UNIVERSITY OF OTAGO
Otākou Whakaihu Waka

ROLE DESCRIPTION

TITLE

Senior Professional Practice Fellow
Tauira Mātāmua Ritenga Ngaio

PRIME FUNCTIONS

Senior Professional Practice Fellows are qualified professionals who make a significant contribution to teaching (including administrative aspects) or training in a professionally based area.

Senior Professional Practice Fellows contribute to reinforcing and promoting inter-dependence between teaching, research and professional practice through creating connections in terms of professional education and professional practice.

Senior Professional Practice Fellows are required to maintain professional expertise through continuing professional development and by working in their area of professional expertise, either within the University or outside the University.

Depending on the discipline and level, Senior Professional Practice Fellows may be expected and/or given the opportunity to undertake research relevant to their discipline.

TEACHING OBJECTIVES

1. Conduct professionally informed teaching across a range of levels and courses, both online and in person, in accordance with their share of the Department or School's teaching programme by presenting lectures, tutorials, seminars, laboratories, and workshops.
2. Teach to a standard that extends beyond the quality standards expected in the Department/School/Division and profession/discipline.
3. Convene papers, modules and courses.
4. Prepare and develop course plans, programme design and construction, outlines and materials for delivery of classes, in consultation with other senior colleagues.
5. Design, implement and evaluate course material and participate in the curriculum development, taking a lead in parts of this activity.
6. Implement and evaluate assessment tools and criteria, mark assessments, ensure adequate moderation, and provide appropriate feedback, which may include preparing reports on student outcomes.
7. Advise staff on the development of appropriate assessment material.
8. Foster the development of individual student talent.
9. May provide course advice to students as a recognised and trained adviser.
10. Foster the professional understanding and teaching capacity of University staff by working collaboratively, drawing on professional practice to guide and mentor staff.
11. Influence teaching practice within the University and/or at other tertiary providers and share professional expertise within the Department, School or Division.
12. Advance learning theory through classroom research.
13. Facilitate and support the use of appropriate tools and technology in the delivery of teaching, including for on-line learning.

PROFESSIONAL PRACTICE

1. Maintain own teaching practice to a high standard, evidenced by the ability to demonstrate knowledge of developments including technical or discipline changes.
2. Maintain, as appropriate, vocational, or professional registration or other professional requirements.
3. Demonstrate knowledge of technical developments and involvement with professional organisations relating to the practice.
4. Maintain an awareness of and where appropriate participate in research developments in the discipline.
5. Advance professional practice within their professional community.

RESEARCH AND SCHOLARSHIP ACTIVITIES

The opportunity to undertake research is subject to Department, School or Divisional requirements. Senior Professional Practice Fellows may undertake research for personal development, or to inform their professional practice.

1. Maintain a current knowledge of research within the professional area for professional development and to inform teaching.
2. Contribute to the development of academic research programmes by bringing a practice- or profession-based perspective, appropriate involvement in research projects, and active participation in departmental research meetings.
3. Provide professional expertise to postgraduate students or their supervisors. May be a co-supervisor in some disciplines.
4. Deliver at conferences or publish on teaching practice related to their professional discipline.

SERVICE

1. Share knowledge with the community outside the University and contribute to local and national communities through involvement in the development of policy, practice, and cultural activities (e.g. iwi/Māori development).
2. Actively contribute to the academic goals of the Department, School and Division by applying and sharing expert knowledge in their discipline.
3. Undertake leadership roles within the University and the broader community.
4. Make a significant contribution to administration in their Department, School or Division and contribute to University planning and/or governance.

RELATIONSHIPS

Directly responsible to:	Head of Department or other Academic staff member under the overall direction of the HoD
Supervision of:	May have reports at PPF or TF level, or Tutors/Demonstrators
Functional relationships with:	Students Academic staff General Staff Others in the profession Professional organisations

QUALIFICATIONS AND EXPERIENCE

Essential

1. Hold a professional and postgraduate qualification.
2. Extensive teaching experience.
3. Have registration and, where required, membership of relevant professional body.
4. Extensive experience working as a professional practitioner.

Preferred

1. Hold, or be studying towards, a higher degree or tertiary teaching qualification.
2. Advanced professional qualifications.

MĀORI STRATEGIC FRAMEWORK

Act in a manner consistent with the principles and implications, as well as the University's commitment to the Treaty as articulated in the Māori Strategic Framework.

PACIFIC STRATEGIC FRAMEWORK

Act in a manner consistent with the strategies and goals contained in the University's Pacific Strategic Framework, role-modelling and promoting Pacific values, equity and diversity principles and cultural safety practices.

SUSTAINABILITY

Act in a manner consistent with the University's sustainability commitments; role-modelling sustainable practices, with a particular emphasis on minimising the environmental impact of day-to-day activities.

APPENDIX

Senior Professional Practice Fellow (Placement Coordinator)
MBChB Programme (Faculty of Medicine – Dunedin)
Primary Health Care
(Part-time 0.3 FTE)

MAIN OBJECTIVES

To assist the HOD in increasing the Department's access to practice placements for 4th year students and TIs. This will entail both strengthening existing relationships with practices that already host students and working with practices that are not currently hosting students to explore with them the possibility of doing so.

KEY TASKS

Work with the HOD and module convenors delivering placements in Primary Care to:

1. Develop a strategy to refresh and strengthen relationships with practices that currently host student placements
2. Review the list of practices who do not currently host students and identify potential host practices on that list
3. Approach potential host practices either in person, by phone or email to discuss potentially hosting students
4. Produce any material necessary to facilitate the above aims
5. Work with conveners and Heads of Department in the Faculty of Medicine – Christchurch and Faculty of Medicine – Wellington
6. Work with departments across the Faculty of Medicine to enhance a collaborative approach to practice placements across departments
7. May also be requested to assist with Department teaching activities up to 0.1FTE.

KEY RELATIONSHIPS

Overall responsible to:	Head of Department
Functional relationships with:	MB ChB Module Conveners FoM-D Associate Dean Medical Education FoM-D Associate Dean Regional (Timaru and Southland) Local providers of health facilities and services (Otago, Southland, and South Canterbury) Administrators in the Department of Primary Health Care All programme staff and students (prospective and current)

QUALIFICATIONS AND EXPERIENCE

Essential

1. Clinically active General Practitioner working at a practice within the Department's placement region, preferably Dunedin
2. Current or recent experience teaching medical students

Preferred

1. Holds FRNZCGP with current practising certificate

TECHNICAL SKILLS & KNOWLEDGE

Essential

1. Experienced GP
2. Prior experience with undergraduate medical education
3. Good organisational skills
4. Good communication skills

SPECIAL REQUIREMENTS

1. Ability to travel to practices throughout the region may be required
2. Flexibility to schedule meetings with GPs and practice managers outside business hours

DIRECT BUDGET ACCOUNTABILITY

None