

NOTES

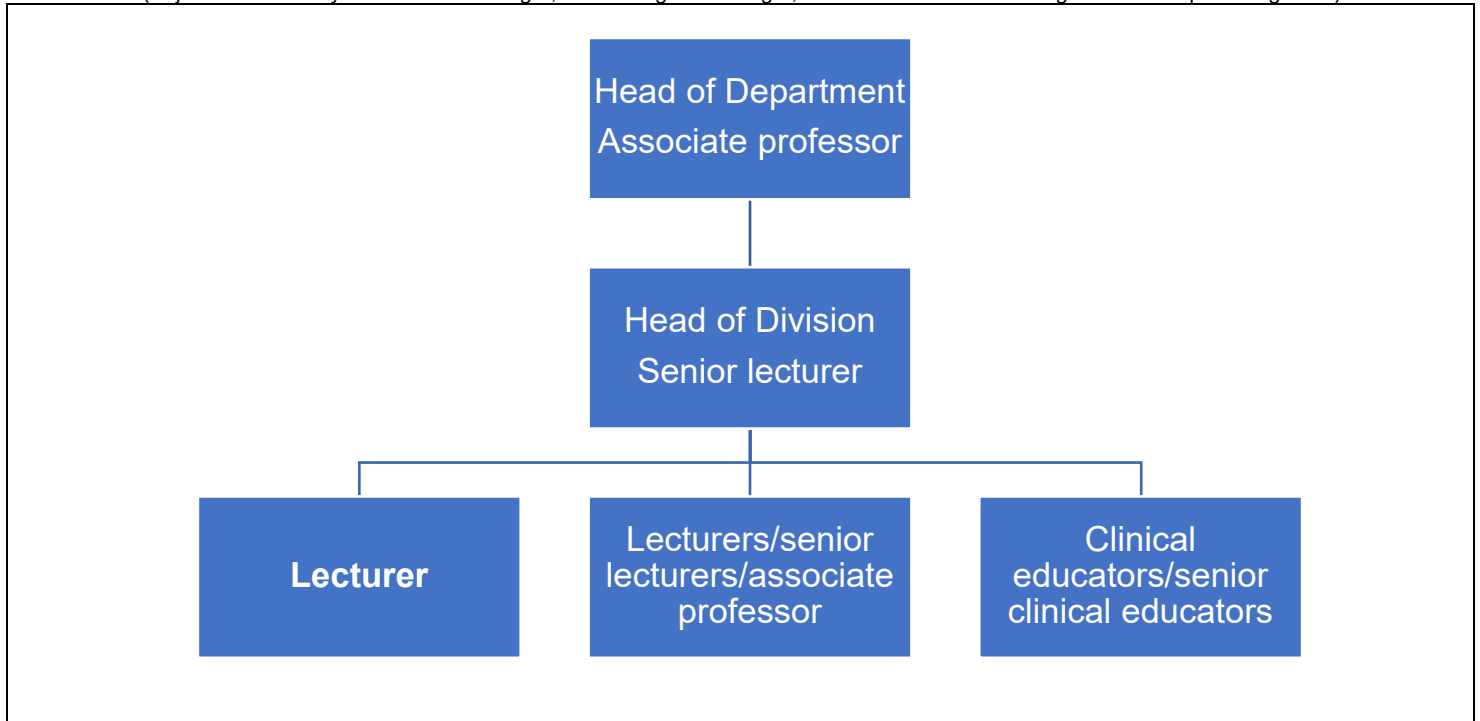
- Forms must be downloaded from the UCT website: <http://forms.uct.ac.za/forms.htm>
- This form serves as a template for the writing of position descriptions.
- A copy of this form is kept by the line manager and the position holder.

POSITION DETAILS

Position title	Lecturer (Audiology)		
Job title (HR Practitioner to provide)	Lecturer		
Position grade (if known)	Lecturer	Date last graded (if known)	
Academic faculty / PASS department	Faculty of Health Sciences		
Academic department / PASS unit	Department of Health & Rehabilitation Sciences		
Division / section	Communication Sciences and Disorders		
Date of compilation	22 June 2021		

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 the academic training of undergraduate and postgraduate students, clinical training and research. The incumbent will also be expected to contribute towards administrative and leadership responsibilities as well as undertake activities that advances the university's social responsiveness agenda

CONTENT

Key performance areas (4 – 6) (What)		% of time spent	Activities / Objectives / Tasks (How)	Results / Outcomes (Why)
1	Undergraduate teaching	30%	<ul style="list-style-type: none"> • Refine the content, teaching and learning activities • Facilitate alignment of assessment with the objectives of the academic programme • Setting assessment questions related to academic teaching • Assess student performance and provide feedback • Invigilate at exams 	<ul style="list-style-type: none"> • Effective throughput rates • Minimum of average student evaluations
2	Postgraduate supervision	15	<ul style="list-style-type: none"> • Assist postgraduate students with topic definition, proposal writing, developing and executing scientifically sound methodologies • Guide the thesis writing process • Provide timely constructive feedback on student drafts 	<ul style="list-style-type: none"> • Graduate Masters students in Audiology
3	Clinical education	15	<ul style="list-style-type: none"> • Facilitate students' learning in clinical settings and encourage active learning to facilitate the development of clinical competence • Facilitation of translation of theory into practice • Facilitate opportunities to develop clinical reasoning skills • Facilitate group learning where relevant • Participate in Multi-Professional Practice learning • Oversight of student interventions and documentation • Reinforce the importance of human rights and ethics based approach to clinical service delivery 	<ul style="list-style-type: none"> • Students adequately prepared for clinical practice post qualification • Efficient, effective and contextually relevant assessments • Materials prepared for clinical teaching • Students proficient in clinical reasoning • Quality assurance of the relevant clinic(s) • Patients identified for students for clinical practice • Effective management of clinical education • Effective professional communication with sites of clinical learning • Teaching platform that supports clinical learning • Ethical practice by students • Effective throughput • Patient/client satisfaction
4	Research	20	<ul style="list-style-type: none"> • Complete PhD (if relevant) • Conduct own research • Apply for research funding 	<ul style="list-style-type: none"> • Research publications • Conference presentations • Obtain funding

Key performance areas (4 – 6) (What)		% of time spent	Activities / Objectives / Tasks (How)	Results / Outcomes (Why)
5	Administration	15	<ul style="list-style-type: none"> • Assist with course curriculum for academic and clinical teaching (development and review) and alignment with the rest of the programme • Attend meetings on academic, divisional and departmental matters, where required • Review, update and provide course outlines • Collate marks and feedback on student performance • Develop and prepare course materials for the relevant academic courses • Monitor students' attendance • Keep records of teaching, student performance and professional behaviour • Assist with preparation of HPCSA site visits • Convene academic courses and one year of study • Provide student support for one year of study 	<ul style="list-style-type: none"> • Efficiently organised lectures • Effective and efficient administration of marks • Accurate records of student progress • Effective monitoring and reporting on students' performance • Good communication with students regarding their performance
6	Social responsiveness	5	<ul style="list-style-type: none"> • Participate in social responsiveness activities on own or with others in division/department/faculty or university. • Contribute to public engagement with professions, clinical contributions to clinical sites or student projects in clinics/communities. 	

MINIMUM REQUIREMENTS

Minimum qualifications	Masters degree in Audiology or relevant field			
Minimum experience (type and years)	2 years clinical experience post undergraduate qualification; experience in clinical and academic teaching			
Skills	Excellent interpersonal abilities; excellent written and verbal communication skills; student supervision			
Knowledge	Electrophysiology, Diagnostic testing for special populations, Central auditory processing assessment and management			
Professional registration or license requirements	Registered and in good standing with the HPCSA as an audiologist			
Other requirements (If the position requires the handling of cash or finances, other requirements must include 'Honesty to handle cash or finances'.)	N/A			
Competencies (Refer to UCT Competency Framework)	Competence	Level	Competence	Level
	Analytical thinking / Problem solving	2	Communication	2
	Building interpersonal relationships	2	Conceptual thinking	2
	Client/student service and support	2	Planning and organizing / work management	2
	Coaching / Developing others	2	Teamwork / collaboration	2

SCOPE OF RESPONSIBILITY

Functions responsible for	Undergraduate teaching; postgraduate supervision; clinical education; research; academic administration; leadership and management; social responsiveness
Amount and kind of supervision received	Induction; orientation; annual performance review; further supervision as required but should function independently
Amount and kind of supervision exercised	N/A
Decisions which can be made	Decisions related to functions for which the individual is responsible
Decisions which must be referred	Programme and Divisional decisions

CONTACTS AND RELATIONSHIPS

Internal to UCT	Members within the division, department, faculty and university
External to UCT	Clinical sites (DoH; DoE); research partners.