

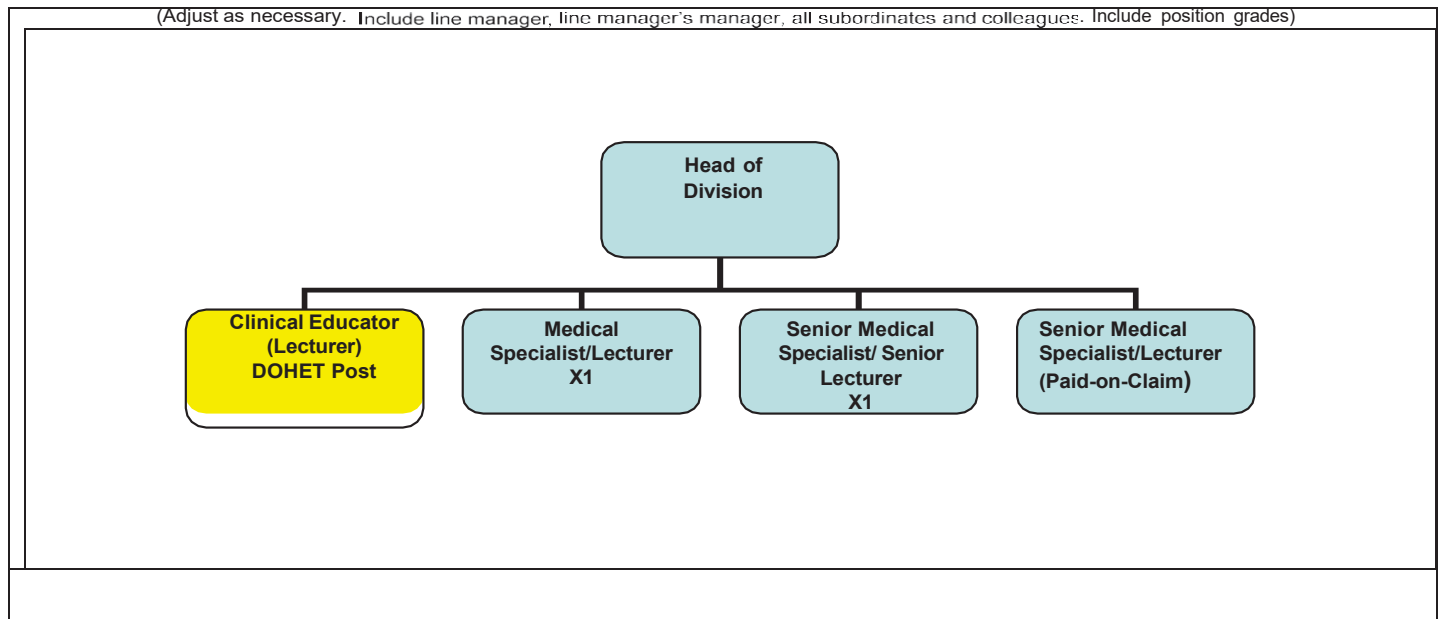
NOTES

- 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

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|--|-------------------|-----------------------------|--|
| Position title | Clinical Educator | | |
| Job title (HR Business Partner to provide) | Clinical Educator | | |
| Position grade (if known) | Clinical Educator | Date last graded (if known) | |
| Academic faculty / PASS department | Health Sciences | | |
| Academic department / PASS unit | Medicine | | |
| Division / section | Dermatology | | |
| Date of compilation | 29 November 2023 | | |

ORGANOGRAM



PURPOSE

The main purpose of this position is:

To provide instructions in Dermatology for undergraduate and postgraduate students

To assist with the development and provision of dermatology training programmes within the division.

The Clinical Educator will be required to

- To provide instruction in clinical medicine 5th year students MBChB curriculum (MDN5000W), Co-ordinate
- MBChB p MDN2001S. The 2nd year students are cp-supervised by the Clinical Educator during their Special Study modules.
- Postgraduate curriculum,. Teaches interns, visiting elective students and registrars. participate in divisional academic activities that improve teaching and learning.

CONTENT

| Key performance areas | | % of time spent | Inputs (Responsibilities / activities / processes/ methods used) | Outputs (Expected results) |
|-----------------------|--------------------------------------|-----------------|---|--|
| 1 | ADMINISTRATION OF PROGRAMMES, | 25% | <p>Programme Administration</p> <ul style="list-style-type: none"> • Monitor student record keeping Attendance and Portfolios • Responsible for becoming acquainted with all relevant University and HPCSA professional board's policies and to implement these appropriately relevant to clinical training: Professional behaviour of staff and students. • Be responsible for preparation and co-ordination of assessments and various teaching and clinical examination within the Programme • Administrative aspects of OSCE's and capture, checking and submission of marks • Manage own clinical supervision programme efficiently, keeping adequate records of teaching, student performance and other aspects of functioning. | <ul style="list-style-type: none"> • Accurate and Up-to-Date Student Records • Compliance with University and HPCSA Policies • Effective Assessment and Examination Coordination • Efficient Clinical Supervision Management |
| 2 | CLINICAL INSTRUCTION | 45% | <ul style="list-style-type: none"> • Provide instruction in clinical dermatology to students through clinical tutorials and examinations • Conduct clinical work that is related to clinical teaching and training of undergraduates at Groote Schuur Hospital and the UCT teaching platform including outreach programs | <ul style="list-style-type: none"> • Clinical instruction to undergraduate students executed successfully to prepare them for end-of-block examinations |
| 3 | CLINICAL WORK | 20% | <ul style="list-style-type: none"> • Attends some divisional clinics, ward rounds and ward consults • Attend weekly Departmental Journal Club meetings • Participate in divisional academic activities • Attend conferences and seminars (local and International where applicable for Continued Professional Development (CPD)) | <ul style="list-style-type: none"> • Diagnostic and clinical management competence of dermatology cases • Acquisition of new qualifications or skills • Maintenance of registration with HPCSA • Inclusion in divisional journal club roster |
| 4 | PERSONAL DEVELOPMENT | 5% | <ul style="list-style-type: none"> • Actively engage in ongoing professional development activities aligned with clinical education and practice. • Maintain valid professional registration and adhere to the requirements of the relevant regulatory authority. • Contribute to research, academic scholarship, and quality improvement projects where appropriate. | <ul style="list-style-type: none"> • Enhanced teaching performance and improved student clinical competence. • Strengthened capacity to effectively integrate theoretical knowledge with clinical application. • Ongoing compliance with professional, ethical, and regulatory standards. |
| 5 | RESEARCH | 5% | <ul style="list-style-type: none"> • Conduct self-initiated research • Collaborate with colleagues in dermatology and other researchers in research projects • Help write and/or initiate research grants | <ul style="list-style-type: none"> • Presentation at academic meetings and conferences annually • Publication in academic journals annually |

MINIMUM REQUIREMENTS

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|--|---|-------|---|-------|
| Minimum qualifications | Health Sciences related qualification NQF 8 MBChB degree will be an added advantage | | | |
| Minimum experience (type and years) | 3 years in Dermatology Clinical setting | | | |
| Skills | Interest as a learning facilitator and teacher; Fluency in English (mastery of additional languages would be appreciated); Organizational skills; Computer skills; Exposure to Dermatology Clinical setting would be an added advantage | | | |
| Knowledge | General Dermatology | | | |
| Professional registration or license requirements | Appropriate registration with the relevant regulatory authority (HPCSA/SANC) | | | |
| Other requirements (If the position requires the handling of cash or finances, other requirements must include 'Ability to handle cash or finances'.) | Be passionate about teaching, new approaches to teaching and curriculum development Communication skills and compassion, particularly when dealing with students Effectively manage your own work effort within the guidelines established by your contract, the staff handbook and your line manager | | | |
| Competencies (Refer to UCT Competency Framework) | Competence | Level | Competence | Level |
| | Analytical thinking / Problem solving | 2 | Conceptual thinking | 2 |
| | Building interpersonal relationships | 2 | Creativity and innovation | 2 |
| | Client / student service and support | 2 | Planning and organizing / work management | 2 |
| | Communication, Coaching / developing others | 2 | Teamwork / collaboration and University Awareness | 2 |

SCOPE OF RESPONSIBILITY

| | |
|---|---|
| Functions responsible for | Conducting of clinical work related to clinical teaching and training within the UCT teaching platform Organization and delivery of courses and other academic activities for the MBChB undergraduate programs |
| Amount and kind of supervision received | Reports to HOD; works in collaboration with course convenor and divisional administrator, course and examination content |
| Amount and kind of supervision exercised | |
| Decisions which can be made | Scheduling and duration of teaching, logistics of examinations and outreach programs, resolving minor student problems not impacting on duration of rotation, nominate examiners |
| Decisions which must be referred | Course content, examinations content, final determination of examiners |

CONTACTS AND RELATIONSHIPS

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|-----------------|--|
| Internal to UCT | 4 th , 5 th and 6 th year Administrators, Faculty of Health Sciences Undergraduate office, Conveners and relevant Clinical Heads, Space Coordinator, |
| External to UCT | Conveners and relevant Clinical Heads at Groote Schuur, |