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## **ROLE DESCRIPTION**

Job Title	: Associate Professor / Senior Lecturer – Anatomy
Reports To	: Dean – PU-RCSI, Perdana University / RCSI Lead Anatomy
Department/Branch	: Anatomy
Effective Date	: Immediately
Tenure	: Whole time / Three year appointment, initially

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## **JOB OBJECTIVE**

The principal objective of this post is to participate in the development, direction, teaching, facilitation and examinations of the undergraduate teaching, research, and postgraduate training programmes in the Department of Anatomy. The appointee may be required to teach at other Perdana University RCSI campuses and locations.

### Note:

The appointment will be made at Associate Professor/Senior Lecturer level. The level of appointment will be determined by the requirements of Perdana University RCSI curriculum delivery and the academic experience, qualifications and research track record of the successful applicant.

### **Background:**

Perdana University RCSI has established a Department of Anatomy with an RCSI Lead. The RCSI Lead in Anatomy is responsible for adapting and developing the RCSI curriculum to meet the needs of delivering the undergraduate medical curriculum in Malaysia. This unique curriculum will draw on and apply the best of international and national medicine and allied specialties teaching methods.

The Perdana University RCSI Department of Anatomy will have a strategic role and will collaborate with other Discipline Leads and Cycle Directors in the development and delivery of the Intermediate (IC) and Senior Cycles (SC).

The post-holder will have the opportunity to develop, lead on and support area(s) of research to promote the status of Perdana University within the broad ambit of the Division's remit for Anatomy and allied specialties and health services research in Malaysia.

The post-holder will have an opportunity to assist in the development of postgraduate activities in Malaysia in support of the RCSI Lead Anatomy.

## **ACCOUNTABILITIES**

- Contributing to the delivery of the Anatomy components of the Perdana University RCSI curriculum to the students of Perdana University RCSI School of Medicine, and to coordinate other relevant teaching modules as required.
- Developing, monitoring and supporting the education programme within the Junior Cycle, including the application of well-established and tested education methods including reliability and validity in examinations and assessment approaches that are in accordance with RCSI and NUI policy and procedures.
- Assisting the Junior Cycle RCSI Lead in Anatomy, as required, in delivering the curriculum.
- Participating in the Anatomy Department's lecture, practicals and "card signing" activities, as directed by the RCSI Lead in Anatomy.
- As appropriate, developing new courses and curricula required meeting ever-changing needs in education within the university and community.
- Contributing to the examination and assessment processes of RCSI and Perdana University RCSI, including practicals and the grading of examinations, papers and projects.
- Participating in and developing research activities in the Junior Cycle.
- As appropriate pursuing independent research or research collaborations relevant to the undergraduate medical school.
- Attending Perdana University RCSI Medical Faculty Board and Committee meetings as required.
- Implementing policies and decisions as determined by the Dean and the Perdana University RCSI Medical Faculty Board.
- Advising and mentoring undergraduate students and providing advocacy as appropriate.
- Maintaining records to monitor student progress, achievement and attendance.
- Supporting students by participating in the Personal Tutor system.
- Promoting innovative education technologies as appropriate to support the course content.
- Preparing subject content for e-learning purposes as requested.
- Ensuring course curricula and materials are kept up-to-date.
- Complying with Malaysian statutory legislation and implementing Perdana University rules and requirements in furtherance of your own and general staff welfare and safety.
- Performing such other related duties as may be requested from time to time

## **KEY PERFORMANCE INDICATORS**

- Successful curriculum delivery
- Student formative and summative assessment performance
- RCSI Quality Enhancement reviews
- External Accreditation and Regulatory Body reports

## **EDUCATION AND EXPERIENCE**

### **Essential Criteria:**

- A Masters or PhD in the Discipline area or in a closely related discipline, or a medical degree and higher degree by research
- An up to date understanding of trends in undergraduate Medical Education
- Excellent teaching skills
- A proven record in undergraduate teaching, assessment and curriculum development

### **Desirable Criteria:**

- A publication record in impact factor-rated journals commensurate with experience

## **SKILLS AND COMPETENCIES**

- Sensitivity to the cultural challenges involved in delivering undergraduate education in a diverse multi-cultural environment
- Highly developed, credible managerial and leadership qualities, with the ability to communicate, motivate and delegate
- Strong commitment to continuous personal and professional development
- Effective communication style appropriate to student audience and Anatomy Room situations
- Excellent spoken and written English skills
- Ability to act decisively and meet deadlines
- Flexibility to work irregular hours on occasion

**APPLICATION PROCEDURE:**

- Please forward by email a letter of application clearly outlining your interest in and suitability for the post, a copy of your curriculum vitae and the contact details, including email address of three referees.
- Kindly forward the above details to [hrrecruitment@perdanauniversity.edu.my](mailto:hrrecruitment@perdanauniversity.edu.my)