eligible students who meet the stipulated entry requirements, and this includes students of the University of Melbourne.

University Department of Rural Health

The [University Department of Rural Health \(UDRH\)](#) is a multidisciplinary, population health-based approach involving partnerships with a range of health providers underlies teaching and research activities.

The Department of Rural Health enables health professionals to undertake a significant period of their training in rural environments and provides rural communities with greater access to teaching and research facilities and greater clinical support through the [Going Rural Health Program](#). Part of the Melbourne Medical School funded primarily by the Commonwealth Department of Health and Ageing through programs aimed at establishing a rural-focused national network of medical and health professional training; the Department incorporates the Australian Government Department of Health and Ageing designated ‘University Department of Rural Health’ (1998) and the Rural Clinical School (2001).

The UDRH assists the La Trobe University School of Nursing in delivering a Bachelor of Nursing Science in the Shepparton region. Aboriginal health activities are undertaken in partnership with the local Aboriginal community.

The UDRH support several events at the [Department of Rural Health](#). We provide the Public Lecture Series at Ballarat, Shepparton and Wangaratta that are either mental health or education-focused. Our Aboriginal Team organises an annual Aboriginal & Torres Strait Islander Health Conference with dynamic Aboriginal or Torres Strait Islander speakers and support NAIDOC events across our footprint. The Aboriginal Health team also focus on its educational programs, including PhD, Master of Public Health, Nursing (in partnership with

ASHE) and development of a new Specialist Certificate and Graduate Certificate as a pathway for Aboriginal health and community workers to enter university.

Goulburn Valley Regional Training Hub (GVRTH)

In 2017, The University of Melbourne was funded by the Commonwealth Government to implement the Regional Training Hubs program in the Goulburn Valley Region. The [Goulburn Valley Regional Training Hub](#) (GVRTH) links support for students and junior doctors with an interest in rural practice, improves the junior doctor training environment in rural areas and coordinates local stakeholders to increase training opportunities for GPs and specialists in rural areas.

Centre of Excellence in Rural Sexual Health (CERSH)

The Department of Rural Health also houses the [Centre of Excellence in Rural Sexual Health](#) (CERSH), established in March 2009. CERSH is funded by the Department of Health and Human Services (DHHS) Victoria through a service agreement with The University of Melbourne.

The CERSH vision is that all rural Victorians have access to quality sexual health care, information and support that is tailored to their individual needs.

5.2 FACULTY OF MEDICINE, DENTISTRY AND HEALTH SCIENCES

www.mdhs.unimelb.edu.au

The Faculty of Medicine, Dentistry & 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 income 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 1,553 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 ADVANCING MELBOURNE

The University's strategic direction is grounded in its purpose. While its expression may change, our purpose is enduring: to benefit society through the transformative impact of education and research. Together, the vision and purpose inform the focus and scale of our aspirations for the coming decade.

Advancing Melbourne reflects the University's commitment to its people, its place, and its partners. Our aspiration for 2030 is to be known as a world-leading and globally connected Australian university, with our students at the heart of everything we do.

We will offer students a distinctive and outstanding education and experience, preparing them for success as leaders, change agents and global citizens.

We will be recognised locally and globally for our leadership on matters of national and global importance, through outstanding research and scholarship and a commitment to collaboration.

We will be empowered by our sense of place and connections with communities. We will take opportunities to advance both the University and the City of Melbourne in close collaboration and synergy.

We will deliver this through building a brilliant, diverse and vibrant University community, with strong connections to those we serve.

- ▶ The means for achieving these goals include the development of the University of Melbourne's academic and professional staff and the capabilities needed to support a modern, world-class university. Those means require a commitment to ongoing financial sustainability and an ambitious infrastructure program which will reshape the campus and our contribution to the communities we engage with. This strategy, and the priorities proposed, is centred around five intersecting themes; place, community, education, discovery and global.

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>