



**JOB DESCRIPTION (JD)**

<b>DEPARTMENT</b>	<b>FAMILY MEDICINE DEPARTMENT</b>
<b>POSITION</b>	<b>LECTURER/SENIOR LECTURER IN FAMILY MEDICINE</b>
<b>REPORTING TO</b>	<b>HEAD OF DEPARTMENT OF FAMILY MEDICINE/DEAN</b>

**POSITION SUMMARY:**  
 To carry out clinical teaching, administration and research, within the Department of Family Medicine.

**DUTIES AND RESPONSIBILITIES:**  
 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.

**Job Responsibilities:**

1. To undertake the teaching of Family Medicine and other related subjects to students of RUMC, at undergraduate and postgraduate level in areas allocated by the Head of Department and reviewed from time to time by the Head of Department.
2. To assist in the running of existing and future academic programmes for undergraduate, postgraduate and research at RUMC under the general direction of the Head of Department.
3. To supervise or assist with supervision of students in all academic matters and provide pastoral care and support to students.
4. To contribute to the development, planning and implementation of a high-quality curriculum.
5. To assist in the development of learning materials, preparing schemes of work and maintaining records to monitor student progress, achievement and attendance.
6. To participate in the development, administration and marking of examinations and other assessments.
7. To participate in the administration of the departments programmes of study and other activities as requested.
8. To carry out research and produce publications, or other research outputs and participate in departmental and faculty seminars aimed at sharing research outcomes and building interdisciplinary collaboration within and outside the department.
9. To maintain own continuing professional development.
10. 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.

- JOB REQUIREMENTS**
- Candidate must possess an MBBS or medical qualification recognised by the Malaysian Medical Council (MMC).
  - Candidates must be a registered Specialist with the National Specialist Register (NSR) in 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 for Family Medicine programme.
  - Malaysian applicants must have valid MMC and APC registration when applying for this position.