

Position Description

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| College/Division: | ANU College of Health and Medicine |
| Faculty/School/Centre: | ANU Medical School |
| Department/Unit: | Rural Clinical School |
| Location | Canberra – ANU Florey Building and Canberra Hospital |
| Position Title: | Lecturer/Senior Lecturer Rural Health |
| Classification | Academic Level B/C |
| Position No: | TBC |
| Responsible to: | Associate Dean Rural and Indigenous Health |
| Positions reporting to this role: | Nil |
| Delegation(s) Assigned: | Nil |

PURPOSE STATEMENT:

The [ANU Medical School](#) educates and develops medical graduates who practise medicine with compassion, conscience and professional excellence and with a knowledge of Aboriginal and Torres Strait Islander health and culture. The School partners with a number of healthcare organisations to deliver clinical teaching and training including ACT Health, Calvary Healthcare ACT, and community practices throughout the ACT, south eastern region of NSW and in remote NT. The Medical School is committed to extending the boundaries of medical knowledge and improving the health system through research, and to providing students with a research led educational experience. Research is conducted over range of disciplines, spanning basic science, clinical medicine and implementation into policy and practice. Collaborations extend beyond ANU medical and health sciences, to other universities, governments and communities in the region as well as industry bodies, attracting national and international researchers and higher degree research candidates.

The Rural Clinical School (RCS) of the ANU Medical School is an established program funded by the Commonwealth Department of Health under the Rural Health Multidisciplinary Training Program (RHMTTP). The RCS has five nodes across south-east New South Wales, and provides an integrated rural curriculum across the course as well as year-long rural placements for 25% of the Year 3 cohort. The school also provides support to the local communities and the health professionals who work in these regions. The RCS aims to further develop the rural teaching program and its associated research. This position will work closely with RCS academic staff to coordinate the delivery of the rural program. The position will also support RCS staff in research and assist with the development of the RCS research program.

KEY ACCOUNTABILITY AREAS:

Position Dimension & Relationships:

The position is based at the Rural Clinical School, within the ANU Medical School. Whilst based in Canberra, there are requirements to travel to all of the RCS locations in south-east NSW. The occupant of this position will make a significant contribution to the further development and coordination of the rural program and will support and mentor academic staff and students in teaching, learning and research. They will also represent the RCS on Medical School and other committees as required. The position will work closely with and report to the Head of the RCS.

Role Statement:

The occupant of this position will work closely with the Head of the RCS to:

- Develop and coordinate the teaching and learning program of the Rural Clinical School of the ANU Medical School, including the preparation and delivery of tutorials, lectures, practical classes, demonstrations, workshops, seminars, student field excursions, clinical sessions and/or studio sessions;
- Provide supervision of the program of study of honours students or of postgraduate students engaged in course work including supervision of major honours or postgraduate research projects;

- Develop collaborations to support inter-professional learning;
- Provide academic support to rural staff and clinicians;
- Represent the RCS on designated committees, working groups, departmental and/or faculty meetings;
- Assist with the development of the RCS research program;
- Be responsible for range of administrative functions the majority of which are connected with the subjects in which the academic teaches;
- Comply with all ANU policies and procedures, and in particular those relating to work health and safety and equal opportunity; and
- Other duties as determined by the Head of the RCS and consistent with the classification of the position.

Skill Base

Level B Academic

A **Level B Academic** shall have qualifications and/or experience recognised by the institution as appropriate for the relevant discipline area. In many cases a position at this level will require a doctoral or masters qualification or equivalent accreditation and standing.

In determining experience relative to qualifications, regard is had to teaching experience, experience in research, experience outside tertiary education, creative achievement, professional contributions and/or to technical achievement.

Level C Academic

A **Level C Academic** will normally have advanced qualifications and/or recognised significant experience in the relevant discipline area. A position at this level will normally require a doctoral qualification or equivalent accreditation and standing.

In determining experience relative to qualifications, regard shall be had to teaching experience, experience in research, experience outside tertiary education, creative achievement, professional contributions and/or to technical achievement. In addition a position at this level will normally require a record of demonstrable scholarly and professional achievement in the relevant discipline area.

SELECTION CRITERIA:

Level B Academic

1. A medical qualification with clinical expertise, eligible for registration with AHPRA, with relevant specialist qualification and experience.
2. Evidence of the ability to undertake innovative research in the field of rural health and a vision for the activities they will undertake at the ANU.
3. Demonstrated experience in medical education as a clinical teacher or supervisor, as well as a sound understanding of rural practice and practitioners.
4. Excellent oral and written English language skills and a demonstrated ability to communicate and interact effectively with a variety of staff and students in a cross-disciplinary academic environment and to foster respectful and productive working relationships with staff, students and colleagues at all levels.
5. The demonstrated ability to work as part of a team, contributing to team management and a demonstrated ability to meet deadlines.
6. A demonstrated understanding of equal opportunity principles and policies and a commitment to their application in a university context.

Level C Academic

1. A medical qualification with clinical expertise, eligible for registration with AHPRA, with relevant specialist qualification and experience.
2. A track record of undertaking innovative research in the field of rural health and a vision for the activities they will undertake at the ANU.
3. Evidence of effective teaching at all levels and of the ability to contribute to setting the education agenda of the School in the area of rural health, as well as a highly developed understanding of rural practice and practitioners.
4. Excellent oral and written English language skills and a demonstrated ability to communicate and interact effectively with a variety of staff and students in a cross-disciplinary academic environment and to foster respectful and productive working relationships with staff, students and colleagues at all levels.
5. Demonstrated ability to lead and work as part of a team, significantly contributing to team management and a demonstrated ability to meet deadlines.
6. A demonstrated understanding of equal opportunity principles and policies and a commitment to their application in a university context.

Supervisor Signature:

Date:

Printed Name:

A/Prof Malcolm Moore

Uni ID:

U1013174

References:

[Academic Minimum Standards](#)

Pre-Employment Work Environment Report

Position Details

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|--------------------|--------------------------|---------------------|--------------------|
| College/Div/Centre | CHM | Dept/School/Section | ANUMS |
| Position Title | Lecturer/Senior Lecturer | Classification | Academic Level B/C |
| Position No. | TBA | Reference No. | |

In accordance with the Occupational Health and Safety Act 1991 the University has a duty of care to provide a safe workplace for all staff.

- This form must be completed by the supervisor of the advertised position and forwarded with the job requisition to Appointments and Promotions Branch, Human Resources Division. Without this form jobs cannot be advertised.
- This form is used to advise potential applicants of work environment issues prior to application.
- Once an applicant has been selected for the position consideration should be given to their inclusion on the University's Health Surveillance Program where appropriate – see http://info.anu.edu.au/hr/OHS/___Health_Surveillance_Program/index.asp Enrolment on relevant OHS training courses should also be arranged – see http://info.anu.edu.au/hr/Training_and_Development/OHS_Training/index.asp
- 'Regular' hazards identified below must be listed as 'Essential' in the Selection Criteria - see 'Employment Medical Procedures' at http://info.anu.edu.au/Policies/_DHR/Procedures/Employment_Medical_Procedures.asp

Potential Hazards

- Please indicate whether the duties associated with appointment will result in exposure to any of the following potential hazards, either as a **regular** or **occasional** part of the duties.

| TASK | regular | occasional | TASK | regular | occasional |
|-------------------------------|--------------------------|--------------------------|-------------------------------------|--------------------------|--------------------------|
| key boarding | <input type="checkbox"/> | <input type="checkbox"/> | laboratory work | <input type="checkbox"/> | <input type="checkbox"/> |
| lifting, manual handling | <input type="checkbox"/> | <input type="checkbox"/> | work at heights | <input type="checkbox"/> | <input type="checkbox"/> |
| repetitive manual tasks | <input type="checkbox"/> | <input type="checkbox"/> | work in confined spaces | <input type="checkbox"/> | <input type="checkbox"/> |
| catering / food preparation | <input type="checkbox"/> | <input type="checkbox"/> | noise / vibration | <input type="checkbox"/> | <input type="checkbox"/> |
| fieldwork & travel | <input type="checkbox"/> | <input type="checkbox"/> | electricity | <input type="checkbox"/> | <input type="checkbox"/> |
| driving a vehicle | <input type="checkbox"/> | <input type="checkbox"/> | | | |
| NON-IONIZING RADIATION | | | IONIZING RADIATION | | |
| solar | <input type="checkbox"/> | <input type="checkbox"/> | gamma, x-rays | <input type="checkbox"/> | <input type="checkbox"/> |
| ultraviolet | <input type="checkbox"/> | <input type="checkbox"/> | beta particles | <input type="checkbox"/> | <input type="checkbox"/> |
| infra red | <input type="checkbox"/> | <input type="checkbox"/> | nuclear particles | <input type="checkbox"/> | <input type="checkbox"/> |
| laser | <input type="checkbox"/> | <input type="checkbox"/> | | | |
| radio frequency | <input type="checkbox"/> | <input type="checkbox"/> | | | |
| CHEMICALS | | | BIOLOGICAL MATERIALS | | |
| hazardous substances | <input type="checkbox"/> | <input type="checkbox"/> | microbiological materials | <input type="checkbox"/> | <input type="checkbox"/> |
| allergens | <input type="checkbox"/> | <input type="checkbox"/> | potential biological allergens | <input type="checkbox"/> | <input type="checkbox"/> |
| cytotoxics | <input type="checkbox"/> | <input type="checkbox"/> | laboratory animals or insects | <input type="checkbox"/> | <input type="checkbox"/> |
| mutagens/teratogens/ | <input type="checkbox"/> | <input type="checkbox"/> | clinical specimens, including blood | <input type="checkbox"/> | <input type="checkbox"/> |
| carcinogens | | | genetically-manipulated specimens | <input type="checkbox"/> | <input type="checkbox"/> |
| pesticides / herbicides | <input type="checkbox"/> | <input type="checkbox"/> | immunisations | <input type="checkbox"/> | <input type="checkbox"/> |

OTHER POTENTIAL HAZARDS (please specify):

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|----------------------------|--|-------------|----------------------|-------|--|
| Supervisor's Signature: | | Print Name: | A/Prof Malcolm Moore | Date: | |
|----------------------------|--|-------------|----------------------|-------|--|