

**NOTES**

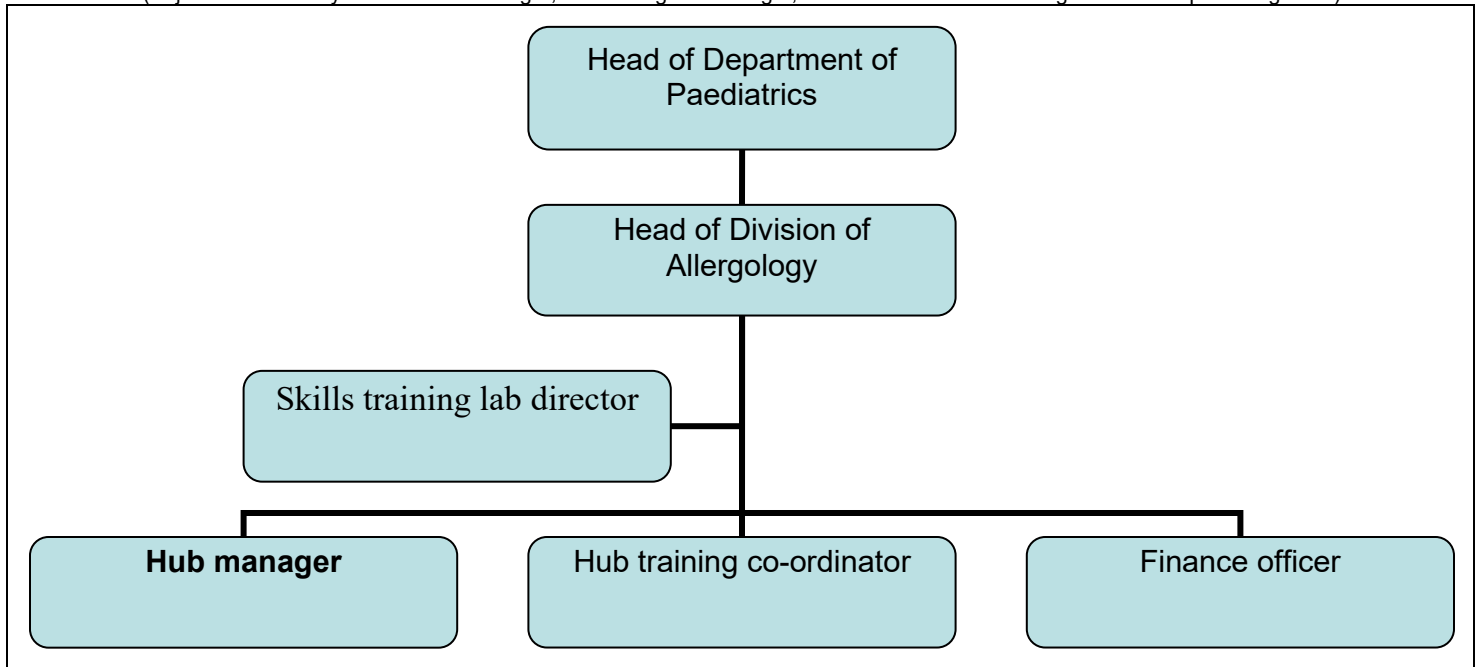
- Forms must be downloaded from the UCT website: <http://forms.uct.ac.za/forms.htm>
- This form serves as a template for the writing of position descriptions.
- A copy of this form is kept by the line manager and the position holder.

**POSITION DETAILS**

Position title	Senior lecturer		
Job title (HR Business Partner to provide)	KIDS Paediatric training hub manager		
Position grade (if known)	Senior lecturer / Medical Specialist paediatrician (academic clinical conditions)	Date last graded (if known)	n/a
Academic faculty / PASS department	Health Sciences Faculty		
Academic department / PASS unit	Paediatrics		
Division / section	KIDS training hub		
Date of compilation	27 Nov 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:

Develop, organise and maintain content, online training materials and packages, and face to face training materials and packages for common acute and long-term paediatric conditions and aspects of maternal and child public health.

Facilitate skills transfer in paediatric conditions and child public health in South Africa within the Cape Town metro district and further afield within the Western Cape Province through education and training in key knowledge and skills for medical officers and IMCI nurses in community clinics, ward-based doctors and nurses, family physicians, facility and district managers.

Manage a paediatric training hub within the DPCH based at Red Cross War Memorial Children's Hospital (RCWMCH).

Perform operational research.

Provide clinical services and teach students

**CONTENT**

Key performance areas		% of time spent	Inputs (Responsibilities / activities / processes/ methods used)	Outputs (Expected results)
1	Teaching and learning	50%	Curriculum development. Devise content. Co-ordinate gathering of content from departmental members or other content providers. Modification of existing or new content. Facilitate visuals, layout and written text and/or voiceover. Compiling content for placement as courses / interventions. Generating visual (video and print) teaching aids Liaison with graphic designer and IT staff to ensure online materials and materials for contact sessions developed. Devise pre- and post- assessments as required. Signups to passive courses. Organisation of webinars. Planning of webinars and contact sessions, including purpose, outcomes, agenda and key take-outs. Delivery of content at webinars and face-to-face, didactic, workshops and skills-training. Co-ordinating aspects of materials required and logistics including venue booking, accommodation, transport. Communication with participants, mentoring and support. Student lecturing, tutorials and assessments.	New content delivered, existing content modified, and a package of courses prepared. Text, visuals, videos, graphics, handouts, charts, online materials and other visual aids. Participants secured. Courses delivered. Organisational aspects ensured.
2	Leadership and management	20%	Financial oversight and administration. Recording and submitting billable hours for PDC. Designing proposals for sponsorship. Sponsor pitching and liaison. Records kept of income and expenditure. Expenses calculated, adhered to and relayed to support staff correctly. Project management. Ensure regular project meetings held (minimum 2 weekly). Assess feasibility of individual projects and perform all planning. Assess time scales and ensure adherence to targets. Record keeping in real time of courses developed and sessions delivered. Registration of courses with UCT. Facilitating CPD accreditation. Marketing, advertising and promotion of courses.	Hours billed to PDC correctly. PDC income secured. Expenses minimized. Payments made timeously. Records kept of income and expenditure. Sponsors identified. Proposals put to sponsors and income achieved. Project meetings held regularly. Course requirements obtained from PDC and scheduled. Courses registered with UCT and for CPD points. Content partners identified and proposals received. Proposals assessed, prioritized and scheduled. Records kept of courses developed, sessions performed, individuals trained.
3	Research	5%	Evaluation of training and self- assessment. Operational research to improve project outcomes.	Evaluation submitted timeously
4	Social responsiveness	5%	Metro-wide PGWC and clinic visits to assess continued operation of primary care training, including providing ongoing training, and pharmacy assessment and troubleshooting.	Outreach performed
5	Clinical support	20%	Consultant cover for general paediatric ward for 2 months per year (Half the ward for 4 months a year, flexible to be shared with allergy consultant). Consultant cover for B1 OPD clinic for 2 months a year	Ward rounds and consultations performed in general paediatrics

### MINIMUM REQUIREMENTS

Minimum qualifications	MBChB, FCPaed			
Minimum experience (type and years)	Paediatric practice and training >1 year			
Skills	Effective adult education. Project management. Record Keeping. Financial administration.			
Knowledge	Paediatric knowledge and skills.			
Professional registration or license requirements	HPCSA registration (or registerable) as a paediatric specialist			
Other requirements (If the position requires the handling of cash or finances, other requirements must include 'Ability to handle cash or finances'.)	Ability to handle cash or finances Willingness to travel within the Western Cape			
Competencies (Refer to <a href="#">UCT Competency Framework</a> )	Competence	Level	Competence	Level
	Analytical thinking / Problem solving	3	Adaptability/ flexibility	3
	Planning and organizing / work management	3	Meeting facilitation / leadership / participation	3
	Teamwork / collaboration	3	Decision-making/ Judgement	3
	Coaching / Developing Others	3	Quality commitment/ work standards	3

### SCOPE OF RESPONSIBILITY

Functions responsible for	Content development, Content delivery, Project management, Financial administration and clinical support
Amount and kind of supervision received	2 weekly meetings with supervisor.
Amount and kind of supervision exercised	2 weekly meetings with financial support and administrative support staff.
Decisions which can be made	All aspects of content development, content delivery and management for PDC sponsored courses.
Decisions which must be referred	All aspects of content development, content delivery and management for additional webinars or face-to-face sponsored content.

### CONTACTS AND RELATIONSHIPS

Internal to UCT	Paediatric department, Short course department, Finance and administration, Faculty IT department.
External to UCT	PDC, Sponsors