INFORMATION FOR CANDIDATES

for appointment as

Clinical Tutors in Consultation Skills
(Fixed-term, Part-time, Variable hours) (Several positions)

DEPARTMENT OF PSYCHOLOGICAL MEDICINE
DUNEDIN SCHOOL OF MEDICINE

General Information

A statement of general information for applicants for academic posts within the University is attached.

Prime Functions

Teach communication and clinical interviewing skills, and other topics relevant to patient-centred medicine to medical students.

Main Objectives

• Facilitate a series of small group workshops in consultation skills training for pre-clinical or clinical medical students.
• To carry out a series of reviews of videotaped role-plays with standardised patients, with individual medical students.
• If requested and available, to facilitate small group discussion workshops for pre-clinical or clinical medical students.
• If requested and willing, to lecture to 2nd, 3rd or 4th year medical students on specialised topics relating to own area of expertise.

Key Tasks

Any of the following, according to which classes are being taught:
• Teach communication micro-skills required for information-gathering interviews.
• Oversee practice interviews between students.
• Oversee group reviews of student practice interviews.
• Review of students’ written and recorded material, as required.
• Conduct reviews with individual students on progress during course.
• Assess students’ level of mastery of required consultation skills.
• Other duties, as required.

Relationships

Directly responsible to: Head of Department.
Under the supervision of: Head of Behavioural Science Unit.
**Functional relationships with:** Communication Skills and Behavioural Science Co-ordinators responsible for the relevant module. Students. Other tutors in the course. Departmental administrative staff.

**Budgetary Responsibility**

N/A.

**Person Specification**

- Tertiary qualification, preferably in health-related, clinical psychology, or counselling
- Experience communicating with patients in the NZ health system.
- Knowledge of communication micro-skills.
- Philosophical commitment to patient-centred medicine.
- Ability to relate well to medical students from all cultures.

**Hours of Work**

It is expected the successful applicants will be available to work three hours on Wednesday afternoons for 5 weeks from July to September. Some additional hours will be required around these times, and potentially at other times during the year. Successful applicants will be required to commence training in late June.

**Salary**

The University is offering a remuneration level commensurate with the responsibilities of the position.

**Contact Person**

Specific enquiries may be directed to Dr Annette Hannah, Department of Psychological Medicine, Dunedin School of Medicine, Tel 03 474 7007, Extn 8943, Fax 03 474 7934, Email annette.hannah@stonebow.otago.ac.nz

**Offer of the Position**

Should the University wish to offer you the position, a formal, written letter of offer will follow any verbal discussions that might be held with you. It is recommended that you do not resign from your current employment until you have received our written offer. The contents of this formal letter of offer and its attachments will constitute the entire agreement between the employee and the employer, and will supersede all previous representations, negotiations, commitments and communications, either written or oral between the parties. Any agreements will only be binding on the employer where they have been formally offered by the Human Resources Division and accepted by the employee.
**Applications**

The application procedure is set out in the accompanying General Information Statement. Applications quoting reference number A07/69 close with the Recruitment Consultant, Human Resources Division on Friday 1 June 2007.

University of Otago  
PO Box 56  
Dunedin  
NEW ZEALAND

Tel  64 3 479 8269  
Fax  64 3 479 8279  
Email  job.applications@otago.ac.nz

While this position is open to applications from outside of New Zealand, unless otherwise stated relocation assistance will not be available should the successful applicant currently reside elsewhere in the world.