



SCOPE OF SERVICES

1 POSITION	HEAD OF DEPARTMENT
2 DEPARTMENT	FAMILY MEDICINE
3 REPORTING TO	DEAN

DUTIES & RESPONSIBILITIES:

You will at all times, observe and carry out faithfully and conscientiously all duties and responsibilities that are assigned to you by your superior, and observe all discretion with regard to the information you acquire during your services with the Company, and thereafter if you leave its service.

DUTIES AND RESPONSIBILITIES:

1. To undertake the teaching of Family Medicine and other related subjects to students of RCSI & UCD Malaysia Campus (RUMC), at undergraduate and postgraduate 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 programs for undergraduate, postgraduate and research at RUMC under the general direction of the Dean.
3. To teach, examine conduct research 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 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 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.
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 in order to carry out the scope of services.

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.