

<b>Position Title:</b>	Lecturer
<b>Position Classification:</b>	Academic Level B
<b>Position Number:</b>	NEW
<b>Faculty/Office:</b>	Health and Medical Sciences
<b>School/Division:</b>	Medical School
<b>Centre/Section:</b>	Medical Education Unit
<b>Supervisor Title:</b>	Head of Medical Education Unit
<b>Supervisor Position Number:</b>	316674

## Your work area

The UWA Medical School is the largest and longest established medical school in Western Australia. It delivers a 4 year post-graduate MD course to local, national and international students. The School also has substantial and successful research programs across most disciplines in the medical sector. The Medical Education Unit provides high quality and innovative teaching support to the School's teaching programs including assessments, and staff, student and course evaluations.

## Reporting Structure

*Reports to:* Dr Helen Wilcox, Head of Medical Education Unit and MD Director.

Dotted line reports to: Medical Program Committee

Direct reports:nil

Dotted line reports: nil

## Your role

This role will coordinate the Medical School's evaluation functions for all courses and units including the MD program, articulating undergraduate major and postgraduate courses – including assessment methods, feedback and quality assurance.

## Key responsibilities

### 1. Program Evaluation Related Activities

- Responsible for design, development, implementation and administration of MD course, unit and discipline level evaluation in liaison with the Head of the Medical Education Unit, academic and administration staff.
- Undertake analysis of data using statistical packages for the purpose of evaluating teaching, learning and assessment of the courses offered by the School.
- Be responsible for the production and dissemination of evaluation reports in a timely manner and follow up on action undertaken to close the evaluation loop.
- Develop School level evaluation procedures in alignment with the Faculty evaluation process and ensure the procedures are followed at unit and course level.
- Be aware of and advise staff on implementation of other UWA evaluation activities.
- Provide staff development on the use of evaluation, including self-evaluation, in conjunction with the Medical Program Committee.
- Undertake library and archival work related to evaluation and educational research data.
- Attend and provide support in program, School and Faculty committee meetings as required.
- Liaise with Faculty and School staff on issues such as evaluation activities and results
- Conduct other evaluation projects as directed by the Head of Medical Education Unit.

## 2. Research

- Conduct research in collaboration with academic staff and the evaluation committee such as the writing, updating and editing of publications related to evaluation and educational research.
- Initiate and follow through on possible educational or curriculum related research topics for publication and funding purposes.

## 3. Special and other Projects

- Assist at the direction of the Head of Medical Education Unit in curriculum development and special projects related to the School, Faculty and University priorities.

### Your specific work capabilities (selection criteria)

Post-graduate degree in education or substantial experience in a related field.

Experience in medical education including knowledge of the medical curriculum of UWA. (*Desirable*)

Experience with the evaluation of course and unit curricula – including methodologies, design and communication to collaborators and stakeholders.

Experience with evaluation research – including the development of innovative projects and funding proposals, publications and communication of outcomes.

Experience with evaluation applications including databases of assessment questions, surveys and results

Effective organisational, communication and negotiation skills with multiple and diverse stakeholders including School Committees, external bodies, academic staff and students.

Demonstrate a significant personal contribution and commitment to high quality teaching at all levels.

### Special Requirements

Nil

### Compliance

#### Workplace Health and Safety

All supervising staff are required to undertake effective measures to ensure compliance with the Occupational Safety and Health Act 1984 and related University requirements (including Safety, Health and Wellbeing Objectives and Targets).

All staff must comply with requirements of the Occupational Safety and Health Act and all reasonable directives given in relation to health and safety at work, to ensure compliance with University and Legislative health and safety requirements.

Details of the safety obligations can be accessed at <http://www.safety.uwa.edu.au>

#### Equity and Diversity

All staff members are required to comply with the University's Code of Ethics and Code of Conduct and Equity and Diversity principles. Details of the University policies on these can be accessed at [http://www.hr.uwa.edu.au/publications/code\\_of\\_ethics](http://www.hr.uwa.edu.au/publications/code_of_ethics), <http://www.equity.uwa.edu.au>