POSITION DESCRIPTION

Position Title: Academic Coordinator for Year 1 Observership and Year 4 Personalised Learning Course
Organisation Unit: Office of Medical Education
Position Number: 3041439
Type of Employment: Part Time (0.3FTE), Fixed Term for 3 years
Classification: Academic Teaching Focussed Level C

THE UNIVERSITY OF QUEENSLAND

The University of Queensland (UQ) contributes positively to society by engaging in the creation, preservation, transfer and application of knowledge. UQ helps shape the future by bringing together and developing leaders in their fields to inspire the next generation and to advance ideas that benefit the world. UQ strives for the personal and professional success of its students, staff and alumni. For more than a century, we have educated and worked with outstanding people to deliver knowledge leadership for a better world.

UQ ranks in the world’s top universities, as measured by several key independent ranking, including the Performance Ranking of Scientific Papers for World Universities (45), the US News Best Global Universities Rankings (52), QS World University Rankings (51), Academic Ranking of World Universities (55), and the Times Higher Education World University Rankings (60). UQ again topped the nation in the prestigious Nature Index; and secured a greater share of Australian Research Council grants in 2016 ($24.5 million) than any other university nationally.

UQ has an outstanding reputation for the quality of its teachers, its educational programs and employment outcomes for its students. Our students remain at the heart of what we do. The UQ experience – the UQ Advantage – is distinguished by a research enriched curriculum, international collaborations, industry engagement and opportunities that nurture and develop future leaders. UQ has a strong focus on teaching excellence, winning more national teaching excellence awards than any other in the country and attracting the majority of Queensland’s highest academic achievers, as well as top interstate and overseas students.

UQ is one of Australia’s Group of Eight, a charter member of edX and a founding member of Universitas 21, an international consortium of leading research-intensive universities.

Our 50,000-plus strong student community includes more than 13,000 postgraduate scholars and more than 12,000 international students from 144 countries, adding to its proud 230,000-plus alumni. The University has about 7,000 academic and professional staff and a $1.7 billion annual operating budget. Its major campuses are at St Lucia, Gatton and Herston, in addition to teaching and research sites around Queensland and Brisbane city. The University has six Faculties and four University-level Institutes. The Institutes, funded by government and industry grants, philanthropy and commercialisation activities, have built scale and focus in research areas in neuroscience, biomolecular and biomedical sciences, sustainable minerals, bioengineering and nanotechnology, as well as social science research.

UQ has an outstanding track-record in commercialisation of our innovation with major technologies employed across the globe and integral to gross product sales of $11 billion+ (see http://uniquest.com.au/our-track-record).
UQ has a rapidly growing record of attracting philanthropic support for its activities and will have further success in this area as an important strategic aim going forward.

Organisational Environment

The Faculty of Medicine is an internationally recognised provider of world-class education and research. A research-intensive Faculty, we have a gross budget in excess of $300M, employ approximately 1,500 continuing and fixed-term staff (headcount), have a community of more than 4,000 non-salaried academic appointees and teach around 4,000 full-time equivalent coursework students (EFTSL).

We offer Australia’s largest medical degree program for graduates and school-leavers and undergraduate and postgraduate programs are available in the disciplines of Medicine, Biomedical Sciences, Public Health, Health Sciences, eHealth, and Mental Health.

The Faculty of Medicine possesses enormous strengths spanning research, teaching, industry engagement and clinical practice in disciplines ranging from the basic sciences, biomedical research and development, to clinical trials and public health. Research projects have already led to discoveries with far-reaching social and economic impacts, including the revolutionary Gardasil (TM) vaccine for cervical cancer (Professor Ian Frazer) and a drug discovery EMA401 (Professor Maree Smith), a first-in-class oral treatment for chronic pain, which through Spinafex Pharmaceuticals led to Australia’s largest biotechnology commercialisation deal. Faculty staff include three highly cited authors, one Fellow of the Royal Society (FRS), three Fellows of the Australian Academy of Science (FAA) and 12 Fellows of the Academy of Health and Medical Sciences (AAHMS). The Faculty is a core member of Brisbane Diamantina Health Partners, the Brisbane wide academic health science system.

Educational offerings in biomedical sciences, medicine and public health are informed and supported by research activity across a range of fundamental and clinical areas of importance including recognised strengths in cancer, skin diseases, brain and mental health, maternal and child health and genomics. Cutting-edge facilities such as the Herston Imaging Research Facility (HIRF), the UQ Centre for Clinical Research (UQCCR), our laboratories in the Translational Research Institute (TRI) and the new Centre for Children’s Health Research (CCHR) enable outstanding research outcomes and sharpen our understanding of cancer, autoimmunity, mental disorders, infectious diseases and neurological disease. Further detail is available at www.mbs.uq.edu.au.

Faculty of Medicine

The University of Queensland’s Faculty of Medicine is an internationally recognised provider of world-class education and research. The research-intensive Faculty has a gross budget of almost $300 million, employs approximately 1000 continuing and fixed-term staff (headcount), has a community of more than 4000 non-salaried academic appointees and around 3200 students (headcount).

The Faculty of Medicine offers Australia’s largest medical degree program for graduates and school-leavers. Undergraduate and postgraduate programs are available in the disciplines of Medicine, Health Sciences, E-Health, Mental Health, Biomedical Sciences and Public Health.

The Faculty possesses enormous strengths spanning research, teaching, industry engagement and clinical practice in disciplines ranging from the basic sciences, biomedical research and development, to clinical trials and public health. Research projects within the Faculty have already led to discoveries with far-reaching social and economic impacts, including the revolutionary Gardasil (TM) vaccine for cervical cancer (Professor Ian Frazer) and a drug discovery EMA401 (Professor Maree Smith), a first-in-class oral treatment for chronic pain which through Spinafex Pharmaceuticals led to Australia’s largest biotechnology commercialisation deal. Faculty staff include three highly cited authors, one Fellow of the
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We discover. We innovate. We lead.

The UQ Medical Program

The Faculty of Medicine is a leading provider of medical education in Queensland, with the country’s largest medical degree program. Its MD program includes graduate entry and school-leaver entry streams, and is an integrated, case-based/problem based learning program. The Phase 1 or preclinical component of the program is delivered by a combination of biomedical scientists and clinicians, predominantly at the St. Lucia campus but also at affiliated major teaching hospitals. Phase 2 is delivered at a large number of hospitals in Brisbane, across Queensland and in Louisiana and covers the academic disciplines of Anaesthesiology and Critical Care, General Practice, Medical Ethics, Law and Professional Practice, Medical Imaging, Medicine, Molecular and Cellular Pathology, Obstetrics and Gynaecology, Paediatrics and Child Health, Psychiatry, Rural Medicine, and Surgery.

The Office of Medical Education

The Office of Medical Education has been established within the Faculty to provide academic leadership in the delivery of the MD/MBBS program, and more broadly in the field of medical education. The Director of the Office of Medical Education reports directly to the Medical Dean regarding the activities and outcomes of the office. The Office and its staff work to oversee the development, resourcing and implementation of the MD/MBBS curriculum. A key role of the Office is to ensure that all teaching and learning activities within the program, including assessments, are evaluated in a systematic manner, and that suitable improvement strategies are implemented where required. The Office supports the continuing professional development of staff within the teaching and learning domain, and strives to create an environment that supports best pedagogic practices. In doing so, the Office seeks to actively promote expertise in medical education within the Faculty, and the development by staff of capacity in the scholarship of teaching and learning. A key role of the office is to communicate effectively with all stakeholders, including current and potential students, staff, clinicians and the community regarding the status and future directions of the MD/MBBS Program.

Information for Prospective Staff

Information about life at UQ including staff benefits, relocation and UQ campuses is available at - http://www.uq.edu.au/current-staff/working-at-uq
DUTY STATEMENT

Primary Purpose of Position

This a teaching-focussed role with responsibility for providing academic leadership for two selective clinical placement opportunities within the MD program. These placements lie within Phase 1 (Year 1 Observership) and Phase 2 (Year 4 Personalised Learning Course/Elective). They are designed to provide opportunities for students to further their personal and professional development, gain insight into health service provision, participate in research activities, access leading researchers and/or medical specialists from both health and community agencies, and develop lasting friendships, mentorships and networks.

This role has responsibility and oversight of the following;

- Liaising with the Clinical Placements team;
- Developing and maintaining the Personalised Learning Course profile;
- Developing a network of suitable placements;
- Ensuring communication to students is clear and timely;
- Ensuring that students are appropriately prepared to undertake these selective placements;
- Reviewing proposed student-sourced clinical placements;
- Overseeing student assessments; and
- Improving the student experience in response to feedback.

Duties

Duties and responsibilities of the position include, but are not limited to:

Teaching and Learning

- Coordinate the delivery of the Year 1 Observership milestone and the Year 4 Personalised Learning Course (Elective), including the development of the course profiles and teaching materials, recruitment of relevant lecturing staff, communication with students regarding course matters, and improving delivery in response to student outcomes and course evaluations;
- Develop assessment materials related to the placements, and where required assist in formative and summative assessments of students in the placements, including marking of assessments and projects;
- Identify a network of suitable clinical placements in Australia and abroad;
- Liaise with professional staff, in particular the Clinical Placements team to ensure student placement agreements (SPA) are developed for a range of established placements and completed for student-sourced placements;
- Develop an up-to-date awareness of University policies relevant to restrictions on student elective placements, including at risk locations;
- Consult with students, other course coordinators and the Phase Academic Leads, as required;
- Work with the Lead for Careers and Personal Advisors to support students in the selection of suitable clinical placement selectives; and
- Provide reports to the Phase 1 and the Phase 2 Sub-Committees as required.

Scholarship of Teaching and Learning

- Develop a knowledge of effective pedagogical practices;
• Collaborate in the development and execution of projects that explore, test, practice and/or communicate ways to improve teaching and learning;
• Undertake activities in scholarship of teaching and learning that are innovative, able to be replicated and elaborated, documented and subject to peer review; and
• Actively work with colleagues to seek internal or external funding for projects related to the scholarship of teaching and learning.

Service and Engagement
• Demonstrate efficient management and execution of any allocated role, including internal service roles;
• Make active contributions to internal committees or workgroups; and
• Any other duties as reasonably directed by your supervisor.

Other
Ensure you are aware of and comply with legislation and University policy relevant to the duties undertaken, including but not exclusive to:
• the University’s Code of Conduct
• requirements of the Queensland occupational health and safety (OH&S) legislation and related OH&S responsibilities and procedures developed by the University or Institute/School
• the adoption sustainable practices in all work activities and compliance with associated legislation and related University sustainability responsibilities and procedures
• requirements of the Education Services for Overseas Students Act 2000, the National Code 2007 and associated legislation, and related responsibilities and procedures developed by the University

Organisational Relationships
The position reports to the Academic Lead, Phase 2 within the Office of Medical Education.
SELECTION CRITERIA

Essential

- Demonstrated experience in teaching and assessing medical students;
- High level written and verbal communication skills;
- Ability to establish effective working relationships with internal and external stakeholders;
- Demonstrated ability to lead in a team environment;
- Demonstrated ability to engage effectively in the scholarship of teaching and learning;
- An ability to manage disparate interests in academic and clinical environments; and
- An ability to represent the Faculty of Medicine and the medical program within healthcare, academic and community settings.

Desirable

- Eligibility for registration as a medical practitioner in Australia (AHPRA);
- Fellowship of a specialist college or equivalent.
- Research higher degree;
- Evidence of a contribution to research or development of a research program; and
- Experience in alternative modes of teaching.

Qualification Verification
An appointment to this position is subject to the verification of the highest academic qualification from the conferring institution.

ResearcherID
ResearcherID. All applicants will need to create a ResearcherID account (www.ResearcherID.com) and populate it using Web of Science. The ID number then needs to be included in your application.

The University of Queensland values diversity and inclusion and actively encourages applications from those who bring diversity to the University. Please refer to the University’s Diversity and Inclusion webpage (http://www.uq.edu.au/equity) for further information and points of contact if you require additional support.