POSITION DESCRIPTION

Position Title: Program Coordinator/Team Leader – Rural & Remote Medicine

Organisation Unit: Rural Clinical School

Position Number: New

Type of Employment: Full time, Continuing

Classification: HEW 6

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 (43), the US News Best Global Universities Rankings (52), QS World University Rankings (47), 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 our Life Sciences subject field ranking in the Academic Ranking of World Universities was the highest in Australia at 20.

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 240,000-plus alumni. The University has about 7,000 academic and professional staff and a $1.8 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 $11billion+ (see http://uniquest.com.au/our-track-record).

UQ has a rapidly growing record of attracting philanthropic support for its activities and this will be a strategic focus going forward.

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 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 details are available at www.medicine.uq.edu.au.

The University of Queensland Rural Clinical School

The University of Queensland Rural Clinical School (UQRCS) envisages securing a self-sustaining medical workforce for regional Queensland through excellence in medical education, research and community service. With a footprint encompassing the greater part of central and western regional Queensland, the School comprises four clinical sites – Rockhampton, Bundaberg, Hervey Bay and Toowoomba. Significant investment in people and training infrastructure at each site provides the operational focus for a network of smaller clinical training locations in host communities across the state. With a recurrent budget of up to $9 million per annum provided through the Australian Government’s Multidisciplinary Rural Health Training (MRHT) program and a capital works portfolio in excess of $20 million, UQRCS is a substantial enterprise.
The Clinical School is the rural base for the delivery of the UQ medical program. There is a long tradition of success working in partnership with healthcare systems and service providers to train senior (Phase 2) medical students. Each year, more than 500 medical students engage with the rural experience through a range of long term (1-2 years) placements or shorter term (4-16 weeks) learning opportunities.

The learner experience is characterised by real world, rich and authentic learning opportunities and extensive community involvement. In this regard, our work is informed by the Academic Discipline of Rural and Remote Medicine which is embedded in our education structure. UQRCS pursues the latest innovations in medical education and training. There is a focus on scenario-based training in purpose-built Simulated Learning Environments (SLE) together with Technology Enabled Learning (TEL). Our learning framework supports a more generalist, integrated approach to deliver well-trained, safe and work-ready interns to local training hospitals.

In partnership with the health system, the health care profession (including the Colleges) and education providers, UQRCS engages with every stage of the rural health learning continuum. The journey starts with learners of rural origin health care, progresses through undergraduate and pre-vocational training and culminates with contributions to vocational training and continuing professional development.

A rapidly expanding research profile focusses on clinical research, epidemiology/population health and rural health workforce. There is a significant component of Indigenous health research, particularly programs designed to translate and improve health outcomes amongst the Indigenous population. Research productivity is evidenced through a successful track record in attracting competitive funding from agencies such as the NHMRC and, in 2015, at least 51 peer-reviewed manuscripts published in journals varying from ‘Rural and Remote Health’ to ‘Nature Genetics’.

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](http://www.uq.edu.au/current-staff/working-at-uq)

DUTY STATEMENT

Primary Purpose of Position

The primary purpose of the position is to lead and direct a range of innovative and sustainable activities which enables medical students to engage positively with rural practice. This position supports rural medicine educators and other stakeholders to deliver optimal living and learning experiences in the rural context.

Duties

Duties and responsibilities include, but are not limited to:

- Provide leadership and high level management of the planning, development, implementation, promotion and evaluation of innovative approaches for the delivery of the Rural Medicine Rotation and other community focussed curricula in the MBBS Program.
- Work with the Head of Discipline, Rural and Remote Medicine and course coordinator to manage the initiation, development and dissemination of course material, curriculum content and assessment processes.
- Lead and develop the continuous enrichment of the rural placement experience with a particular focus on Orientation and Debriefing components.
• Contribute to the reporting requirements for the Department of Health and Ageing Program, working with colleagues to address funding parameters.
• Manage internal and external stakeholder relationships including community engagement activities which will maximise the number of available rural placements and optimise the range and quality of living and learning experiences available for students.
• Initiate, negotiate and monitor processes and practices to provide safeguards (including appropriate accommodation solutions) and pastoral care for medical students during their rural placements.
• Recruit and support faculty, preceptors, teaching staff and clinical placement sites.
• Assist with providing information to students of OS placements, contribute to developing suitable posts ensuring they meet the academic, student support and administrative requirements for UQ.
• Coordinate the development and delivery of a comprehensive communications and support program for rural medicine educators and other stakeholders to include oversight of professional development opportunities that will enhance teaching abilities and practice.
• Providing advice and administrative support (including financial administration) for Towards Rural Health Practitioners in Queensland (TROHPIQ) with students
• Building and maintaining relationships with external stakeholders including Queensland Health, Hospital and Health services, Health Workforce Queensland and other universities and other relevant stakeholders.
• Facilitate the development of research capacity

Other
Ensure you are aware of and comply with legislation and University policy relevant to the duties undertaken, including:
• 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 Operations Manager, UQRCS with a functional reporting line to the Discipline Head, Rural and Remote Medicine.

SELECTION CRITERIA

Essential
• Postgraduate qualifications and extensive relevant experience or an equivalent combination of relevant experience and/or education/training;
• Proven leadership capacity in an educational or health care environment;
• Demonstrated experience in health professional training development, delivery and evaluation;
Experience in liaising and collaborating with a broad range of agencies – community, professional, industry and government - to develop partnerships and/or collaborative initiatives;

Experience with the application of current trends and philosophies in adult learning.

A proven management style that promotes and encourages team work and organisational excellence;

Demonstrated high level of communication, negotiation, interpersonal, advocacy and analytical skills;

Demonstrated commitment to and enthusiasm for the provision of excellent client service;

Proven ability to interpret and apply a range of rules, policies and procedures;

Demonstrated ability to work well both independently and in a team to prioritise workloads and meet deadlines;

Excellent problem-solving skills and an ability to demonstrate initiative and good judgement; and

A commitment to, and an understanding of the issues surrounding living and working in a rural and/or regional area.

**Desirable**

- Interest in or evidence of a contribution to research, including assistance in the publication of refereed articles and assistance in the coordination of successful external grant applications.
- Experience with rural health professionals

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The University of Queensland is committed to equity, diversity and inclusion. Applications are particularly encouraged from Aboriginal and Torres Strait Islander peoples. For further information please contact our Australian Indigenous Employment Coordinator at:

atsi_recruitment@uq.edu.au

Applications are also encouraged from women