



NOTES

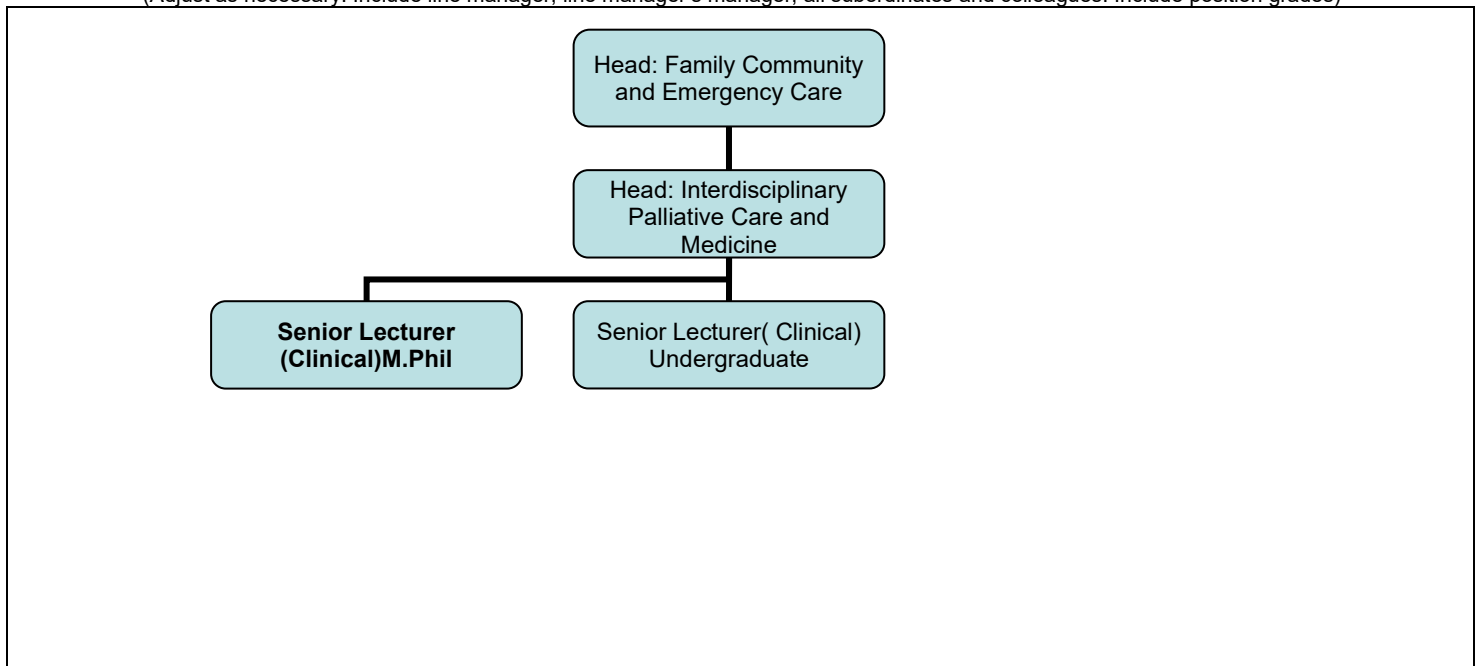
- Forms must be downloaded from the UCT website: <http://forms.uct.ac.za/forms.htm>
- This form serves as a template for the writing of position descriptions.
- A copy of this form is kept by the line manager and the position holder.

POSITION DETAILS

Position title	Senior Lecturer		
Job title (HR Business Partner to provide)	Convenor of M.Phil Palliative Medicine		
Position grade (if known)	Medical officer G3/ Specialist	Date last graded (if known)	
Academic faculty / PASS department	Academic		
Academic department / PASS unit	Family Community and Emergency Care		
Division / section	Interdisciplinary Palliative Care and Medicine		
Date of compilation	November 2022		

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:

- Convene the M.Phil in Palliative Medicine
- To teach and train the Research Methods course in Palliative Medicine
- To participate in the development of advanced palliative care and medicine skills
- Supervise dissertations in the M.Phil Palliative Medicine
- To support and advice on research development in the division and department
- To assist in clinical teaching in the undergraduate and postgraduate courses in IPCM and other divisions.
- To participate Palliative Care research in the department.
- To participate in the appropriate departmental committees

- To participate in social responsiveness in the department.
- To participate in national and international palliative care integration and development.

CONTENT

Key performance areas		% of time spent	Inputs (Responsibilities / activities / processes/ methods used)	Outputs (Expected results)
E.g.	Convenes the M.Phil Palliative Medicine	50%	Carry out all the duties as stipulated by the UCT convenor's handbook Convenes and guides monthly clinical journal club meetings. Develops teaching materials and trains on the M.Phil program. Monitors and evaluates the M.Phil program Represents the division on the CDMC	Appropriate students are selected Students are fully orientated and registered The research methods course is delivered in an effective and appropriate manner External examiners are appointed Coursework is updated and aligned with the latest palliative research
1	Supervision of dissertations in Palliative Medicine/Care	25%	Supervises a minimum of 3 M.Phil Palliative Medicine. Assist new supervisors in the development and supervision of dissertations. Assists students who are requiring wellness support	Students are assisted to develop dissertations in Palliative Care/Medicine Guides students through the research process Ensures the research is conducted in an ethical way Appoints external examiners Assist students with the submission of their research and if needed be corrections
2	Clinical teaching	5%	Teaches and trains on undergraduate and postgraduate clinical palliative care/medicine programs, including advanced palliative care skills Keeps up to date with the latest palliative care/medicine clinical care.	Contributes to the teaching and training in the division and beyond.
3	Participate in division and departmental activities and committees	10%	Represents IPCM on a departmental committee. Attends staff meetings Presents at journal clubs	Meetings are attended Presentations at journal clubs
4	Departmental research	5%	Participates and assists in developing departmental research activities. Conducts palliative care research	Input on palliative care research activities and agenda Evidence of own palliative care research conducted
5	Participate in national and international palliative care integration	5%	Serves on national and international programs that aim to integrate palliative care	
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MINIMUM REQUIREMENTS

Minimum qualifications	M.BChB and M.Phil Palliative Medicine			
Minimum experience (type and years)	3 years of palliative medicine experience Demonstrable research supervision experience at postgraduate level Proven track record of research Proven organizational and administrative skills Excellent communication skills Relevant clinical, teaching and technical skills to do clinical-based teaching			
Skills	Palliative Care Research Skills Proven organizational and administrative skills Excellent communication skills Relevant clinical, teaching and technical skills to do clinical-based teaching Computer skills Basic biostatistics skills Ability to support students emotionally and academically through the research journey.			
Knowledge	Palliative Medicine/Care Different research methods Design and compilation of relevant course materials Design effective assessments, marking rubrics and lead marking of project reports Design and conduct effective course evaluations			
Professional registration or license requirements	Registration and in good standing with the HPCSA as a medical doctor			
Other requirements (If the position requires the handling of cash or finances, other requirements must include 'Ability to handle cash or finances'.)	Ability to network in and outside the palliative care community in South Africa and beyond Ability to attract diverse students			
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	Formal presentation	2
	Communication	2	Individual leadership	2
	Initiating action	2	People management	2
	Professional knowledge and skill	2	Quality commitment	2
	Results focus	2	Teamwork/collaboration	2

SCOPE OF RESPONSIBILITY

Functions responsible for	<ol style="list-style-type: none"> 1. Overall Co-convenor of the M.Phil in Palliative Medicine course 2. Effective delivery of academic and clinical research teaching, assessments and course evaluations 3. Clinical Palliative Care/Medicine teaching 4. Conduct and supervise effective African palliative care research
Amount and kind of supervision received	Report to the head of IPCM
Amount and kind of supervision exercised	Assists and guides fellow M.Phil dissertation supervisors.
Decisions which can be made	Teaching and research in the MPhil program. Selection of students within a team
Decisions which must be referred	Major changes in the teaching program

CONTACTS AND RELATIONSHIPS

Internal to UCT	<ol style="list-style-type: none"> 1. Division of IPCM 2. FaCE– HOD, administrative staff and other teaching staff where there is crossover of learning 3. PG Faculty Office, UG Education Committee, CDMC Committee 4. Test and Exam Boards 5. Students
External to UCT	<ol style="list-style-type: none"> 1. Provincial and National Health department and its staff, 2. Communities where our students learn 3. NGO's providing and advocating for palliative care 4. International Palliative Care programs 5. Other universities in South Africa or abroad