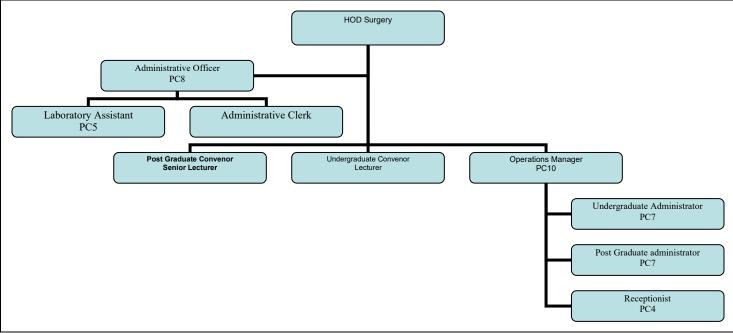| HR191	**POSITION DESCRIPTION**	UNIVERSITY OF CAPE TOWN IYUNIVESITHI YASEKAPA · UNIVERSITEIT VAN KAAPSTAD

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	Post Graduate Convenor		
Job title (HR Business Partner to provide)	Senior Lecturer		
Position grade (if known)	Senior Lecturer	Date last graded (if known)	
Academic faculty / PASS department	Health Sciences		
Academic department / PASS unit	Surgery		
Division / section	General Surgery		
Date of compilation	10th April 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 to oversee and coordinate the post graduate teaching programme for the Division of General Surgery and to support the post graduate teaching platform across the Department of Surgery.

CONTENT

	Key performance areas	% of time spent	Inputs (Responsibilities / activities / processes/ methods used)	Outputs (Expected results)
1	Development of Teaching and training platform		Coordination of MMed teaching and learning plan - develop and co-ordinate didactic and web-based teaching and learning resources for General Surgery registrars	Increased registrar skills and knowledge
			Support and engage General Surgery faculty to facilitate MMed teaching.	Improve quality of clinical supervision, increase registrar knowledge and skills and improve patient care
			Prepare registrars for FCS(SA) exams.	Increased support to post graduate students and faculty
			Clinical General Surgery Registrar supervision - provide structured supervision for General Surgery registrars in the clinical workplace including bedside teaching and assessment	
			Teaching on post graduate models	Structured academic programme for MMed students
			Development and implementation of WBA guidelines and tools	Practical competency framework and assessment tool for MMed students
2	Supervision of postgraduate students- mentorship and research		Conceptualize research projects, lead and train postgraduate students to execute their research projects.	increased number of master's graduates at UCT
				Develop a more resilient postgraduate student pool
			Mentoring of postgraduate students to provide one-on-one support for master's students; support individual academic, professional and social development	
3	Leadership, management and administration		Perform administrative functions at Divisional, Departmental, Faculty and University level, if needed, and also related to teaching and research projects (convene courses, write progress reports etc)	Support the efficient functioning of the MMed Programme in the Division of General Surgery
4	Social Responsiveness		Participate in initiatives to improve General Surgery clinical service across the platform, province wide, country and continent wide.	translate research findings into improvement of clinical service delivery
			Provide clinical service delivery in General Surgery units , working alongside registrars	Improve quality of clinical supervision, increase registrar knowledge and skills and improve patient care
			To communicate research findings in order to increase public awareness of research relevance.	

5	Clinical Service		Provide clinical service support in the Breast and Endocrine Unit Bedside teaching of registrars rotating through breast and endocrine unit	
6	Continuous Professional Development		Development of technical training courses to improve registrar skills in surgical techniques	Post graduate students who are skilled in innovative surgical techniques
7	Institutional and external professional engagement		Engaging with pharma to raise awareness and funding to support teaching and training initiatives. Cooperate with wider research office and post graduate studies colleagues to create a holistic training environment for post graduate students	Positive relationships with internal and external stakeholders
			Liaise with HOD's and other PASS departments (Library, research office, etc) where appropriate	Appropriate support provided to academic staff members, Postgraduate students and postdoctoral fellows Effective interaction with HODs with appropriate individual and group interventions
			Develop and maintain relationships with private hospital groups for purposes of supporting registrars upon completion of training	Network of funders and support

MINIMUM REQUIREMENTS

Minimum qualifications	HPCSA Registration as a specialist general surgeon
Minimum experience (type and years)	At least 5 years in a surgical clinical service environment At least 1 years' experience in managing and administering a post graduate training programme
Skills	Those of a General Surgery medical specialist, online teaching platform design and implementation
Knowledge	
Professional registration or license requirements	HPCSA registration as a specialist general surgeon
Other requirements (If the position requires the handling of cash or finances, other requirements must include 'Ability to handle cash or finances'.)	

Competencies (Refer to [UCT Competency Framework](#))	Competence	Level	Competence	Level
	Analytical thinking / Problem solving	2	Building interpersonal relationships	2
	Client/student service and support	2	Coaching / Developing Others	2
	Conceptual thinking	2	Meeting facilitation / leadership / participation	2
	Professional knowledge and skill	2	Adaptability/ flexibility	2

SCOPE OF RESPONSIBILITY

Functions responsible for	Development and implementation of teaching platform, mentorship of surgical trainees, communication
Amount and kind of supervision received	Minimal
Amount and kind of supervision exercised	Scheduling of training and work rosters, leave approvals
Decisions which can be made	
Decisions which must be referred	Financial and human resource decisions

CONTACTS AND RELATIONSHIPS

Internal to UCT	PG administration office, deans' office, research office, other academic departments within UCT
External to UCT	Pharmaceutical reps, hospital management, HPCSA, CMSA