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

<table>
<thead>
<tr>
<th>Position title</th>
<th>Senior Lecturer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job title (HR Practitioner to provide)</td>
<td></td>
</tr>
<tr>
<td>Position grade (if known)</td>
<td>Senior Lecturer</td>
</tr>
<tr>
<td>Academic faculty / PASS department</td>
<td>Health Sciences</td>
</tr>
<tr>
<td>Academic department / PASS unit</td>
<td>Public Health &amp; Family Medicine</td>
</tr>
<tr>
<td>Division / section</td>
<td>Family Medicine</td>
</tr>
<tr>
<td>Date of compilation</td>
<td>October 2019</td>
</tr>
</tbody>
</table>

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:

1. To provide workplace-based teaching and assessment to MMed and PG Dip students working on the clinical platform
2. To assist with classroom-based teaching in the Postgraduate programmes
3. To assist with administration and convening of examinations for the Postgraduate programmes

This is a permanent, part-time position comprising 10hrs/week. These 10hrs will be divided up as agreed upon by the incumbent and the line manager.
## CONTENT

<table>
<thead>
<tr>
<th>Key performance areas</th>
<th>% of time spent</th>
<th>Inputs (Responsibilities / activities / processes / methods used)</th>
<th>Outputs (Expected results)</th>
</tr>
</thead>
<tbody>
<tr>
<td>E.g. General and office administration</td>
<td>25%</td>
<td>Takes, types up and distributes minutes and agendas for monthly departmental meeting. Greets visitors, enquires as to the nature of their visit and directs them to the appropriate staff member.</td>
<td>All staff members receive an electronic copy of accurate minutes and agendas, in the departmental template/format, a week before the meeting. Visitors are directed to appropriate staff member in a professional and efficient manner.</td>
</tr>
</tbody>
</table>
| **1 Workplace-based teaching and assessment** | 60% | • Direct observations and feedback to students in their clinical workplaces using the CMSA portfolio tools  
• Quarterly clinical assessments of students in their clinical workplaces  
• Monitoring progress of students and submitting quarterly progress reports to the course convenor | • All Postgraduate students receive formative feedback based on direct workplace observations  
• Struggling students are flagged early and remedial plans are in place  
• The Convenor has sufficient data to make decisions about individual student progress and programme performance |
| **2 Assist with classroom-based teaching** | 30% | • Deliver classroom-based teaching in specified modules in line with the curriculum  
• Prepare teaching content aligned to the curriculum  
• Develop simulated patient encounters for classroom-based teaching | • All teaching is a high quality, relevant to the curriculum, with clear learning outcomes  
• Content is updated and in line with curricular outcomes  
• Classroom-based discussions are stimulating and related to real-world patient encounters |
| **3 Assist with administration and convening of examinations** | 10% | • Assists the Convenor with planning and logistics for annual end of course examinations  
• Assists Convenor with planning and logistics for CMSA examinations  
• As part of the examination committee, designs examination questions and bare-bones memorandum | • All examinations are run efficiently and of high standards  
• Effective teamwork is evident in all activities  
• Questions are relevant to clinical practice and constructed using use valid scientific data |
MINIMUM REQUIREMENTS

Minimum qualifications
- MBCHB Degree with a MMed Family Medicine

Minimum experience (type and years)
- A minimum of 2 years’ experience as a Specialist Family Physician
- Registration and good standing with the HPCSA as a Specialist Family Physician
- A minimum of 2 years’ experience as a Family Medicine Specialist
- Own transport and a valid SA driving license

Advantages:
- Clinical-based/problem-based family medicine teaching experience
- Experience with examining postgraduate students

Skills
The ideal candidate will be:
- Clinically competent in dealing with the broad range of Primary Care patients
- Able to provide teaching to students in an engaging, non-threatening manner
- Provide constructive feedback
- Think critically
- Have superior communication skills

Knowledge
- Familiarity with the SA Healthcare system in both the private and public sector

Professional registration or license requirements
- Registration and good standing with the HPCSA as a Specialist Family Physician

Other requirements
(If the position requires the handling of cash or finances, other requirements must include ‘Honesty to handle cash or finances’.)
- Access to own transport and a SA valid driver’s licence

<table>
<thead>
<tr>
<th>Competency</th>
<th>Level</th>
<th>Competency</th>
<th>Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>Analytical thinking/Problem solving</td>
<td>2</td>
<td>Building interpersonal relationships</td>
<td>2</td>
</tr>
<tr>
<td>Client/student service and support</td>
<td>2</td>
<td>Communication</td>
<td>2</td>
</tr>
<tr>
<td>Conceptual thinking</td>
<td>2</td>
<td>Creativity and innovation</td>
<td>2</td>
</tr>
<tr>
<td>Planning and organizing/work management</td>
<td>2</td>
<td>Teamwork/collaboration</td>
<td>2</td>
</tr>
<tr>
<td>University awareness</td>
<td></td>
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</tr>
</tbody>
</table>

SCOPE OF RESPONSIBILITY

Functions responsible for
- Workplace-based teaching and assessment of postgraduate students
- Assist with classroom-based teaching
- Assist with administration and convening of examinations

Amount and kind of supervision received
- Working under direct supervision of the Postgraduate Programmes Convenor

Amount and kind of supervision exercised
- Direct clinical supervision of postgraduate students in their respective workplaces

Decisions which can be made
- Clinical management of patients, in consultation with the Family Physician on site if required

Decisions which must be referred
- Academic concerns or ethico-legal issues pertaining to students

CONTACTS AND RELATIONSHIPS

Internal to UCT
- Line manager; Head of Division; Head of Dept

External to UCT
- Respective facility managers and Family Physicians