

 <p>RCSI + UCD MALAYSIA CAMPUS (formerly Penang Medical College)</p>	JOB DESCRIPTION (JD)
DEPARTMENT	FAMILY MEDICINE DEPARTMENT
POSITION	HEAD OF DEPARTMENT
REPORTING TO	DEAN
<p>POSITION SUMMARY:</p> <p>To carry out clinical teaching and administration within the Family Medicine Department.</p>	
<p>DUTIES AND RESPONSIBILITIES:</p> <p>The employee will at all times, observe and carry out faithfully and conscientiously all duties and responsibilities that are assigned by the superior, and observe all discretion with regard to the information acquired during the service employment with the Company, and thereafter if the employee leaves its service.</p> <p><u>Job Responsibilities:</u></p> <ol style="list-style-type: none"> 1. To undertake the teaching of Family Medicine and other related subjects to students of RUMC, at undergraduate level in areas allocated by the Dean and reviewed from time to time by the Dean. 2. To supervise the running of existing and future academic programmes for undergraduate medical programme at RUMC under the general direction of the Dean. 3. To teach, examine, and perform administrative and clinical duties at Penang Hospital or any other hospitals as determined by RUMC, as and when required. 4. To manage the academic and administrative staff within the department, including work supervision, performance evaluation, and professional development. 5. To supervise or assist with the supervision of students in all academic matters and provide pastoral care and support to students. 6. To contribute to the development, planning and implementation of a high-quality curriculum. 7. To supervise the development of learning materials, preparing schemes of work and maintaining records to monitor student progress, achievement and attendance. 8. To participate in the development, administration, and marking of examinations and other assessments. 9. To participate in the administration of the department's programmes of study and other activities as requested. 10. To participate in departmental and faculty seminars aimed at building interdisciplinary collaboration within and outside of the department. 11. To serve at any time on any RUMC body or committee and/or as a representative of RUMC on other bodies as and when required. 12. To liaise with RCSI/UCD/NUI, and any other external bodies, in relation to academic matters of the Department, with the Dean kept informed. 13. To hold and maintain a registrable medical qualification with a Medical Council which is recognized by the Malaysian Medical Council and the Malaysian National Specialist Register in order to carry out the scope of services. 14. To discharge any other duties, responsibilities and assignments for the benefit of RUMC from time to time not specifically mentioned here as directed by the Management. 	

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JOB REQUIREMENTS <ul style="list-style-type: none">• Candidate must possess an MBBS or medical qualification recognized by the Malaysian Medical Council (MMC).• Preferably candidates who possess a recognized postgraduate qualification and/or Specialist qualification in a related discipline.• At least 3 Year(s) of working experience in the related discipline is required for this position.• Proven track record in both undergraduate and postgraduate teaching in Family Medicine/General Practice/Primary Healthcare.• Malaysian applicants must have valid MMC and APC registration when applying for this position.	