

NOTES

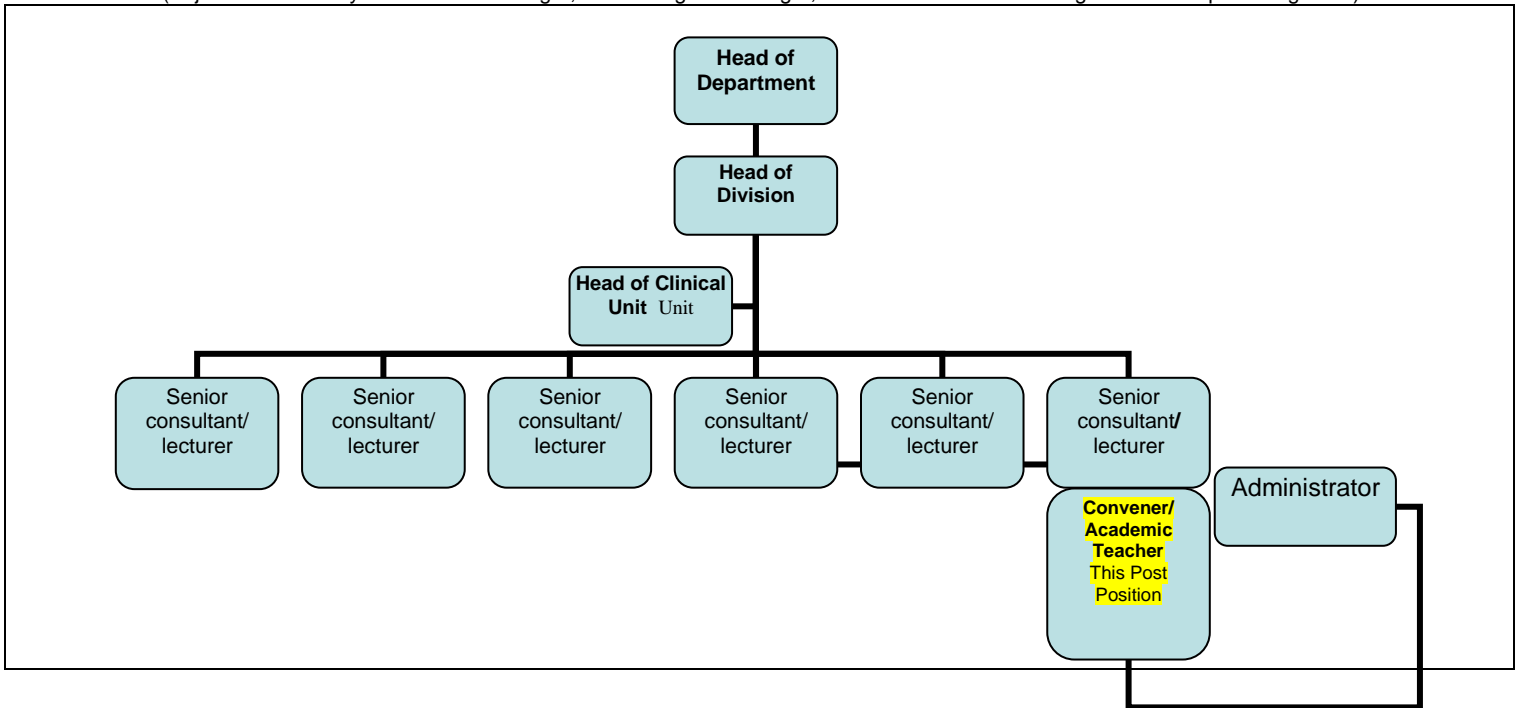
- Forms must be downloaded from the UCT website: <http://forms.uct.ac.za/forms.htm>
- This form serves as a template for the writing of position descriptions.
- A copy of this form is kept by the line manager and the position holder.

POSITION DETAILS

Position title	Academic teacher and Course convener		
Job title (HR Practitioner to provide)			
Position grade (if known)	Academic teacher	Date last graded (if known)	
Academic faculty / PASS department	Health Sciences		
Academic department / PASS unit	Health Sciences -Pathology		
Division / section	Division of Forensic Medicine and Toxicology		
Date of compilation	16 July 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 convene the Forensic Medicine course for all groups of medical students in the different clinical platforms.
- to oversee the administration of the course content in its entirety, including evaluation and monitoring
- to assist with administration of teaching and assessment time-tables and student block rotations
- to communicate with the Programme convener and Undergraduate faculty Office
- to assist with administration of student examinations and related processes
- to attend faculty meetings and activities relating to student academia

This post requires knowledge of Forensic Medicine and Pathology, a good working knowledge of UCT teaching and assessment policies and procedures and an interest in medical education, as relates to student teaching, learning and assessment. Close co-operation and work with the Divisional administrator is essential in fulfilling these duties.

CONTENT

	Key performance areas	% of time spent	Inputs (Responsibilities / activities / processes/ methods used)	Outputs (Expected results)
1	ADMINISTRATION OF TEACHING AND LEARNING Course Codes: PTY6012W, PTY6018F, PTY5012F	40%	<ul style="list-style-type: none"> - Administration of the academic year plan and block rotations - Administration of the course content in its entity, including co-ordination of academic year timetables, student group rotations, lecture and block rotations. - Co-ordination changes to academic staff scheduled teaching; e.g due to court attendances Facilitate communication with Undergraduate Faculty Office (UFO) administrators, Programme conveners and Head of Division - Administration of the course Vula teaching site and any other online resources - Attend to student emails regarding swops, inability to attend due to e.g illness, marriages, etc, for the purposes of assessing DP completion 	<p>Electronic communication of the academic year plan as received from Undergraduate Faculty Office (UFO) with academic staff and HOD timeously. Effective management and resolution of any issues.</p> <ul style="list-style-type: none"> - Supervise the electronic record keeping of student group list /block allocations as received from UFO at beginning of each academic year and notify HOD if there are issues with resource allocation (e.g high numbers of students that may exceed divisional teaching capacity). <p>Timeous development of student block rotations and electronic communication to academic teaching staff. Effective management and resolution of any swaps.</p> <ul style="list-style-type: none"> - Efficient communication with and between students (via Vula site), administrator, HOD and UFO. - Effective update of the Vula course site as site administrator (effective management of course content, participants (with group & role allocations rotations, announcements, etc) - Updated assessment mark sheet with regards to student DP completion - Assessments and teaching prepared and delivered timeously - Accurate and updated student academic progress and assessment records
2	ASSESSMENT (in-course & final examinations)	30%	<ul style="list-style-type: none"> - Administration and co-ordination of assessment timetables, including the academic year plan, dates times and venue bookings - Development and/or review of current assessment methods(in-course & final examinations) - Development and/or review of current in-block assessment rubrics - Co-ordination checking of student DP status and student notification - Collation of the examination questions papers - Appointment and communication with external examiners - Co-ordination and supervision of examination script marking and submission of marks to Faculty (UFO) - Review and evaluate assessment methods 	<ul style="list-style-type: none"> - Efficient co-ordination and communication of assessment dates and times - Ensure the timetable signed off by HOD and UFO, effective management of any ensuing changes and motivations thereof. - Updated assessment rubrics - Ensure quality (valid and reliable) assessment methods implementation - Timeous appointment and effective communication with external examiners, including facilitation of claim forms authorisations. Development External examiner database - Timeous development of the examination papers and ensure security thereof. - Effective communication and management of examination dates, times and venues with students, academic staff and HOD. - Effective and timeous collation of marking of exam scripts and supervise submission of marks to UFO - Effective management of students requests for script review and/or remarking - Effective management of failed students and supplementary examinations

3	COURSE & CURRICULUM DEVELOPMENT	20%	<ul style="list-style-type: none"> - Facilitate the ongoing review and update of the current course content in relation to the MBChB curriculum and blue print - Reviewing the current teaching methods and compare with national and international best practice as relates to Forensic Pathology and Clinical Forensic Medicine curricula/ content. - Review and update the reference book lists available in the library - Review and update the Vula course site - Facilitate the updating of lecture presentations by the academic teaching staff and upload recent versions on Vula before the beginning of each academic year - Facilitate and review previous and current student course feedback evaluation forms and monitoring - Participate in faculty curriculum changes 	<ul style="list-style-type: none"> - Facilitate and collate lecture notes updates and reviews by academic staff by end of November of each academic year. - Timeous update of the course Blue-print - Timeous update, review and uploading of course content and editing links to reference journal articles. - Timeous uploading of updated lecture presentations on Vula before the beginning of each academic year - Facilitate and collate of student feedback forms and compile the report for presentation to academic staff and HOD. - Use student feedback form to motivate for changes in teaching, learning and assessment if feasible; and in line with best practice - Facilitate communication with chief librarian for updates in reference book lists and journal subscriptions including motivations for student access to e-books.
4	LEADERSHIP & COURSE MANAGEMENT	10%	<ul style="list-style-type: none"> - Regularly update academic staff and HOD on all student-related matters - Facilitate the development of best teaching and assessment practices and perform relevant feasibility studies, and thus, course monitoring and improvement tools - Facilitate training of academic staff for best teaching and learning and assessment practices, including development in e-learning resources - Facilitate the development of exam question bank - Facilitate the current course resources and costing models - Review the divisional teaching mandate and resource allocation (e.g student numbers v/s staff allocation, v/s space) - Work in collaboration with the EDU/ Vula team to ensure the course Vula site is updated and student-friendly. 	<ul style="list-style-type: none"> - Excellent team work and positive feedback from students and colleagues, and the EDU team - Hold regular teaching meetings (8-12weekly) - Attend all course conveners' meetings and relevant teaching learning and assessment workshops (e.g TET talks, road-shows, etc.) - Excellent team work between academic and PASS staff, and consistent positive feedback from students and staff - Facilitate development of new student (e-) teaching and learning resources - Facilitate teaching staff Continuing professional development as relates to teaching learning and assessment - Development of research interests and activities related to medical education

MINIMUM REQUIREMENTS

Minimum qualifications	<ul style="list-style-type: none"> • MBChB
Additional (optional qualifications that may be advantageous)	<ul style="list-style-type: none"> ○ Diploma in Forensic Medicine (if not obtained, candidate must be willing to complete this Diploma within 1 year of employment into this post) ○ PG Diploma in Health Sciences Education ○ MPhil in Health Sciences Education ○ MPhil in Higher Education with research relevant to Health Sciences Education • Or other post-graduate qualification/certificate in teaching and learning, pathology and or forensic science
Minimum experience (type and years)	<ul style="list-style-type: none"> • At least three (3) years' experience post internship working in a South African Public Health System • At least 1 years' experience in a health facility that provided teaching/tutoring to undergraduate medical students

Skills	<ul style="list-style-type: none"> Ability to teach undergraduate medical students, and to explain concepts Effective time management Excellent and accurate record keeping Excellent communication skills Excellent computer literacy Advantageous: <ol style="list-style-type: none"> Skills/experience Forensic Pathology Service or Clinical Forensic Medicine Skills/experience in different teaching and learning pedagogies and assessment methods and/or prior work in an academic institution(Health Sciences Faculty) Skills/ experience of UCT's academic administrative systems 			
Knowledge	<ul style="list-style-type: none"> Excellent understanding of applied anatomy, physiology and pathology, clinical medicine, diagnostic modalities and current treatment guidelines. Excellent understanding of the South African Health System Excellent understanding of the South African burden of Disease Different communication styles 			
Professional registration or license requirements	<ul style="list-style-type: none"> MBChB and current registration with the HPCSA Driver's License 			
Other requirements (If the position requires the handling of cash or finances, other requirements must include 'Honesty to handle cash or finances'.)	<ul style="list-style-type: none"> At least 1 years' experience working in a team Skills or knowledge of conflict management and Some knowledge of student support needs and Some knowledge of University processes, procedures and policies Prior knowledge or experience of the South African Medico-legal system and judiciary. 			
Competencies (Refer to UCT Competency Framework)	Competence	Level	Competence	Level
	Core	2	Planning and organizing / work management Teamwork / collaboration University awareness Analytical thinking / Problem solving Building interpersonal relationships; Student service and support; Coaching / Developing others Communication Formal presentation	
	Functional	2	Professional knowledge and skill; Formal presentation; Information management; Managing conflict; Meeting facilitation / leadership / participation; Safety awareness; Written communication	
	Enabling	2	Quality commitment/ work standards; Decision-making / Judgment /Adaptability/ flexibility; Conceptual thinking; Continuous learning; Follow up; Creativity and innovation; Impact/Influence; Initiating action / initiative; Resilience; Results focus; Stress tolerance.	
	Managerial	1	Facilitating change; Individual Leadership; People management; Resource management; Strategic leadership.	

SCOPE OF RESPONSIBILITY

Functions responsible for	Convening the Forensic Medicine course
Amount and kind of supervision received	Some supervision will be necessary for at least 2-4 months of employment into this post depending on prior experience in teaching undergraduate medical students and forensic Pathology knowledge
Amount and kind of supervision exercised	Course convening administration including site owner for Forensic Medicine course Vula site
Decisions which can be made	Changes to course lecture and block rotation time-tabling as agreed with academic staff
Decisions which must be referred	All changes to student rotations, examination time-tabling

CONTACTS AND RELATIONSHIPS

Internal to UCT	Prof. LJ Martin (Head of Division), Dr. GM Kirk (Divisional Head of Clinical Unit), Ms Chantal van Niekerk (Divisional administrator, Dr. P Wincomb (MBChB Programme convener), G Doyle or F van Breda (EDU/Vula team), and Divisional Professional staff
External to UCT	Salt River Forensic Pathology Laboratory management