



POSITION DESCRIPTION

Department of Medical Education Northern Clinical
Faculty of Medicine, Dentistry and Health Sciences

Specialist Simulation Education (Teaching Specialist)

POSITION NO	0045257
CLASSIFICATION	Level B
SALARY	\$107,547 - \$127,707pa (pro rata for part-time) Clinical Loading of \$19,605 pa (pro rata) may apply
SUPERANNUATION	Employer contribution of 17%
WORKING HOURS	Part Time (0.3 FTE) - FTE may be negotiable with the opportunity to Job Share, subject to applicant pool
BASIS OF EMPLOYMENT	Fixed Term position available for 12 months
OTHER BENEFITS	https://about.unimelb.edu.au/careers/staff-benefits
HOW TO APPLY	Online applications are preferred. Go to http://about.unimelb.edu.au/careers , select the relevant option ('Current Opportunities' or 'Jobs available to current staff'), then find the position by title or number.
CONTACT FOR ENQUIRIES ONLY	Dr Leonie Griffiths Tel +61 3 8468 0642xxxx xxxx Email leonieg@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

Located at the Northern Hospital in Epping, the Simulation Teaching Specialist will join an innovative teaching team and provide high level teaching and learning opportunities for the MD medical students.

In the delivery of the University of Melbourne medical course at the Northern Clinical School, the Simulation Teaching Specialist will provide leadership and guidance to the nursing and medical educators in simulation education. The role incorporates curriculum design and delivery of the Simulation program delivered to all 4 years of the MD course.

The Simulation Teaching Specialist will be required to work closely with all teaching staff, including the Procedural Skills Specialist teacher, clinical partners and students in furthering the goals and objective of the Melbourne Medical School. This will be achieved through the provision of high-quality service and coordination as outlined in the position description.

Directly responsible to the Director of Medical Student Education, the appointee will also be required to liaise with the relevant Departments and Units at Northern Health.

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 staff to live our values of: Collaboration and teamwork, Compassion, Respect, Integrity and Accountability.

1. Key Responsibilities

- ▶ Prepare and teach case scenarios in the Northern Centre for Health Education Research Simulation centre.
- ▶ Contribute to the development of innovative ways to teach, assess and certify competency of students' skills for the MD curriculum in the simulated environment.
- ▶ Contribute to the development of new course/subject material and review of existing course/subject material in medical simulation.
- ▶ Contribute to the formal assessment of students.
- ▶ Liaise and consult with teaching, clinical and professional staff within the Melbourne Medical School and Northern Health regarding course/subject/clinical requirements.
- ▶ Where appropriate, contribute to production of conference and seminar papers and publications.
- ▶ Occasional contributions to teaching within research field.
- ▶ Effective demonstration and promotion of University values including diversity and inclusion and high standards of ethics and integrity.
- ▶ Occupational Health and Safety (OH&S) responsibilities as outlined in section 4.

2. Selection Criteria

2.1 ESSENTIAL

- ▶ A medical qualification recognisable in Australia and Fellowship in an Australian College (e.g. FRACP, FRACGP, FACCRRM, etcetera).

- ▶ Australian Resuscitation Council Advanced Life Support Instructor (level 1).
- ▶ Experience in teaching procedural skills, resuscitation skills and simulation in the acute hospital environment.
- ▶ Experience in patient bedside teaching and supervision of students.
- ▶ Highly developed interpersonal skills, with excellent verbal and written communication skills, and an ability to maintain confidentiality at all times.
- ▶ Demonstrated initiative and innovation across a range of teaching styles.
- ▶ Ability to mentor and engage students and work effectively with staff members, as a member of a team.
- ▶ Excellent organisational skills.
- ▶ Capable of developing good working relationships with all levels of medical practitioners and other health professionals in hospital.
- ▶ Commitment to and experience in medical education, curriculum development and delivery and assessment in a clinical setting.
- ▶ An understanding of the needs of medical students of all backgrounds, and the ability and willingness to counsel or refer students as needed.
- ▶ Demonstrated ability to be adaptive and accepting of new ideas, and a willingness to approach new challenges and adjust plans to meet new priorities.

2.2 DESIRABLE

- ▶ Completion of or working towards a post graduate qualification in medical education.
- ▶ Familiarity with the functioning of the University of Melbourne.
- ▶ Record of independent scholarship related to learning and teaching, such as communication and dissemination of teaching practice, participation in research on how students learn in the discipline, attendance or presentation at conferences related to learning and teaching.
- ▶ Familiarity with the Northern Health protocols, procedures and clinical equipment.

2.3 OTHER JOB RELATED INFORMATION

- ▶ This position requires the incumbent to hold a current and valid Working with Children Check.
- ▶ Occasional work out of ordinary hours 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 Advancing Melbourne strategy that addresses 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 Advancing Melbourne.

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:

<https://safety.unimelb.edu.au/people/community/responsibilities-of-personnel>

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 MEDICAL EDUCATION

<https://medicine.unimelb.edu.au/school-structure/medical-education>

The Department of Medical Education was established as a department within the Melbourne Medical School in 2015. It has responsibility for the delivery of the Doctor of Medicine (MD) course, research in medical education and a range of professional development postgraduate and non-award programs.

As the first Australian professional entry masters level program, the Melbourne MD creates a new benchmark in 21st century medical education. It delivers advanced clinical and academic training to ensure students are prepared for the challenges of a high-quality medical internship. The MD is a 4-year program with an intake of approximately 350 students per year. The degree is delivered through our Parkville campus, metropolitan and rural Clinical Schools, partner organisations.

The Department delivers high quality research-informed postgraduate and professional development programs, facilitated by leaders in the field of health professional education. Created for clinicians from any discipline these programs are designed as professional development for health professionals in the areas of clinical teaching, clinical leadership and clinical research.

The research groups within the department focus scholarly engagement within a number of key research interests in medical education:

- ▶ Work Integrated Learning
- ▶ Curriculum, Assessment and Evaluation
- ▶ Healthcare Communication

► Student Engagement and Experience

The department employs approximately 350 staff to deliver the education, research and engagement activities of the department. This is complemented by a large, actively engaged honorary staff network.

5.2 MELBOURNE MEDICAL SCHOOL

www.medicine.unimelb.edu.au

The Melbourne Medical School (MMS) was established in 1862 and has a substantial international reputation for its leadership in teaching and training, health research, policy and practice. The MMS is committed to working with the communities we serve to improve health and advance health care. We will do this through our teaching, learning, research, clinical care and advocacy.

The MMS is composed of eight clinical departments (General Practice, Medical Education, Medicine and Radiology, Obstetrics and Gynaecology, Paediatrics, Psychiatry, Rural Health and Surgery) which are embedded within clinical health services throughout metropolitan Melbourne and rural Victoria.

The MMS delivers a suite of health-related graduate programs including the Doctor of Medicine (MD), the first professional entry Masters level medical program in Australia. The Melbourne MD delivers a fresh approach to medical training and creates a new benchmark in 21st century medical education.

The MMS is committed to improving the wellbeing of the community through the discovery and application of new knowledge. The research effort of the school is highly collaborative and spans basic to translational research and involves over 800 graduate researchers and 1000 academic staff.

The MMS also actively participates in the public debate and advocacy around key health issues and policy based on our values of commitment, integrity, compassion, respect and service.

5.3 FACULTY OF MEDICINE, DENTISTRY & 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 \$630m 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.

5.4 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>

5.5 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.

5.6 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 <https://about.unimelb.edu.au/strategy/governance>