



## POSITION DESCRIPTION

Department of Clinical Pathology  
Faculty of Medicine, Dentistry and Health Sciences

# Subject Coordinator: Cancer Across the Lifespan

<b>CLASSIFICATION</b>	Lecturer, Level B.6
<b>SALARY</b>	Casual rate of \$81.19 per hour
<b>SUPERANNUATION</b>	Employer contribution of 9.5%
<b>WORKING HOURS</b>	The incumbent will be expected to manage their own time to meet the requirements of the contract.
<b>BASIS OF EMPLOYMENT</b>	Fixed term position available for the Cancer Across the Lifespan subject teaching period: Term 3, 2021; potential for ongoing
<b>OTHER BENEFITS</b>	<a href="http://about.unimelb.edu.au/careers/working/benefits">http://about.unimelb.edu.au/careers/working/benefits</a>
<b>HOW TO APPLY</b>	<p>Please send applications, including address of the Key Selection Criteria, Cover Letter and Resume by COB <b>Wednesday 7th July 2021</b> to:</p> <p>Dr Sathana Dushyanthen Email <a href="mailto:sathana.dushyanthen@unimelb.edu.au">sathana.dushyanthen@unimelb.edu.au</a> Please state the role title in your subject line and request a read/received receipt</p>
<b>CONTACT FOR ENQUIRIES ONLY</b>	<p>Dr David Kok Course Convenor Tel +61 3 8559 5000 Email <a href="mailto:dkok@unimelb.edu.au">dkok@unimelb.edu.au</a></p> <p><i>Please do not send your application to this contact</i></p>

For information about working for the University of Melbourne, visit our websites:  
[about.unimelb.edu.au/careers](http://about.unimelb.edu.au/careers)  
<https://handbook.unimelb.edu.au/2021/subjects/medi90096>  
<https://study.unimelb.edu.au/find/courses/graduate/master-of-cancer-sciences/>

## Position Summary

This groundbreaking opportunity requires an enthusiastic and suitably qualified Subject Coordinator to take overall responsibility for the delivery and quality assurance 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).

We require a Subject Coordinator in the Cancer Across the Lifespan subject, preferably with cancer expertise in one of the stages of human development, to support online graduate students. This will involve familiarisation around content, announcements, online invigilation of the student discussion fora, coordination of research supervisors, consultation, monitoring and support of student progress and engagement, delivery of webinars, assessment grading and evaluation and quality improvement activities.

This will be a casual position, on an as required basis, with an estimated workload of 6-7 hours per week for the period of Term 3, 2021. Term dates are: Monday 12 July for orientation week through to Friday 17 September 2021. The start date is as soon as possible for onboarding and orientation. The individual will need to be available for all tutorials/webinars and meetings scheduled during the terms.

We foster a values-based culture of innovation and creativity to enhance the research performance of the University and to achieve excellence in teaching and research outcomes. We invest in developing the careers and wellbeing of our students and staff and expect all our leaders to live our values of:

- Collaboration and teamwork
- Compassion
- Respect
- Integrity
- Accountability

### THE SUBJECT

#### Overview:

The Cancer Across the Lifespan subject 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.

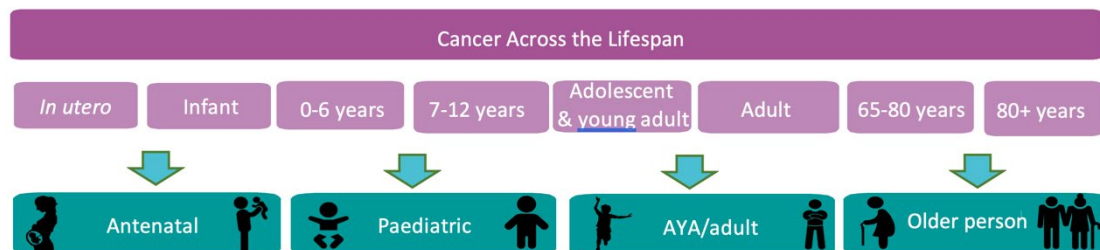


Figure 1. Subject structure.

#### 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

**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 Subject Coordinator will also be responsible for continuous refinement of the curriculum's structure and content in response to feedback and changing educational methods. They 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 academic team to develop an assessment blueprint and lead item development, standard setting and item evaluation. The Subject Development Coordinator will help coordinate the recruitment of subject matter experts, 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, researchers, 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 Subject Coordinator 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.

**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 representatives

**UoM:**

Melbourne School of Professional and Continuing Education (MSPACE)

- Project Manager
- Learning Designer
- Production team (Video Producers, Graphics Designers, Educational Technologists, and IT Programmers)

## ***1. Key Responsibilities***

### **1.1 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.

### **1.2 SERVICE, LEADERSHIP AND ENGAGEMENT**

- 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.

## ***2. Selection Criteria***

### **2.1 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

### **2.2 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

### **2.3 SPECIAL REQUIREMENTS**

- The Subject Coordinator may be required to maintain an appropriate teaching load as a faculty member within the Cancer Across the Lifespan subject.

## ***3. Equal Opportunity, Diversity and Inclusion***

The University 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 University makes decisions on employment, promotion and reward on the basis of merit.

The University is committed to all aspects of equal opportunity, diversity and inclusion in the workplace and to providing all staff, students, contractors, honorary appointees, volunteers and visitors 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 University's People Strategy 2015-2020 and policies that address diversity and inclusion, equal employment opportunity, discrimination, sexual harassment, bullying and appropriate workplace behaviour. All staff are required to comply with all University policies.

The University values diversity because we recognise that the differences in our people's age, race, ethnicity, culture, gender, nationality, sexual orientation, physical ability and background bring richness to our work environment. Consequently, the People Strategy sets out the strategic aim to drive diversity and inclusion across the University to create an environment where the compounding benefits of a diverse workforce are recognised as vital in our continuous desire to strive for excellence and reach the targets of Growing Esteem.

## 4. Occupational Health and Safety (OHS)

All staff are required to take reasonable care for their own health and safety and that of other personnel who may be affected by their conduct.

OHS responsibilities applicable to positions are published at:

<http://safety.unimelb.edu.au/topics/responsibilities/>

These include general staff responsibilities and those additional responsibilities that apply for Managers and Supervisors and other Personnel.

## 5. Other Information

### 5.1 DEPARTMENT OF CLINICAL PATHOLOGY

<http://medicine.unimelb.edu.au/school-structure/clinical-pathology>

The Department of Clinical Pathology focuses on graduate learning and teaching, research and engagement in the clinical discipline of pathology. The Department is located at the Parkville campus with offices in the state of the art Victorian Comprehensive Cancer Centre (VCCC) building.

The Department of Clinical Pathology collaborates broadly with other Departments, Centres, Schools and Faculties of the University of Melbourne, health services and medical research institutes to generate new knowledge in cancer research to improve the outcomes of patients. Initial programs of research will specifically focus on the molecular defects of tumours and the utility of applying the knowledge of these defects to prognostication and treatment of patients with cancer led by the world-renowned cancer researcher, Professor Sean Grimmond. The Department of Clinical Pathology also provides specialist laboratories for cancer cell biology, DNA bio-banking, rapid large scale, next generation sequencing and organoid generation and testing.

Whilst the initial research focus of the MMS Department of Clinical Pathology is cancer research it also has a more generalist remit for graduate learning and teaching and engagement across the broader areas of clinical pathology.

### 5.2 UNIVERSITY OF MELBOURNE CENTRE FOR CANCER RESEARCH

<https://research.unimelb.edu.au/centre-for-cancer-research/about/about-us>

The University of Melbourne Centre for Cancer Research (UMCCR) aims to foster innovation and integration in cancer care, research, education and training to achieve a world-leading cancer centre and workforce. It focuses on improving the molecular detection and diagnosis of cancer, improving therapeutic decisions for patients through computational oncology, and enabling innovative programs in personalised cancer care.

Based at the [Victorian Comprehensive Cancer Centre](#) (VCCC), the UMCCR facilitates the sharing of infrastructure and supports collaboration within the [Melbourne Biomedical Precinct](#) and the wider VCCC alliance. The UMCCR works in a wide variety of cancers including breast, ovarian, prostate, colorectal, pancreatic, neuroendocrine, gastric, oesophageal and melanoma, but recalcitrant cancers – for which the standard of care has changed little over the last 30 years – is an emerging theme.

### 5.3 FACULTY OF MEDICINE, DENTISTRY AND HEALTH SCIENCES

[www.mdhs.unimelb.edu.au](http://www.mdhs.unimelb.edu.au)

The Faculty of Medicine, Dentistry and Health Sciences (MDHS) plays a vital role in the delivery of the University of Melbourne's Strategic Plan 2015-2020: Growing Esteem by providing current and future generations with education and research equal to the best in the world. It is Australia's largest and leading biomedical research faculty. It employs more than 1,700 members of staff, has more than 8,000 students, and total revenue of \$607 million for 2015. Reflecting the complexity of today's global health landscape, the Faculty is made up of six different Schools and four Strategic Research Initiatives, and draws together all areas of human health, ranging from the most basic to the most applied areas of research. The Faculty contributes close to 50 per cent of research conducted at the University.

The Faculty has appointed Australia's first Associate Dean (Indigenous Development) to lead the development and implementation of the Faculty's Reconciliation Action Plan (RAP), which will be aligned with the broader University-wide plan. To enable the Faculty to improve its Indigenous expertise knowledge base, the Faculty's RAP will address Indigenous employment, Indigenous student recruitment and retention, Indigenous cultural recognition and building partnerships with the Indigenous community as key areas of development.

### 5.4 THE UNIVERSITY OF MELBOURNE

Established in 1853, the University of Melbourne is a leading international university with a tradition of excellence in teaching and research. The main campus in Parkville is recognised as the hub of Australia's premier knowledge precinct comprising eight hospitals, many leading research institutes and a wide-range of knowledge-based industries. With outstanding performance in international rankings, the University is at the forefront of higher education in the Asia-Pacific region and the world.

The University employs people of outstanding calibre and offers a unique environment where staff are valued and rewarded.

Further information about working at The University of Melbourne is available at <http://about.unimelb.edu.au/careers>.

### 5.5 VICTORIAN COMPREHENSIVE CANCER CENTRE

<https://www.viccompccancerctr.org/>

The Victorian Comprehensive Cancer Centre (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 (and its nested programming), 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 Development Convenors, Head of Education and Training Development, Project Lead of Graduate Programs and the education team.

## 5.6 GROWING ESTEEM, THE MELBOURNE CURRICULUM AND RESEARCH AT MELBOURNE: ENSURING EXCELLENCE AND IMPACT TO 2025

Growing Esteem describes Melbourne's strategy to achieve its aspiration to be a public-spirited and internationally-engaged institution, highly regarded for making distinctive contributions to society in research and research training, learning and teaching, and engagement. <http://about.unimelb.edu.au/strategy-and-leadership>

The University is at the forefront of Australia's changing higher education system and offers a distinctive model of education known collectively as the Melbourne Curriculum. The new educational model, designed for an outstanding experience for all students, is based on six broad undergraduate programs followed by a graduate professional degree, research higher degree or entry directly into employment. The emphasis on academic breadth as well as disciplinary depth in the new degrees ensures that graduates will have the capacity to succeed in a world where knowledge boundaries are shifting and reforming to create new frontiers and challenges. In moving to the new model, the University is also aligning itself with the best of emerging European and Asian practice and well-established North American traditions.

The University's global aspirations seek to make significant contributions to major social, economic and environmental challenges. Accordingly, the University's research strategy *Research at Melbourne: Ensuring Excellence and Impact to 2025* aspires to a significant advancement in the excellence and impact of its research outputs.

<http://research.unimelb.edu.au/our-research/research-at-melbourne>

The strategy recognises that as a public-spirited, research-intensive institution of the future, the University must strive to make a tangible impact in Australia and the world, working across disciplinary and sectoral boundaries and building deeper and more substantive engagement with industry, collaborators and partners. While cultivating the fundamental enabling disciplines through investigator-driven research, the University has adopted three grand challenges aspiring to solve some of the most difficult problems facing our world in the next century. These Grand Challenges include:

Understanding our place and purpose – The place and purpose grand challenge centres on understanding all aspects of our national identity, with a focus on Australia's 'place' in the Asia-Pacific region and the world, and on our 'purpose' or mission to improve all dimensions of the human condition through our research.

Fostering health and wellbeing – The health and wellbeing grand challenge focuses on building the scale and breadth of our capabilities in population and global health; on harnessing our contribution to the 'convergence revolution' of biomedical and health research, bringing together the life sciences, engineering and the physical sciences; and on addressing the physical, mental and social aspects of wellbeing by looking beyond the traditional boundaries of biomedicine.

Supporting sustainability and resilience – The sustainability and resilience grand challenge addresses the critical issues of climate change, water and food security, sustainable energy and designing resilient cities and regions. In addition to the technical aspects, this grand challenge considers the physical and social functioning of cities, connecting physical phenomena with lessons from our past, and the implications of the technical solutions for economies, living patterns and behaviours.

Essential to tackling these challenges, an outstanding faculty, high performing students, wide collaboration including internationally and deep partnerships with external parties form central components of Research at Melbourne: Ensuring Excellence and Impact to 2025.

## 5.7 GOVERNANCE

The Vice Chancellor is the Chief Executive Officer of the University and responsible to Council for the good management of the University.

Comprehensive information about the University of Melbourne and its governance structure is available at <http://www.unimelb.edu.au/governance>