

NOTES

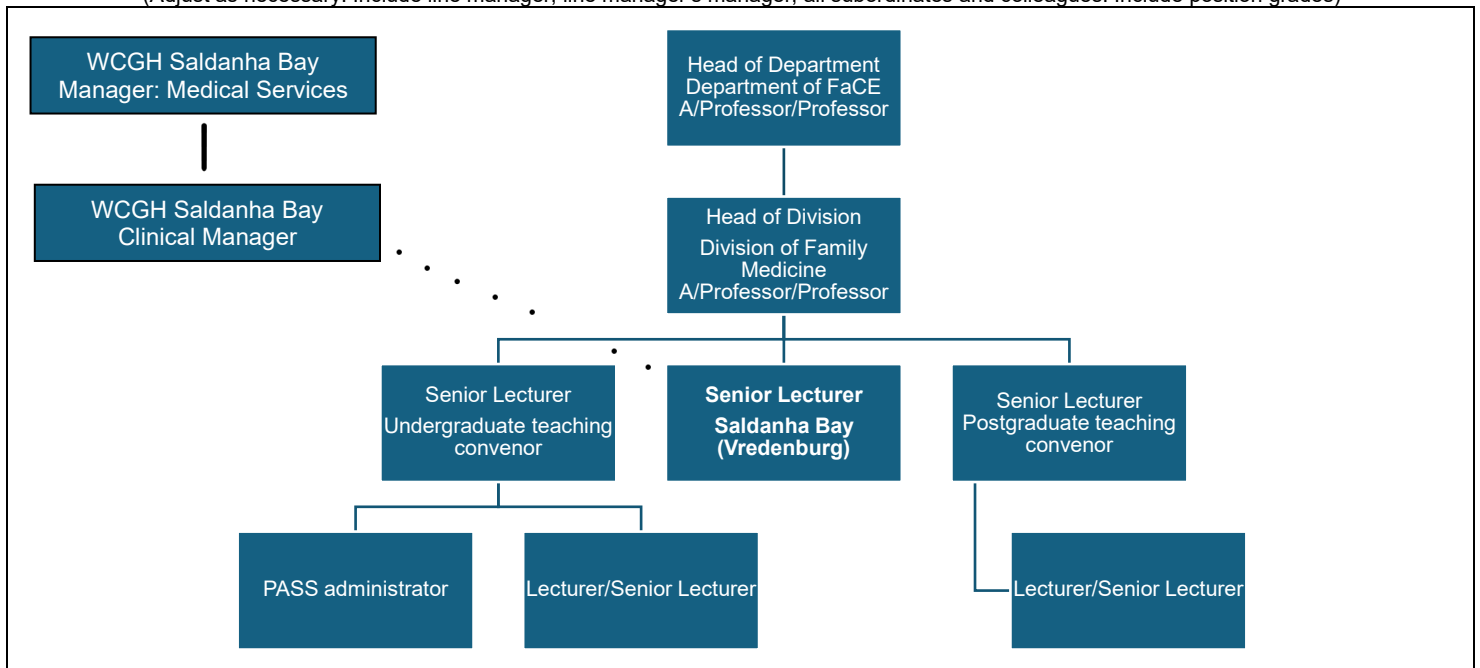
- Forms must be downloaded from the UCT website: <http://forms.uct.ac.za/forms.htm>
- This form serves as a template for the writing of position descriptions.
- A copy of this form is kept by the line manager and the position holder.

POSITION DETAILS

Position title	Senior Lecturer		
Job title (HR Business Partner to provide)	Medical Specialist (Grade 1 Notch 1) – Academic clinical payline		
Position grade (if known)	Senior Lecturer	Date last graded (if known)	
Academic faculty / PASS department	Health Sciences		
Academic department / PASS unit	Department of Family, Community and Emergency Care (FaCE)		
Division / section	Division of Family Medicine		
Date of compilation	17 September 2024		

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 coordinate and help develop the Saldanha Bay sub-district (West Coast District) as a distributed interprofessional teaching and learning platform for UCT health sciences students, which, in partnership with the community stakeholders and Western Cape Department of Health and Wellness (WCGH) staff and management, contributes to the delivery of quality health services.
- To coordinate and lead student learning and teaching activities in the Saldanha Bay Sub-district, including the primary healthcare clinics and other designated facilities in the West Coast District for UCT health sciences students from both the MBChB and Health and Rehabilitation Sciences undergraduate programmes, as well as postgraduate students, including Family Medicine registrars.

CONTENT

Key performance areas		% of time spent	Inputs (Responsibilities / activities / processes/ methods used)	Outputs (Expected results)
1	Delivery of teaching and educational activities	60%	<ul style="list-style-type: none"> • Prepare and deliver formal teaching activities such as tutorials, lectures, or forms of assessment at a facility on the service platform or off-platform (online or on campus) • Train and teach students (undergraduates, registrars) during clinical supervision, particularly facilitating interprofessional education and learning. • Participate in teaching and assessment activities related to the division, department, faculty, and College of Family Physicians as agreed upon with the UCT line manager. 	<ul style="list-style-type: none"> • Successful training as assessed by informal and formal methods of students and health care staff (for example, end-of-block and annual assessments of students, tracking of CPD programme of staff). • Feedback from students, convenors, administrative/PASS and clinical staff, and the intern rotation curator.
2	Coordination and management of teaching and educational activities	20%	<ul style="list-style-type: none"> • Attend Divisional and Departmental staff meetings and meetings with the relevant course convenors & administrators. • Overall coordination, management and academic governance of clinical teaching in the Saldanha Bay sub-district in partnership with the UCT site coordinator and UCT teaching platform manager. • Coordinate interprofessional teaching/learning activities for UCT undergraduate students from all health science programmes. • Attend meetings between UCT and the WCGH, as appropriate (e.g., Saldanha Bay sub-district Joint Task Team). 	<ul style="list-style-type: none"> • Sound administration and management processes to ensure smooth academic governance of the teaching activities (in partnership with the local teaching and administrative staff, as well as the Divisional academic and administrative/PASS staff, as well as the UCT Department of Family, Community and Emergency Care and UCT Department of Health and Rehabilitation Sciences). • Sound academic governance as captured in annual programmatic reviews (especially 6th-year review and Divisional review and planning).
3	Clinical in-service training and clinical governance support	10%	<ul style="list-style-type: none"> • In agreement with the clinical and medical manager of the Saldanha Bay sub-district, facilitate appropriate capacity building and in-service training of local health care staff, including medical interns. • Clinical governance and service responsibilities as designated by the sub-district and district management, as well as clinical teams. • Involvement in community-oriented primary care (COPC) activities in the sub-district • Clinical administration, such as medico-legal forms, clinical records and patient reports 	<ul style="list-style-type: none"> • Sound clinical administration and support to the local management team. • Feedback from sub-district and district management, specifically from the clinical manager and medical services manager. • Regular review and communication (at least annually) between UCT line manager, incumbent and WCGH sub-district clinical manager and manager of medical services.
4	Scholarly activities and development	10%	<ul style="list-style-type: none"> • Supervise and assess research projects undertaken by undergraduate and postgraduate students. • Initiate or participate in research projects. • Ensure continuing professional development as a clinician and a scholar. 	<ul style="list-style-type: none"> • Successful completion of student research projects (with publication where applicable). • Sound scholarly development as a clinician-researcher and clinician-educator with a growing teaching and research portfolio, including developing a personal research agenda aligned with Divisional, Departmental and University priorities to meet engaged scholarship principles. (captured in the annual development plan review with the UCT line manager).

MINIMUM REQUIREMENTS

Minimum qualifications	<ul style="list-style-type: none"> • MBChB with postgraduate training in family medicine. • Specifically required: MMed (Family Medicine) and FCFP(SA). 			
Minimum experience (type and years)	<ul style="list-style-type: none"> • The minimum experience includes five years of post-community service in diagnostic clinical practice (at the primary care level) in the public or private healthcare sectors. • Two years of clinical teaching experience with undergraduate and/or postgraduate students. • One year of classroom and/or online teaching experience with undergraduate and/or postgraduate students. 			
Skills	<ul style="list-style-type: none"> • Clinical and problem-based teaching, supervision and assessment experience. • Ability to design and facilitate small and large group learning, including interprofessional education. • The ability to interact and network effectively with a wide range of professionals, academics and community organisations (including the relevant personnel at the Saldanha Bay sub-district, West Coast District, referring hospitals and visiting specialists on outreach, community structures, NGO and local private practitioners). • Experience in participating in and leading community-orientated primary care projects in partnership with community stakeholders. • Clinical experience and demonstrable training in palliative care. • Experience in research and postgraduate research supervision. • Demonstrates strong leadership ability and analytical thinking. • Proven administrative and organisational skills. • Excellent communication skills. • Computer skills related to Microsoft Office 365 and online learning management systems. • Ability to design and conduct research. 			
Knowledge	<ul style="list-style-type: none"> • Familiarity with the South African healthcare system. • Knowledge of family medicine, palliative care, and community-orientated primary care. • Design and compilation of relevant course content, materials and learning activities. • Design effective assessments, marking rubrics and workplace-based assessments. • Understand research methods and supervision approaches. 			
Professional registration or license requirements	<ul style="list-style-type: none"> • Registration and good standing with the HPCSA as an independent medical practitioner and as a Medical Specialist (Family Medicine). 			
Other requirements (If the position requires the handling of cash or finances, other requirements must include 'Ability to handle cash or finances'.)	<ul style="list-style-type: none"> • May be required to perform overtime duties at the Vredenburg District Hospital (a separate commuted overtime contract will be arranged with the West Coast District, Western Cape Department of Health and Wellness). • The post is based in Vredenburg, Saldanha Bay sub-district, and the incumbent must ensure that their living arrangements accommodate this post location. • A valid driver's license. 			
Competencies (Refer to UCT Competency Framework)	Competence	Level	Competence	Level
	Analytical thinking/problem solving	2	Conceptual thinking	2
	Building interpersonal relationships	2	Decision-making/judgement	2
	Client /student service and support	2	Resilience/tenacity	2
	Communication	2	Creativity and innovation	2
	Planning and organising/work management	2	People management	2
	Coaching/Developing others	2	Quality commitment/work standards	2
	Meeting facilitation/leadership/participation	2	Teamwork/collaboration	2
	Professional knowledge and skill	2	University awareness	2

SCOPE OF RESPONSIBILITY

Functions responsible for	<ul style="list-style-type: none"> • Develop and coordinate teaching, learning, and assessment activities for undergraduate and postgraduate health sciences students in the West Coast District, specifically in family medicine, primary care, and palliative care. • Assisting with coordinating teaching/learning activities for UCT Department of Health and Rehabilitation Sciences undergraduate students. • Initiating, participating in and supervising relevant research activities under the guidance of the Division of Family Medicine in partnership with the Division of Interdisciplinary Palliative Care and Medicine in the Department of Family, Community and Emergency Care (FaCE). • Developing and sustaining appropriate relationships with all relevant role-players and stakeholders, including relevant personnel at the Vredenburg District Hospital and the Saldanha Bay sub-district and West Coast district, NGO and local private practitioners. • Participate in faculty activities such as staff meetings, staff development activities, strategic planning meetings, and administrative meetings, and represent the faculty on the relevant health administrative structures (such as the Saldanha Bay Sub-district Joint Task Team). • Clinical governance and clinical service responsibilities as designated and agreed by the sub-district management team, including community-orientated primary care projects and activities.
Amount and kind of supervision received	Reports directly to the Head: Division of Family Medicine. Works closely with the undergraduate and postgraduate programme convenor(s) and administrators (PASS staff). Regarding clinical activities, reports directly to the clinical manager and indirectly to the medical services manager, Saldanha Bay sub-district.
Amount and kind of supervision exercised	Mainly of students in the Saldanha Bay sub-district in partnership with the convenors and administrators. Clinical governance support to clinical staff and management team members.
Decisions which can be made	Related to the course content, assessment, and evaluation methods in partnership with the convenors and administrators. Clinical patient care decisions in partnership with the healthcare team.
Decisions which must be referred	Any major changes to the course or teaching structure. Unresolved HR issues. Clinical patient care referrals as indicated by care pathways and clinical protocols.

CONTACTS AND RELATIONSHIPS

Internal to UCT	<ul style="list-style-type: none"> • Division of Family Medicine: Immediate line manager, all Divisional academic and PASS staff. • UCT undergraduate and postgraduate students. • Department of Family, Community and Emergency Care (FaCE) – HOD, administrative staff and other teaching staff. • Department of Health and Rehabilitation Sciences. • UCT Faculty Office and Academic governance committees as indicated. • Test and Exam Boards.
External to UCT	<ul style="list-style-type: none"> • Western Cape Department of Health and Wellness: particularly in the Vredenburg/Saldanha Bay sub-district and West Coast district (and referral hospitals). • Communities where our students learn. • NGO's providing social and health community services. • Other universities in South Africa or abroad, as well as the Colleges of Medicine of South Africa.