



## POSITION DESCRIPTION

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

### MD Rural Pathway, Year 3 Director (Shepparton or Wangaratta)

POSITION NO	0054204
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 (0.3 FTE)
BASIS OF EMPLOYMENT	Continuing
HOW TO APPLY	Online applications are preferred. Go to <a href="http://about.unimelb.edu.au/careers">http://about.unimelb.edu.au/careers</a> , 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	<a href="http://about.unimelb.edu.au/careers/working/benefits">http://about.unimelb.edu.au/careers/working/benefits</a>
CONTACT FOR ENQUIRIES ONLY	Julian Wright Tel +61 3 5823 4582 Email <a href="mailto:julian.wright@unimelb.edu.au">julian.wright@unimelb.edu.au</a>  <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](http://about.unimelb.edu.au/careers)

## ***Position Summary***

The University of Melbourne's Department of Rural Health 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 Training Program, combining two programs, the "Rural Clinical School (RCS) program" and the "University Department of Rural Health (UDRH) 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).

As part of the Rural Pathway of the MD, students complete the third year of their course predominantly in primary care practices in Shepparton, Wangaratta, Benalla, Cobram, Corowa, Echuca, Mansfield, Mount Beauty, Murchison, and Yarrawonga. Students complete short hospital blocks in aged care (Echuca), child and adolescent health (Shepparton), mental health (Shepparton and Wangaratta), women's health (Shepparton and Wangaratta).

Located at the RCS campus in either Shepparton or Wangaratta, Victoria, the MD Rural Pathway, Year 3 Director is expected to further the role of the University within the RCS, and will be responsible for ensuring curriculum delivery, the organisation of the clinical examinations, pastoral care, and supervisory duties for RCS medical students in Year 3 of the Rural Pathway of the MD.

Directly responsible to the Director of Medical Student Education (RCS), the appointee will be required to work closely with the Clinical School and the University leadership and educators, as well as the Deputy Directors of Medical Student Education at Ballarat, Bendigo, Shepparton and Wangaratta.

Crucial to the success of the Department of Rural Health are:

- The development and maintenance of good relationships with partner 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 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**

- ▶ Chair the MD Rural Pathway Year 3 Committee within the Rural Clinical School.
- ▶ Attendance at the RCS Senior Team meetings, and Year 3 discipline meetings within Melbourne Medical School's Department of Medical Education to ensure detail knowledge of the Year 3 curriculum and ensuring this can be delivered through the MD Rural Pathway Program.
- ▶ 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 Year 3 placement hub coordinators to ensure the Year 3 curriculum is delivered and meets the needs of University of Melbourne Rural Pathway Year 3 students based across Northeast Victoria.
- ▶ Meet with Year 3 primary care practice managers and lead educators biannually on placement site visits to ensure the maintenance and further development of these key relationships.

### **1.2 TEACHING AND LEARNING**

- ▶ Actively contribute to continual improvement of the quality of medical education and training within the RCS.
- ▶ Possess detailed knowledge of the Year 3 MD curriculum and assessments.
- ▶ Oversee the organisation and implementation of the delivery of the Year 3 medical curriculum within the RCS.
- ▶ Clinical teaching of RCS students on a regular basis relevant to the clinical experience of the appointee (0.1 EFT of the role dedicated to clinical teaching)
- ▶ Work closely with Year 3 placement hub coordinators to ensure students are prepared for clinical examinations.
- ▶ Administrative tasks associated with the teaching curriculum and student assessment.

### **1.3 RESEARCH AND RESEARCH TRAINING**

- ▶ Direct supervision of MD Research Skills (MDRS) 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.

## ***2. Selection Criteria***

### **2.1 ESSENTIAL**

- ▶ A medical qualification recognisable in Australia and Fellowship of an Australian College (e.g. FRACP, FRACS, FRACGP, etc.) or another equivalent clinical qualification, recognisable in Australia, together with extensive experience in medical education, including teaching medical students.

- ▶ Independent of the university appointment, the role holder will work clinically in the Shepparton or Wangaratta area and be involved 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 good working relationships with all levels of medical practitioners, and other health professionals, in hospitals and the community.
- ▶ 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.
- ▶ Demonstrated organisational and administrative skills and a willingness to engage with university procedures and systems.
- ▶ 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).
- ▶ Travel to MD Rural Pathway Year 3 primary care placement sites to meet with practice managers and lead educators is required on a biannual basis.

## 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](http://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>