

<b>Position Title:</b>	Senior Lecturer
<b>Position Classification:</b>	Academic Level C
<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 assessment 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. Assessment Related Projects

- Coordinate the planning, implementation, moderation and evaluation of summative and formative assessments in compliance with UWA Policy on Assessment and in conjunction with the relevant committees and staff.
- Apply an understanding of research in assessment methods to keep the School informed of the latest developments in this area, and facilitate the development of appropriate innovative assessment methods within the School.
- Provide advice to groups in the School on appropriate assessment tools to assess learning outcomes.
- Be responsible for the production and dissemination of reports in a timely manner on the reliability and validity of individual assessment items, generic assessment methods and assessor protocols.
- Develop staff guides for the use of assessment methods, and conduct related staff training.
- Develop, update and maintain the Assessment Blueprint for the MD program.

- Establish staff development programmes relating to assessments, in conjunction with the School and Faculty Learning and Teaching Committees, other relevant curriculum committees and Education Designers and Technologists.
- Prepare reports and publications on assessment as directed by the curriculum and other committees and the Medical Education Unit.
- Oversee the development and maintenance of a database of assessment questions and assessment results.
- Liaise with Unit Coordinators, Chair of Medical Program Committee, Teaching and Learning Committees and the relevant University Departments regarding University regulations and requirements pertaining to assessment.
- Undertake library and archival work related to assessment and its evaluation.
- Attend and provide support in committee meetings as required.

## **2. Research**

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

## **3. Special Projects and other projects/tasks**

- 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 in assessment/ curriculum development, innovation, delivery and evaluation – including the development of training activities and materials for collaborators and stakeholders.

Experience with assessment/ curriculum research – including the development of projects and funding proposals, publications and communication of outcomes.

Experience with the development and maintenance of databases for assessment questions and results

Effective organisational, communication and negotiation skills with multiple and diverse stakeholders including School Committees, 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>