



NOTES

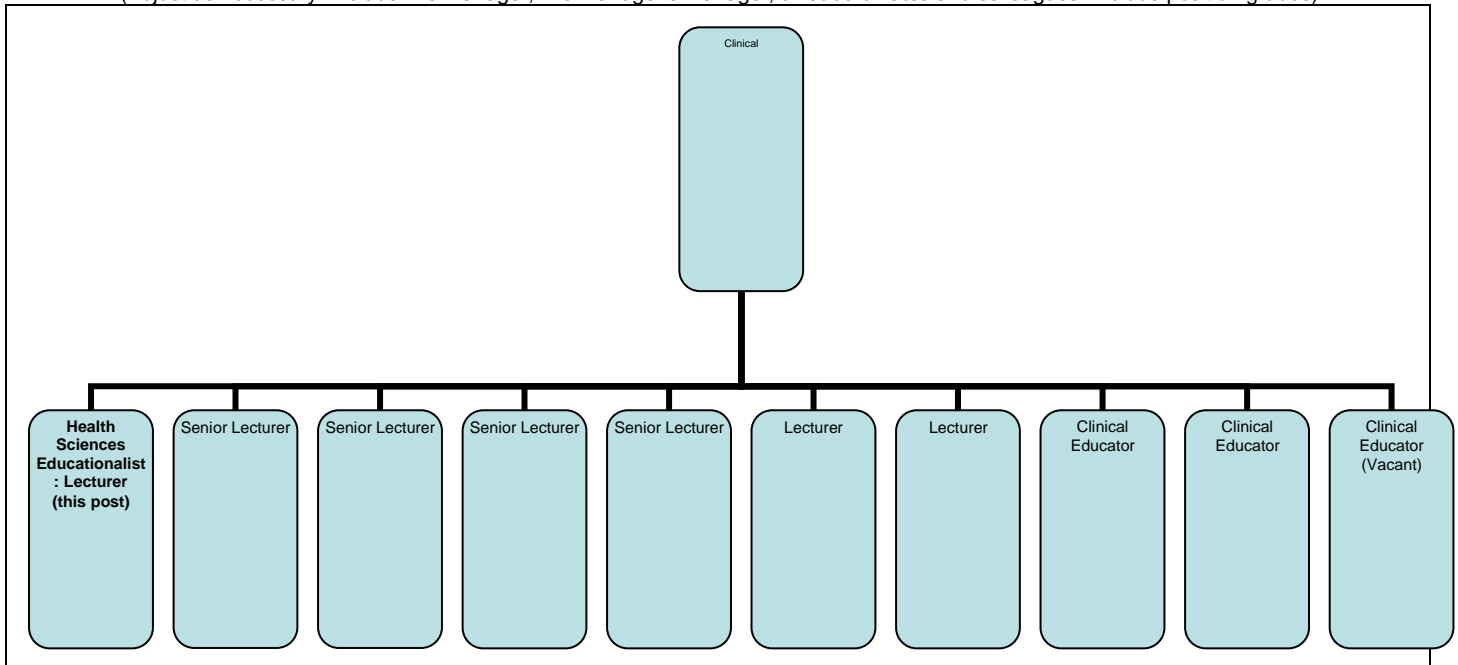
- Forms must be downloaded from the UCT website: <http://forms.uct.ac.za/forms.htm>
- This form serves as a template for the writing of position descriptions.
- A copy of this form is kept by the line manager and the position holder.

POSITION DETAILS

Position title	Health Sciences Educationalist		
Job title (HR Practitioner to provide)	Lecturer		
Position grade (if known)		Date last graded (if known)	
Academic faculty / PASS department	Academic		
Academic department / PASS unit	Health Sciences Education		
Division / section	TBC		
Date of compilation	16/7/2017		

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

- teach on the undergraduate courses and / or contribute to staff development initiatives of the department
- undertake research in areas relevant to education development within the department
- undertake postgraduate studies relevant to a career as a health sciences educationalist

CONTENT

Key performance areas		% of time spent	Inputs (Responsibilities / activities / processes/ methods used)	Outputs (Expected results)
1	Teaching and/or staff development	15%	<ol style="list-style-type: none"> 1. Assume joint responsibility for delivery and ongoing development of at least one of the undergraduate courses taught in the department and/or 2. Support senior staff to present, manage, develop and expand face to face and online staff development activities for staff, with a focus on the needs of the faculty 3. Conduct searches to update resource materials or to find additional resources appropriate to students and/or participants' needs 4. Develop appropriate print and online materials 5. Design, analyse and respond to participant evaluations for further improvement of modules and courses 	<ol style="list-style-type: none"> 1. Teaching and/or staff development content and methods are relevant and contemporary 2. Teaching and/or staff development meets clearly defined outcomes
2	Curriculum development	5%	<ol style="list-style-type: none"> 1. Support senior staff with course reviews in the department and/or other departments 2. Support senior staff with curriculum development work and in due course help run curriculum development activities in other departments 	Continuous quality improvement of curriculum design and delivery at course and curriculum level
3	Career development	80%	<ol style="list-style-type: none"> 1. Undertake postgraduate studies 2. Actively participate in mentoring activities 3. Actively participate in all research related activities in the department e.g., journal clubs and research meetings 	<ol style="list-style-type: none"> 1. Postgraduate studies are completed in minimum time 2. Demonstrates an understanding of the nature and demands of an academic career 3. Contributes to the research ethos in the department 4. Obtains additional funding to support own research activities

MINIMUM REQUIREMENTS

Minimum qualifications	Postgraduate qualification in health sciences education OR Registered for a postgraduate qualification in health sciences education OR Master's degree with research relevant to health sciences education			
Minimum experience (type and years)	Minimum of two years' experience in teaching or tutoring, preferably in a Health Sciences Faculty and/or Minimum of two years' experience with faculty development, preferably in a Health Sciences Faculty			
Skills	Teaching methods (theory and clinical) Staff development			
Knowledge	Learning theories Academic literacy eLearning Simulation based learning Curriculum			
Professional registration or license requirements	N/A			
Other requirements (If the position requires the handling of cash or finances, other requirements must include 'Honesty to handle cash or finances'.)	A commitment to develop your teaching and research ability. A commitment to undertake a PhD in health sciences education A strong interest in conducting research on health sciences education.			
Competencies (Refer to UCT Competency Framework)	Competence	Level	Competence	Level
	Instructional design for short courses and academic modules at undergraduate level	Level 2	Research skills appropriate to research in health professions education	Level 2
	Facilitation skills appropriate for workshop, online and classroom teaching	Level 2	Good oral and written communication skills, (including presentation skills, report writing skills)	Level 2
	High level of computer literacy incl. MS Word, MS Excel, MS PowerPoint, MS Outlook and a learning management system	Level 2	Ability to work on numerous diverse projects simultaneously	Level 2
	Ability to work effectively and comfortably with clinical staff at all levels of seniority	Level 2	Ability to work both independently and in a team	Level 2

SCOPE OF RESPONSIBILITY

Functions responsible for	Delegated teaching and/or staff development activities Delegated curriculum development responsibilities Own career development
Amount and kind of supervision received	Full supervision of all activities initially, faded as appropriate over the first three years
Amount and kind of supervision exercised	N/A
Decisions which can be made	As delegated
Decisions which must be referred	Anything not delegated

CONTACTS AND RELATIONSHIPS

Internal to UCT	Line manager Mentor Research Office
External to UCT	SAAHE