

HR191	POSITION DESCRIPTION	 UNIVERSITY OF CAPE TOWN IYUNIVESITHI YASEKAPA • UNIVERSITEIT VAN KAAPSTAD
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NOTES

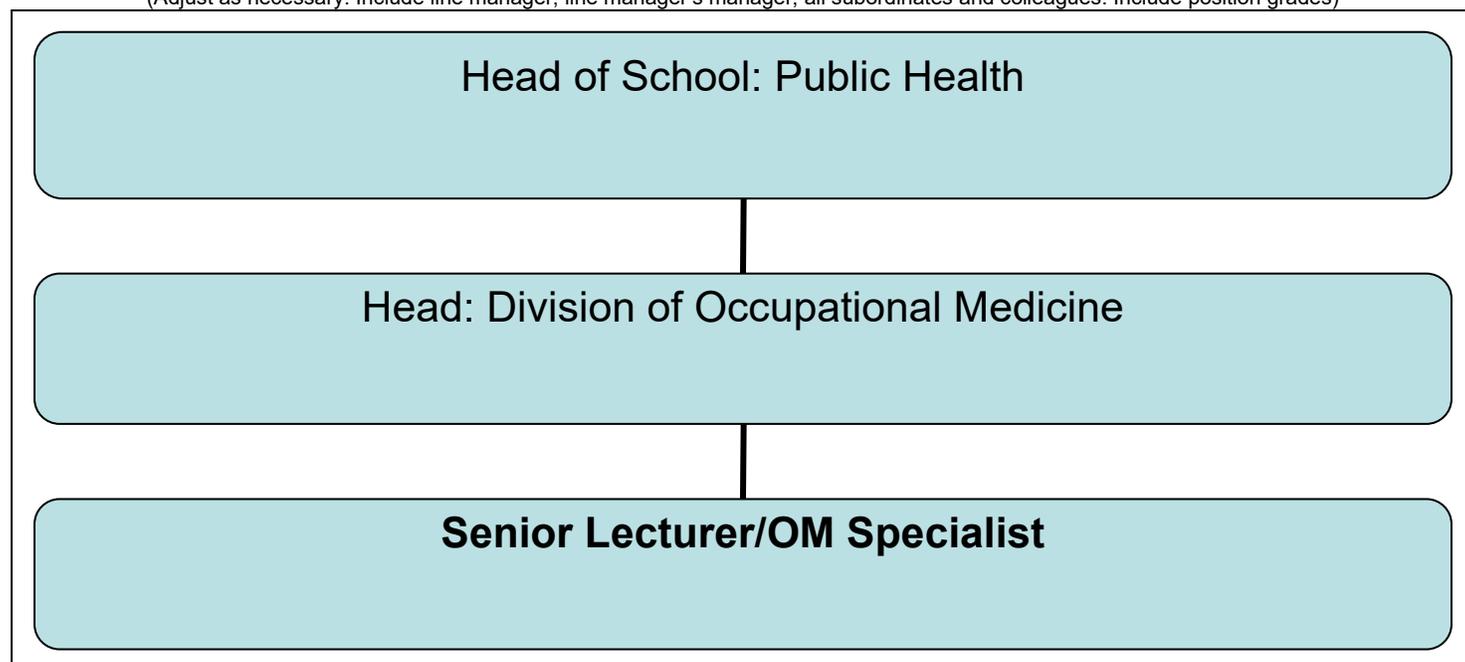
- Forms must be downloaded from the UCT website: <https://forms.uct.ac.za/forms.htm>
- This form serves as a template for the writing of position descriptions.
- A copy of this form is kept by the line manager and the position holder.

POSITION DETAILS

Position title	Senior Lecturer/Occupational Medicine specialist		
Job title (HR Business Partner to provide)	Occupational Medicine Specialist		
Position grade (if known)	Senior Lecturer (clinical payline)	Date last graded (if known)	
Academic faculty / PASS department	Health Sciences		
Academic department / PASS unit	School of Public Health		
Division / section	Occupational Medicine		
Date of compilation	23 Sept 2024 and updated 22 Jan 2026		

ORGANOGRAM

(Adjust as necessary. Include line manager, line manager's manager, all subordinates and colleagues. Include position grades)



PURPOSE

This is a full-time academic post in the School of Public Health – Division of Occupational medicine. The Division of Occupational Medicine has 4 focus areas – Occupational Medicine clinical service provision, Teaching and training, Research. and social responsiveness.

The main purpose of this position is:

- To conduct teaching and learning activities on campus (undergraduate and postgraduate students in occupational medicine) and clinical training of registrars in occupational medicine.
- To convene the Postgraduate Diploma in Occupational Health and access to industrial attachments for students
- To contribute to academic leadership and administration in the Division of Occupational Medicine, the School of Public Health, the Faculty of Health Sciences as well as the broader UCT academic project.
- To supervise postgraduate students engaged in their MMed (Occupational Medicine) and MPhil (Occupational Health) research in fulfilment of their respective degrees, as well as doctoral research, where appropriate.
- To assist with the provision of clinical services at a consultant level in the occupational medicine clinic at GSH.
- To contribute to the university's social responsiveness programme through technical support of national and provincial occupational health needs identified by government, trade unions and NGOs, and industry

CONTENT

Key performance areas		% of time spent	Inputs (Responsibilities / activities / processes/ methods used)	Outputs (Expected results)
E.g.	General and office administration	25%	<p>Takes, types up and distributes minutes and agendas for monthly departmental meeting.</p> <p>Greets visitors, enquires as to the nature of their visit and directs them to the appropriate staff member.</p>	<p>All staff members receive an electronic copy of accurate minutes and agendas, in the departmental template/format, a week before the meeting.</p> <p>Visitors are directed to appropriate staff member in a professional and efficient manner.</p>
1	TEACHING AND LEARNING	50%	<p>CURRICULUM DEVELOPMENT AND TEACHING</p> <ul style="list-style-type: none"> • Ongoing curriculum development and conducting occupational medicine lectures for PGDOH students and undergraduate MBChB students where appropriate • Development of short courses in occupational health • Develop online teaching materials and creative strategies for delivery of curriculum <p>SMALL GROUP FACILITATION</p> <ul style="list-style-type: none"> • Facilitate sessions in the Occupational Medicine journal club • Facilitate workplace visits and practical exposure to health risk assessment of workplaces • Attend Occupational Medicine programme meetings <p>SUPERVISION</p> <ul style="list-style-type: none"> • Review and provide input into formative assessments of postgraduate students as either clinical or academic supervisor <p>CLINICAL TEACHING</p> <ul style="list-style-type: none"> • Teach registrars in Occupational Medicine at the Occupational Medicine clinic and conduct workplace visits to assess occupational exposures <p>ASSESSMENTS</p> <ul style="list-style-type: none"> • Co-ordinate assessments for the PGDOH course (in-course quizzes and portfolio assignments; and end of course examinations) • Design question papers • Prepare and compile marking rubrics • Examine students (PGDOH and MMed) • Mark student's assignments and written exams • Responsible for conducting all PGDOH examinations 	<ul style="list-style-type: none"> • Students gain good knowledge, skills and attitudes related to course content • Short course material of high quality which is in line with current practice and evidence • Teaching materials developed • All small group sessions are facilitated • Students gain necessary knowledge and skills to meet DOH aims and objectives • Students to produce completed formative assessment reports timeously. • Clinical exposures of student's links with course aims and objectives • Students gain good knowledge, skills and attitudes related to course content • Assessments conducted successfully • Question papers designed and weighted according to curriculum blueprint • Marking rubrics clear and regularly updated according to latest evidence • Students are clear on content to be examined and how they will be examined • Marking rubrics clear and regularly updated according to latest evidence

2	LEADERSHIP AND ADMINISTRATION	10%	<p>CONVERSHIP OF PGDOH COURSE</p> <ul style="list-style-type: none"> • Main convener of PGDOH • Strengthen diversity of PGDOH convening of teaching staff • Member of School PG committee • Member of Faculty Postgraduate Diploma committee <p>DESIGN WORK</p> <ul style="list-style-type: none"> • Design and update student/facilitator readers, handouts and guides with convener input • Use Amathuba course sites effectively in conjunction with the course administrator • Attend courses/workshops/conferences to improve curriculum design and assessment skills, management skills <p>ADMINISTRATION</p> <ul style="list-style-type: none"> • Completion of all duties as stipulated in the UCT Course Convenor's handbook • Ensure up to date registration of the UCT PGDOH qualification with the relevant regulatory bodies including HPCSA, SAQA • Arrange with course administrator the appointment of honorary and external lecturers for all courses of the PGDOH • Discuss course evaluations with PGDOH lecturers 	<ul style="list-style-type: none"> • Course is well structured, run smoothly, content and activities in line with current practice and evidence • Recruitment of staff from diverse backgrounds and contribute towards transformation of the staffing profile • Course content and learning objectives in line with cases and all resources available timeously • Relevant information provided timeously to students on Amathuba platform • Knowledge gained to benefit the management and day to day activities of the course • Duties as outlined in handbook adhered to • External examiner appointed timeously and in accordance with FHS rules • Relevant feedback noted and incorporated into course content • Student queries attended to by appointment or urgently as required • Up to date registration of the PGDPH with relevant bodies
3	RESEARCH	30%	<ul style="list-style-type: none"> • Participate in research activities and in the writing up of articles and presentation of findings • Attend research development courses or updates as required • Pursue doctoral and post-doctoral research • Supervise research in the form of case reports, review articles and clinical presentations of MMed registrars, MPhil (OH) students and doctoral students 	<ul style="list-style-type: none"> • Published research findings and presentation at appropriate workshops/conferences • Thesis submitted/articles published • Students produce high quality posters and presentations through rigorous, supervised research
4	SOCIAL RESPONSIVENESS	10%	<ul style="list-style-type: none"> • Provide leadership and occupational medicine expertise to community stakeholders, including government, employers, trade unions and SA Society of Occupational Medicine on an ad hoc basis • To assist with provision of occupational medicine clinical referral services • Contribute to policy development in OHS nationally • Participate in College of Public Health Medicine of CMSA (Occ Med examinations) 	<ul style="list-style-type: none"> • Technical support and development activities • Provision of clinical referral services in Occupational Medicine • Policies/commentaries on OHS

MINIMUM REQUIREMENTS

Minimum qualifications	<ul style="list-style-type: none"> • An MB ChB or equivalent. • Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Occupational Medicine. 			
Minimum experience (type and years)	<ul style="list-style-type: none"> • Three years' experience working in the occupational health and related field. • Experience in health sciences teaching and assessment. • Co-ordination and administrative skills to run an academic programme. • Research experience in occupational health. <p>Advantages:</p> <ul style="list-style-type: none"> • Experience in convening of postgraduate and/or undergraduate courses • Distance teaching and online learning skills • Qualification in a cognate discipline (eg. Public Health Medicine, Family Medicine) • Experience in managing or delivering occupational health services and other clinical services • Mentorship and adult education (e.g. group work, applied learning) skills • Strong coordination, project management and organisational skills • Scholarship as evidenced in research publications and technical reports • A record of presenting at national or international conferences • Proficient in two or more languages commonly spoken in South Africa/Western Cape 			
Skills	<ol style="list-style-type: none"> 1. Demonstrates strong leadership ability and analytical thinking 2. Proven administrative and organizational ability 3. Excellent communication skills 4. Facilitates small and large group learning with effective knowledge transfer 5. Organizational ability and effective time management 6. Relevant clinical, teaching and technical skills to do clinic-based teaching 7. Lead and supervise marking of written papers and assignments. 8. Computer skills 9. Effective feedback to students and staff 10. Able to conduct effective research 			
Knowledge	<ol style="list-style-type: none"> 1. Design and compilation of relevant course materials 2. Design effective assessments, marking rubrics and lead marking of project reports 3. Design and conduct effective course evaluations 4. Understands research methods 			
Professional registration or license requirements	Registration and in good standing with the HPCSA as a Specialist Occupational Medicine Practitioner			
Other requirements (If the position requires the handling of cash or finances, other requirements must include 'Ability to handle cash or finances'.)	Able to work collaboratively.			
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 convener of the PGDOH course, undergraduate teaching and research supervision 2. Effective delivery of academic and clinical teaching, assessments and course evaluations
Amount and kind of supervision received	Reports directly to the Head of Occupational Medicine
Amount and kind of supervision exercised	N/A
Decisions which can be made	Related to change in course content, assessment and evaluation methods in consultation with the Convenor
Decisions which must be referred	<ol style="list-style-type: none"> 1. Any major changes to the course or teaching structure 2. Unresolved HR issues

CONTACTS AND RELATIONSHIPS

Internal to UCT	<ol style="list-style-type: none"> 1. Division of Occupational Medicine: Immediate Line Manager, PGDOH administrative staff, all Divisional academic and PASS staff 2. SOPH – HOD, administrative staff and other teaching staff, Dept PG committee 3. PG Faculty Office, PG Diploma Teaching Committee 4. Test and Exam Boards 5. Students
External to UCT	<ol style="list-style-type: none"> 1. Provincial Health department and its staff, particularly at GSH 2. Other Health facilities and service providers who act as referral sources to the clinic (public and private sector) 3. Industry and NGO's providing occupational health as well as health support services 4. Other universities in South Africa or abroad