OVERVIEW:

This ground-breaking opportunity requires an enthusiastic and suitably qualified Subject Development Coordinator (SDC) to take overall responsibility for the design, implementation and delivery of the Supportive Care & Palliative Care subject in the new Master of Cancer Sciences (MCS) course. The MCS is Australia’s first cancer specific, multidisciplinary, flexible, wholly online program; and one of only two such programs in the world. This course is being developed in partnership between the Victorian Comprehensive Cancer Centre (VCCC) and the University of Melbourne (UoM).

Responsibilities will include overseeing the following areas within the subject:

- Curriculum Development of the content, learning activities, assessments and evaluation.
  The phases of curriculum development include:
  - Planning
  - Proof of concept (prototype)
  - Design and pre-production
  - Production

The SDC will liaise closely with the Course Convenors to ensure that the subject meets the over-arching course objectives and provides a seamless, integrated experience as part of the Master’s suite.

The Subject – Supportive Care & Palliative Care:

With the rapidly increasing volume of patients with a diagnosis of cancer there are an increasing number of patients having to deal with the consequences of cancer. This subject will provide an evidenced-based, best practice approach to both survivorship care and palliative care. It will address the physical, emotional and spiritual consequences of diagnosis, treatment and the supportive care services that address those. Students will also develop a detailed understanding of palliative care, its goals, techniques and limitations. In doing so, students will also explore the role of the multidisciplinary teams in various health care delivery models and how that influences patient centred care.

Learning outcomes

At the completion of the subject, students should be able to:

- Demonstrate knowledge of the consequences of cancer treatment on cancer survivors
- Determine how supportive care addresses the multi-faceted effects of cancer on patients and their families.
- Demonstrate a detailed understanding of the role of palliative care for cancer patients, including its goals, techniques and interaction with other medical and allied health clinicians
- Critically reflect on the psychosocial, cultural, ethical and spiritual issues for patients, families and carers who have, or have had, a diagnosis of cancer

Potential topics:

- Models of shared care
- Communication and coordination of care
- Surveillance
- Late and long-term effects
- Psycho social care
- Psychology and psychiatry
- Self-management
- Community based supports
- Returning to work
- Palliative care
The SDC will also be responsible for continuous refinement of the curriculum’s structure and content in response to feedback and changing educational methods.

The SDC will ensure all learning events, written and recorded resources are maintained in an optimal form. In addition, they will work with the Master of Cancer Sciences Course Convenors to develop an assessment blueprint and lead item development, standard setting and item evaluation. The Subject Development Coordinator will coordinate the recruitment of subject matter experts for the working party, teaching faculty and assessors required for the subject.

POSITION CONTEXT:

The Master of Cancer Sciences is the flagship educational program of the VCCC and its ten partner organisations. It is a two-year part time online course offered jointly by the VCCC and the UoM, commencing in 2019. Its target audience is scientists and clinicians such as surgeons, radiologists, oncologists, haematologists, general practitioners, nurses, allied health and clinical trials staff currently working within or interested in breaking into the field of cancer care.

The philosophy of the Master of Cancer Sciences is to provide a contemporary, flexible, evidence-based program to health professionals to improve the outcomes and quality of lives of patients with cancer. Subjects will be developed in the foundations of cancer, cancer research, cancer prevention and control, cancer diagnostics, cancer therapeutics, supportive and palliative care, drug discovery and development, cancer across a lifespan and a research project capstone; alongside a number of subjects selected from existing relevant graduate programs.

KEY RELATIONSHIPS:

The SDC will be contracted by the VCCC and will work in close conjunction with numerous members of the VCCC and UoM team to design and develop the subject.

**Internal (VCCC):**
- VCCC Course Convenors - Dr David Kok and Professor Grant McArthur
- VCCC Head of Education and Training - Michelle Barrett
- VCCC Project Lead Graduate Programs – Sathana Dushyanthen
- VCCC Supportive Care & Palliative Care Working Party members
- VCCC Alliance partners
- Consumer representatives

**External (UoM):**
Melbourne School of Professional and Continuing Education (MSPACE)
- Project Manager
- Learning Designer
- Production team (Video Producers, Graphics Designers, Educational Technologists, and IT Programmers)

CONTRACTUAL ARRANGEMENT:

This opportunity is funded as a joint initiative by the VCCC and UoM.

**Workload:** Fixed term for 12 months from May 2019 at an approximate time commitment of 0.2FTE.

The incumbent will be expected to manage their own time to meet the requirements of the contract.

**Payment:** Total stipend of $15,000, to be paid in 4 tranches upon receipt of a Tax Invoice and progress reviews.

**Key milestones**
- Q1-Planning -Macro subject design (topics to be covered, assessments)
Establishment of the Working Party (consisting of subject matter experts (SMEs))

- Workshop and regular meetings for discussions and brainstorming with the Course Conveners (monthly) and SMEs (periodic).

- Q2-Design – Meso design of weekly lessons and content writing and development for the week 1 prototype
- Q3-Pre-production – Micro design content writing for remaining weeks, lesson interactives and QA
- Q4-Production – Recording of content and QA

Further Opportunity: The Subject Development Coordinator will also have the potential further opportunity for delivering the subject they led the development of. Opportunities will be discussed further at the relevant time and, where suitable for all parties, the incumbent will transition into a Subject Coordinator role for the implementation phase. At this point, the individual would be contracted by the University of Melbourne, within the University pay structure. The role and responsibilities of the Subject Coordinator position will be outlined in a separate position description which can be provided at interview or earlier upon request.

KEY REQUIREMENTS:

Teaching and Learning

Curriculum development
- Coordinate the development of the Supportive Care & Palliative Care subject in the Master of Cancer Sciences
- Work with the support of the MSPACE team to produce all online materials for the subject
- Recruit and facilitate the Supportive Care & Palliative Care working party to provide content expertise for the program

Curriculum
- Coordinate the production of the Supportive Care & Palliative Care subject in the Master of Cancer Sciences course
- Ensure all written and recorded material is needs and evidence based and aligned with the curriculum
- Work with the MSPACE team to ensure all curriculum materials are presented optimally
- Develop appropriate guides for both faculty, assessors and students

Assessment
- Develop an assessment blueprint in collaboration with the relevant MSPACE staff and Course Development Coordinator(s)
- Contribute to the development of assessment items, standard setting and item evaluation

Academic Workforce and Service
- Be responsible for recruiting and supporting appropriate subject experts, or faculty to provide academic input, presentations and tutorials for the subject where required
- Act as a key point of contact with faculty to facilitate communication

General
- Liaise with the MSPACE team to ensure timely production of educational resources
- Participate in all committee meetings relevant to the Supportive Care & Palliative Care subject
- Contribute to other medical education related activities as required.

Leadership and Service
- Adopt leadership responsibilities within the VCCC through leading committees, delivering presentations, representing the VCCC, connecting people together etc.
- Participate in community and professional activities related to the relevant disciplinary area including attendance and presentations at conferences and seminars.
- Positive engagement in learning and career development of self and others through participating in the VCCC Leadership program.
- Effective demonstration and promotion of University values including diversity and inclusion and high standards of ethics and integrity.

SELECTION CRITERIA:

Essential:
- A degree in medicine, nursing, allied health or the sciences
- Demonstrated commitment to excellence in teaching
- Well-developed experience in curriculum design and preparing and delivering educational resources
- Demonstrated excellence in verbal and written communication
• Demonstrated strong organisational, time management and problem-solving skills
• Strong interpersonal skills, with an ability to build and maintain relationships with key stakeholders (internal and external) and work collaboratively to achieve outcomes
• Ethical scholar who values diversity and works effectively with individual differences

Desirable:
• A Master’s degree in a relevant field
• Experience teaching / developing courses in an online environment
• A higher degree in medical education
• A demonstrated interest in medical education research
• Clinical practice in a relevant area

Special Requirements
• The Subject Development Coordinator may be required to maintain an appropriate teaching load as a faculty member within the Supportive Care & Palliative Care subject.

HOW TO APPLY:
Please send your application addressing the selection criteria and CV no later than Friday 26th April 2019 by 5pm to:

Sathana Dushyanthen
Graduate Programs Lead
Master of Cancer Sciences
sathana.dushyanthen@unimelb.edu.au

Contact for Enquiries:
Dr David Kok
Course Convenor
Tel +61 3 8559 5000
Email david.kok@petermac.org
Please do not send your application to this contact

EQUITY & INCLUSION
The VCCC is an equal opportunity employer and is committed to providing a workplace free from all forms of unlawful discrimination, harassment, bullying, vilification and victimisation. The VCCC makes decisions on employment, engagement, promotion and reward on the basis of merit.

The VCCC is committed to all aspects of equal opportunity, diversity and inclusion in the workplace and to providing all staff, contractors, appointees, volunteers and partners with a safe, respectful and rewarding environment free from all forms of unlawful discrimination, harassment, vilification and victimisation. This commitment is set out in the VCCC Equal Opportunity Policy and Bullying Prevention Policy. All staff and contractors are required to comply with VCCC policies.

FURTHER INFORMATION:

Victorian Comprehensive Cancer Centre

The VCCC was established in 2009 and is a powerful alliance of ten successful Victorian organisations committed to cancer control: Peter MacCallum Cancer Centre, Melbourne Health (including The Royal Melbourne Hospital), The University of Melbourne, The Walter and Eliza Hall Institute of Medical Research, The Royal Women’s Hospital, The Royal Children’s Hospital, Western Health, St Vincent’s Hospital Melbourne (including St Vincent’s Institute), Austin Health (including the Olivia Newton-John Cancer Research Institute and Austin Lifesciences) and Murdoch Children’s Research Institute.

The Master of Cancer Sciences is a major educational initiative of the VCCC’s Strategic Research Plan. This is governed by the VCCC Cancer Education and Training Advisory Committee and the VCCC Board, and managed and supported by the Course Convenors, Head of Education and Training Development and the education team.
University of Melbourne

https://online.unimelb.edu.au/

The University of Melbourne has an outstanding reputation for excellence in teaching and research. This commitment to excellence has seen the University bring together the brightest minds to redefine best practice in online education to deliver unparalleled quality education, 100% online, to students worldwide. Shaping this experience is our expert learning design team, who work collaboratively with academics using a combination of tools and techniques, powered through innovative technology, alongside a dedicated support team to give every student the best experience.