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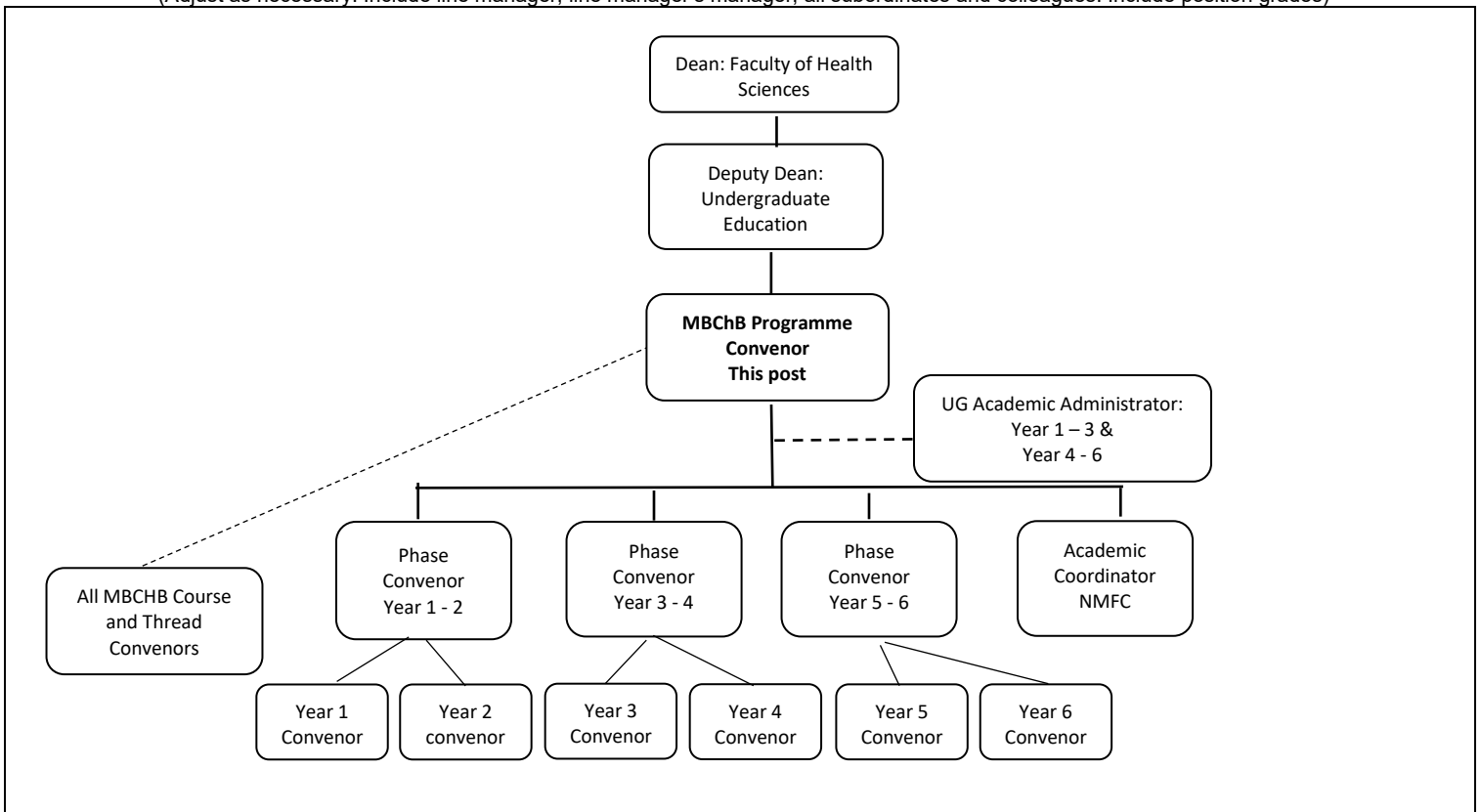
- Forms must be downloaded from the UCT website: <http://forms.uct.ac.za/forms.htm>
- This form serves as a template for the writing of position descriptions.
- A copy of this form is kept by the line manager and the position holder.

POSITION DETAILS

Position title	MBChB Programme Convenor		
Job title (HR Practitioner to provide)	Senior Lecturer		
Position grade (if known)	Senior Lecturer	Date last graded (if known)	N/A
Academic faculty / PASS department	Academic		
Academic department / PASS unit	MBChB Programme in Faculty of Health Sciences		
Division / section			
Date of compilation	November 2020, Revised November 2023		

ORGANOGRAM

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



PURPOSE

The MBChB programme at the Faculty of Health Sciences is a six-year undergraduate degree programme with a set curriculum of core compulsory courses whose teaching, learning outcomes, assessments and structure leads to a qualification. It spans across many specialized disciplines e.g Human Biology, Biomedical Sciences, Pathology, Public Health, Medicine, Surgery, Anaesthesiology, Obstetrics & Gynaecology, Paediatrics, Family Medicine, Psychiatry, Radiology and Oncology amongst others

The Programme Convenor provides strategic and operational leadership and management, and governance oversight of the MBChB Programme.

The main purpose of the role of the Programme Convenor is to:

- provide strategic leadership of the MBChB programme and in the development, transformation and implementation of the MBChB curriculum to deliver the expected graduate attributes/profile
- oversee governance and quality assurance of the curriculum including all proposed changes to ensure continued adherence to the programme objectives as well as articulation and coherence in accordance with the HPCSA and HEQSF accreditation
- deliver operational management to ensure the efficient and effective running of the MBChB programme including involvement in selections, admissions, course registrations, assessments, student progression and qualification
- create an environment that is conducive to learning and training for students, and enable the adequate provision of student support and mechanisms to improve student success within the programme
- manage the NMFC programme and NMFC Academic Coordinator
- engage in scholarship relevant to Health Professions Education

CONTENT

Key performance areas		% of time spent	Inputs (Responsibilities / activities / processes/ methods used)	Outputs (Expected results)
1	<p>LEADERSHIP & MANAGEMENT Strategic leadership of the MBChB programme and in the development, transformation and implementation of the MBChB curriculum to deliver the expected graduate attributes/profile</p>	20%	<p>Lead and engage in strategic discussions on curriculum review and redesign relevant to the strategic priorities of Faculty, as well as Senate and Faculty Curriculum Principles</p> <p>Implement Faculty UG Education Strategy as it relates to MBChB Programme, and monitor and evaluate successful implementation</p> <p>Seek collaborative learning opportunities with other undergraduate programmes</p> <p>Engage in quality improvement activities to maintain an outstanding MBChB programme</p> <p>Participate in enrolment planning for the programme</p> <p>Ensure that the programme's student diversity profile is aligned with the targets of the University and Faculty</p>	<p>Curriculum Review and Core Curriculum documents</p> <p>Strategic plans for MBChB programme M&E reports</p> <p>IPECP opportunities identified and implemented</p> <p>QI plans & reports for MBChB programme</p> <p>Enrolment targets</p> <p>Admission reviews</p>
2	<p>TEACHING & LEARNING Governance oversight and quality assurance of the curriculum including all proposed changes to ensure continued adherence to the programme objectives as well as articulation and coherence in accordance with the HPCSA and HEQSF accreditation</p>	25%	<p>In partnership with Heads of departments /divisions and convenors (phase, year and course) oversee:</p> <ul style="list-style-type: none"> • Annual review based on recommendations of the previous HPCSA accreditation • 5-yearly self-evaluation review in preparation for the next HPCSA accreditation • Annual Course Curriculum review of Handbook and Course Manuals to ensure alignment with overarching Curriculum and Rules <p>Faculty handbook quality assurance review of MBChB programme and NMFC programme (together with academic coordinator)</p>	<p>Annual Reports and 5-yearly Self-Evaluation Report on governance and quality assurance of MBChB programme as required by HPCSA</p> <p>Faculty Handbook entries updated Course Manuals updated</p> <p>Rules and governance of the MBChB programme in accordance with HEQSF</p>

3	<p>LEADERSHIP & MANAGEMENT Operational Management to ensure the efficient and effective running of the MBChB programme including involvement in selections, admissions, course registrations, assessments, student progression and qualification</p>	30%	<p>Annually review and update admissions and selection criteria in keeping with the programme, faculty and university planning and policies</p> <p>Curriculum management and oversight:</p> <ul style="list-style-type: none"> • Approve any student concessions to miss classes/academic activities and consult regarding student return from leave of absence to resume studies • Approve curriculum for students with repeat courses or requiring adjusted academic loads • Review and recommend approval to Deputy Dean for students seeking concurrent degree registrations • Review and recommend Honours and Distinctions for final year students and prizes and awards for students in all years • Monitor and review Assessments and results <p>Oversee Clinical Platform:</p> <ul style="list-style-type: none"> • Oversight of policies & procedures for student and staff occupational health and safety and security in collaboration with Faculty Operations and UCT OHS • Oversight of fulfillment of accreditation requirements for the clinical platform <p>Monitor and review utilisation of resources such as CTG</p> <p>Chair and/or participate in Committees:</p> <ul style="list-style-type: none"> • Chair the MBChB programme committee • Chair test boards in pre-clinical years • Participate in Faculty Examination Sub-committees in all years. • Represent the MBChB Programme on strategic faculty committees (Teaching & Learning, Faculty Undergraduate Education, Admissions Policy, Selection, Assessment, Clinical Platform) <p>Provide guidance to and facilitate collaboration between the various convenors, departmental administrators, heads of departments/divisions, academic administration and the Deanery</p>	<p>Admission reviews</p> <p>MBChB cohort receive correct advice regarding the programme, curriculum and tailored rotations in clinical years</p> <p>Senate policy correctly implemented and upheld in terms of programme rules and governance, faculty assessment policy and university examinations policy</p> <p>Assessment tracking</p> <p>Safe and effectively run clinical platform</p> <p>Annual CTG Report</p> <p>Proceedings and decision-making to ensure compliance with faculty rules and processes as outlined in Faculty handbook, university policy, HEQSF and HPCSA requirements</p> <p>Good relationships and engagement with all stakeholders involved in the MBChB programme</p>
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4	<p>SOCIAL RESPONSIVENESS Conducive learning environment and Student Support and mechanisms to improve student success within the programme</p>	12.5%	<p>Annual orientation and induction to ensure clarity of expectations of students</p> <p>Lead the annual integration of the cohort of Nelson Mandela – Fidel Castro Medical Collaboration Programme students.</p> <p>Meet with students and/or class representatives and/or HSSC to resolve problems or address concerns as needed</p> <p>Deal with disciplinary issues and/or unprofessional conduct and/or impairment concerns according to Handbook guidelines</p> <p>Liaise with Student Development and Support, Education Development Unit as required</p> <p>Monitor and review student performance, progression and throughput with focus on reducing the achievement gap</p>	<p>Annual Orientation and Induction</p> <p>Induction and integration of NMFC students</p> <p>Good student stakeholder relationships</p> <p>Reports on Disciplinary, Unprofessional Conduct and Impairment concerns</p> <p>Good stakeholder relationships and efficient referral mechanisms</p> <p>Analysis report of performance, progression and throughput</p>
5	<p>LEADERSHIP & MANAGEMENT Line management of NMFC programme and NMFC Academic Coordinator</p>	2.5%	<p>Assist NMFC academic coordinator to prepare student academic progress reports</p> <p>Review and update NMFC programme rules in accordance with guidelines provided</p>	<p>Academic progress reports submitted timeously to National Department of Health</p> <p>Efficient management of NMFC programme</p>
6	<p>SCHOLARSHIP / RESEARCH Engage in scholarship relevant to Medical Education</p>	10%	<p>Audit students and staff perceptions</p> <p>Review Course Evaluations</p> <p>Undertake research in Teaching, Learning and Assessment</p> <p>Special Studies Modules (SSM)</p>	<p>Audit of perceptions</p> <p>Evaluation of courses</p> <p>Research in areas of TLA</p> <p>Evaluate SSM projects</p>

MINIMUM REQUIREMENTS

Minimum qualifications	MBChB and post-graduate qualification in Health Professions Education (HPE) or Higher Education, or specialization with MMed or substantial relevant experience			
Minimum experience (type and years)	<ul style="list-style-type: none"> • 5 years post-Community Service • Experience in teaching and learning pedagogies and assessment methods at Programme level • 2 years' experience of leading in teaching and learning and governance processes in a complex health sciences education environment 			
Skills	<ul style="list-style-type: none"> • Excellent oral and written communication skills • Sound interpersonal and conflict management skills in a complex environment interacting with multiple stakeholders. 			
Knowledge	<p>The following would be advantageous:</p> <ul style="list-style-type: none"> • Understanding of Governance structures and processes of Faculty of Health Sciences • High level of understanding of university processes, procedures (including academic administrative systems) and policies • Understanding Higher Education Department and National Department of Health Legislation, policy and strategies, as well as CHE and HPCSA accreditation policy and processes • Experience of dealing with student support needs & systems • Evidence of engagement with scholarship of teaching and learning 			
Professional registration or license requirements	Current registration with the HPCSA			
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
	Conceptual thinking	2	Building interpersonal relationships	2
	Analytical/problem solving	2	University awareness	2
	Planning organisation	2	Communication	2
	Coaching / Developing Others	2	Student academic advisement and support	2
	Teamwork/collaboration	2	Monitoring and quality assurance	2

SCOPE OF RESPONSIBILITY

Functions responsible for	Overall management of MBChB programme, MBChB curriculum review and development, assessment outcomes
Amount and kind of supervision received	Line manager, Deputy Dean: Undergraduate Education
Amount and kind of supervision exercised	MBChB programme convening and relevant academic administration
Decisions which can be made	Higher level decision-making as regards priorities within MBChB programme and crisis management when required
Decisions which must be referred	Sign off on final assessments and qualifications

CONTACTS AND RELATIONSHIPS

Internal to UCT	Senate, Office of Deputy Registrar, Academic Administration, Institutional Planning Department, Student Support and Development Committee, Faculty Board, Faculty Committees, Heads of Departments/Divisions, FHS Course Convenors, Lecturers, Course Administrators, Faculty Finance
External to UCT	HPCSA, Western Cape Government Department of Health (clinical platform sites), National Department of Health (NMFC programme)