

Subject Development Coordinator (AYA): Cancer Across the Lifespan

OVERVIEW:

This ground-breaking opportunity requires an enthusiastic and suitably qualified **Subject Development Coordinator (SDC) – Adolescent and Young Adult** to take overall responsibility for the design, implementation and delivery of the ‘Cancer Across the Lifespan’ 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 delivery include:
 - Planning
 - Proof of concept (prototype)
 - Design and pre-production
 - Production
 - Quality assurance

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 – Cancer Across the Lifespan

Overview

Cancer throughout the lifespan will describe the specific factors associated with the care and treatment of children, adolescents, young, middle aged and older adults and geriatrics with cancer (Figure 1); from the time of diagnosis to the time of death. To address the complex needs of different age group cohorts, there is a need to look at the patient holistically to manage their complex medical conditions.

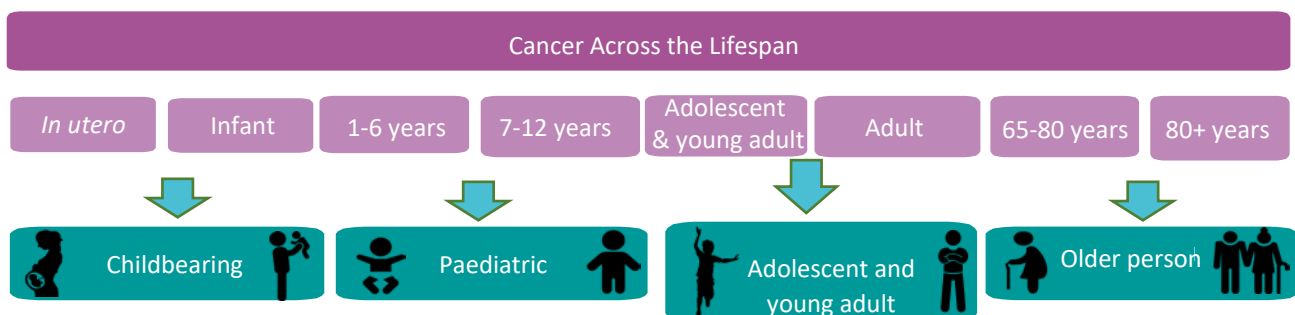


Figure 1. Subject structure.

Learning outcomes

- Demonstrate a knowledge of the unique differences in risk factors, comorbidities, prevalence, treatment and outcomes of cancers between patients of different age groups with cancer
- Reflect on the psychosocial, emotional, physical and spiritual challenges facing patients of different age groups with cancer
- Critically analyse the ways in which the cancer care of different age groups can continue to be improved

Potential topics:

- Pre-natal considerations
- Infant cancers – care, carer implications, fertility, late effects
- Childhood – schooling, behavioural
- Adolescent and young adult – psychosocial implications
- Adulthood – fertility, late effects, returning to work, financial implications
- Older adults - comorbidities
- Geriatric – relative benefit of treatment, life expectancy, evidence of effectiveness, quality of life

Assessment:

Type of Assessment (Including Extent/Duration)	Timing of Assessment	Assessment %
Case Based Assessment (1000 word equivalent)	End of Week 4	20
Presentation via web platform (10 minutes, 1000 word equivalent)	End of Week 6	20
Written assignment (2500 words)	End of teaching period	50
Participation in Discussion Board discourse (500 word equivalent)	Week to week	10

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 Graduate Programs Lead – Dr Sathana Dushyanthen
- VCCC Cancer Across the Lifespan - Working Party members
- VCCC Alliance partners
- Consumer representative

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 **9 months from October 2020 to June 2021** to develop up two weeks of content. Hours will vary over the different phases of the project to a maximum of 4 hours per week.

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

Payment: Total stipend of **\$5,000** to be paid in 4 tranches upon receipt of a tax Invoice and progress reviews of key milestones.

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 Convenors (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 quality assurance

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 Cancer Across the Lifespan 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 Cancer Across the Lifespan working party to provide content expertise for the program

Curriculum

- Coordinate the production of the Cancer Across the Lifespan 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 Cancer Across the Lifespan 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 Cancer Prevention & Control subject.

HOW TO APPLY:

Please send your application and CV no later than **Wednesday 14 October 11:59pm** to:

Dr Sathana Dushyanthen
Graduate Programs Lead
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

<https://www.viccompcancerctr.org.au/our-work/education-and-training/master-of-cancer-sciences/>
<https://www.youtube.com/playlist?list=PLh8-r-u9s-7Hwa-GZQrimhA5WJtDLbitm>

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 Masters 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, Graduate Programs Lead and the VCCC education team.

University of Melbourne

<https://online.unimelb.edu.au/medicine-and-public-health/cancer-sciences>

<https://study.unimelb.edu.au/find/courses/graduate/master-of-cancer-sciences/>

<https://handbook.unimelb.edu.au/2020/subjects/medi90095>

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.