

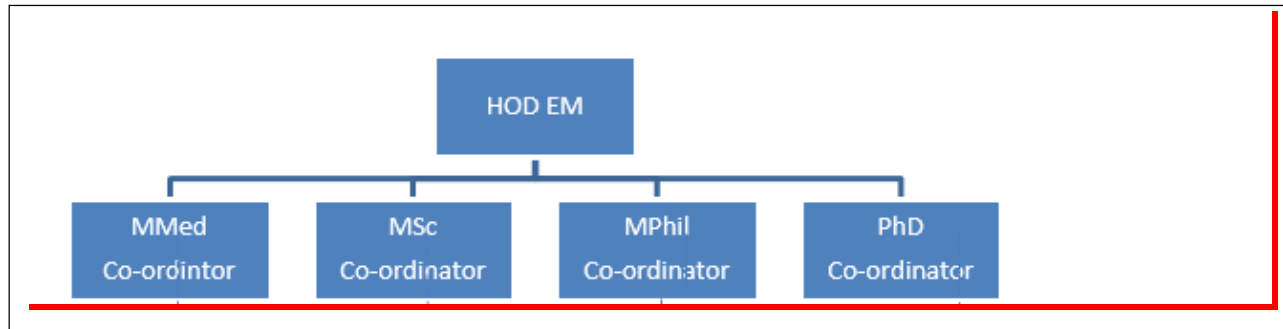
NOTES

- Forms must be downloaded from the UCT website: <http://www.uct.ac.za/depts/sapweb/forms/forms.htm>
- This form serves as a template for the writing of job descriptions.
- A copy of this form should be kept on file in your office.
- For re-evaluations, this form must be sent to your relevant HR Advisor/Officer

POSITION DETAILS

Position Title (<i>current title</i>)	PhD Coordinator			
Status of Post (<i>tick</i>)	New Post		Re-evaluation	X
Job Grade (<i>current grade</i>)	Senior Lecturer			
Faculty (<i>if applicable</i>)	Health sciences			
Department	Surgery			
Section (<i>if applicable</i>)	Emergency Medicine			
Date of Compilation	28 June 2017			
FOR OFFICE USE				
Job Title				
Date of Grading				
Grading Result				

ORGANOGRAM



PURPOSE

The main purpose of this position is to lead and drive the PhD (Emergency Medicine) program

JOB CONTENT

Key Performance Areas (4 – 6)	% of time spent	Activities / Objectives / Tasks	Results / Outcomes	Competencies
1) Development and updating of PhD program	20%	Oversee and assist students with PhD progress. Assist supervisors with PhD progress. Keep materials content up to date.	Materials are up to date, relevant and cohesive to faculty and University wide processes	Microsoft office skills. Competence in the field of evidence based medicine.
2) Progression of PhD students through the program	20%	To ensure that students progress at an appropriate rate through all modules and the dissertation	Aim for 75% of students completing the PhD within 4 years	
3) Supervision and mentoring of Masters and PhD students in the Division	20%	To ensure that students receive appropriate support and continuity of supervision through faculty and outside supervisors to enable them to progress through the programme	Student dissertation throughput and output. 75% students submit 2 articles for publication within 2 years.	Doctoral degree or equivalent in emergency medicine Prior supervision of M & PhD projects
4) Academic publications in emergency medicine	10%	To develop an academic track record in emergency medicine To increase the Division's academic outputs	Increased academic outputs from the Division	Prior history of emergency medicine publications
5) Clinical work in emergency environment	10%	To maintain currency and credibility in the subject area	Hours of clinical time per week	Senior decision making skills in emergency medicine
6) Administration role within the Division of EM related to PhD program and wider Divisional requirements	10%	To oversee the registration of, input of marks and university administration of the PhD students, and other Divisional requirements via the administrators of division and relevant UCT support staff (finance, HR, etc)	Divisional administrative burden shared between academic staff	Familiarity with University administrative systems
7) Assist on other academic programmes	10%	Assist in the development of academic materials. Support other faculty in running modules	Progress rate on other M programmes in the division	Educational insight Familiarity with teaching platform and processes

MINIMUM REQUIREMENTS

Minimum Qualifications	MBChB
	PhD in emergency medicine (or equivalent)
Minimum Experience	Minimum 5 years' experience in emergency care

AUTHORITY

	PRINT NAME	SIGNATURE	CONTACT NO.	DATE
Compiled by				
Approved by				
Reviewed by				