



NOTES

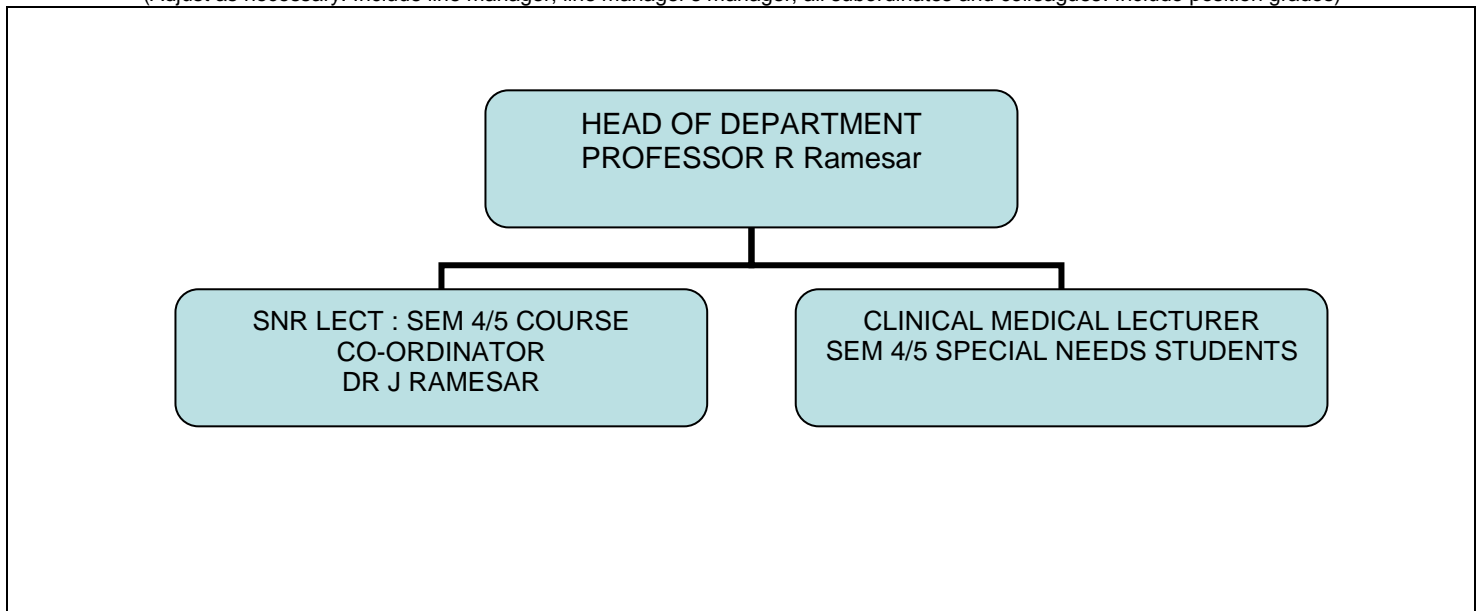
- Forms must be downloaded from the UCT website: <http://forms.uct.ac.za/forms.htm>
- This form serves as a template for the writing of position descriptions.
- A copy of this form is kept by the line manager and the position holder.

POSITION DETAILS

Position title	Lecturer		
Job title (HR Practitioner to provide)			
Position grade (if known)	Medical Officer	Date last graded (if known)	
Academic faculty / PASS department	Faculty of Health Sciences		
Academic department / PASS unit	Pathology		
Division / section	Directorate Office		
Date of compilation	May 2018		

ORGANOGRAM

(Adjust as necessary. Include line manager, line manager's manager, all subordinates and colleagues. Include position grades)



PURPOSE

The main purpose of this position is

- To contribute to the development, organisation and delivery of courses and other academic activities in **Semesters 4 and 5 of the MBChB undergraduate programme.**
- To identify academically weak/ struggling students in the 2nd and 3rd years of the MBChB programme and apply intervention programmes
- Maintain and assist with creating new questions for the EMI database in line with the latest methodologies
- Undertake PBL facilitation
- Co-ordination of Pathology online e-Reader system through regular liaison with service provider, staff and student stakeholders.
- Carry out designated administrative duties.

CONTENT

Key performance areas		% of time spent	Inputs (Responsibilities / activities / processes/ methods used)	Outputs (Expected results)
1	<p>1) Teaching/Education</p> <p>The courses involved are:</p> <p>PTY2000S Sem 4 PTY3009F Sem 5</p> <p>Semesters 4 and 5 is the Integrated Health Systems course and includes the following disciplines:</p> <p>Anatomical Pathology Chemical Pathology Medical Virology Medical Microbiology Medical Biochemistry Human Genetics Haematology Immunology Anatomy Physiology Histology Public Health Critical Health Humanities Embryology Pharmacology</p>	75	<ul style="list-style-type: none"> Maintain and assist with creating new questions for the EMI database in line with the latest methodologies Deliver teaching and assessment activities including PBL facilitation, setting/marking coursework to undergraduates in the MBCHB curriculum. Select appropriate assessment instruments and criteria, assess the work and progress of students by reference to the criteria and provide constructive feedback to students. Seek ways of improving performance by reflecting on teaching design and delivery and obtaining and analysing feedback. Organise the availability of materials to support students' learning Plan and develop independent teaching contributions and contribute to the design or revision of course units. Help to develop appropriate teaching approaches and contribute to curriculum development. Effectively manage your own work effort within the guidelines established by your contract, the staff handbook and your line manager 	<ul style="list-style-type: none"> A secure EMI bank for the Integrated Health Systems course containing valid assessment content from the disciplines involved Online EMI/MCQ question papers for the various assessments during the IHS courses Reliable student support post examinations Reflexive teaching practice in PBL with improvements where necessary Course Design Team input and contributions
	2) Administration Management	15	<ul style="list-style-type: none"> Provide pastoral care for students to ensure that all issues are dealt with in a timely, sympathetic and effective manner. Carry out designated light routine administrative duties, including, for example, committee work, course administration etc. Be responsible for the record-keeping associated with teaching and the preparation of teaching materials Close liaison with curriculum clerk 	<ul style="list-style-type: none"> Adequate student support where needed Efficient and reliable course administration assistance Maintenance of teaching materials
3	Research	10	<ul style="list-style-type: none"> Undertake to research in the area of Health Sciences Education Regular attendance/presentation at the Health Sciences education conferences 	<ul style="list-style-type: none"> Produce good quality research and publications in Health Sciences education

MINIMUM REQUIREMENTS

Minimum qualifications	<ul style="list-style-type: none"> • A MBCHB degree • Ability to communicate effectively, in writing and orally, to large and small groups • Ability to collaborate effectively with colleagues, students and to work well in a team. • Ability to work autonomously, under pressure, and meet deadlines • Ability to make effective use of ICT support • Good organizational skills essential 			
Minimum experience (type and years)				
Skills				
Knowledge				
Professional registration or license requirements				
Other requirements (If the position requires the handling of cash or finances, other requirements must include 'Honesty to handle cash or finances'.)				
Competencies (Refer to UCT Competency Framework)	Competence	Level	Competence	Level