

POSITION DESCRIPTION

Position Title:	Program Convenor and Theme Lead
Organisation Unit:	Office of Medical Education , Faculty of Medicine
Position Number:	NEW
Type of Employment:	Fixed Term, 1.0 FTE
Classification:	Academic Teaching Focused Level D

THE UNIVERSITY OF QUEENSLAND

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 \$330 million of the total \$2.0B UQ budget. The Faculty employs over 1000 of the 6,600 UQ staff total, with a community of more than 4,200 non-salaried academic appointees and around 3,200 students.

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 Spinifex 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 genomics and health services. 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 Children's Health Research Centre (CHRC) 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 UQ Medical Program

The Faculty of Medicine is a leading provider of medical education in Queensland, with around 2,000 students studying across the four years of the medical program at UQ. Its MD program is a graduate entry program. The early years of the program (years 1 and 2) is run by biomedical scientists and clinicians, predominantly at the St. Lucia campus but also at affiliated major teaching hospitals. Lecture, practicals and tutorials are scaffolded around a framework of case-based learning tutorials enabling students to appreciate the clinical relevance of their scientific learning. In the later years 3 and 4 students are immersed in clinical experience at a range of hospitals and other clinical sites in Brisbane, across Queensland and in Louisiana, United States. The goal of the clinical years is to prepare students for internship and residency, and involves the academic disciplines of General Medicine, Surgery, Emergency Medicine, Anaesthetics, Intensive Care, General Practice, Medical Imaging, Obstetrics and Gynaecology, Paediatrics and Child Health, Psychiatry, Rural and Remote Medicine, and Orthopaedic Surgery and Ophthalmology.

The Office of Medical Education

The Office of Medical Education (OME) is responsible for the smooth running of the UQ MD program and for leading the provision of a high quality educational experience supported by robust assessment. The OME's aim is to ensure that graduates are well prepared to be doctors who provide excellent healthcare to their patients and communities wherever in the world they practice.

The OME takes a whole-of-program approach to the education of medical students. This is a highly collaborative endeavour in which the OME works closely with the various stakeholder groups, including clinical schools, to enable UQ medical graduates to be well prepared to move on to the next stage of medical training.

The Director of the OME reports directly to the Medical Dean, provides advice on the development and resourcing of the UQ MD program, and is responsible for implementation of the MD/MBBS curriculum.

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>

The University of Queensland [Enterprise Agreement](#) outlines the position classification standards for Levels A to E.

DUTY STATEMENT

Primary Purpose of Position

There are two primary purposes of the Position:

- 1) **MD Program Management:** Leading the coordination of the the MD / MBBS Curriculum across all UQ sites. The MD Program Convenor will work closely with the Academic Leads, Heads of the Clinical Schools and Clinical Units to support the UQ MD/MBBS students in achieving the Program learning outcomes.
- 2) **Theme Lead:** responsible for leading the development of **at least one** theme in the new UQ MD program due to commence in 2023 as well as contributing to the other themes of the program.

Duties

Duties and responsibilities of the MD Program Convenor and Theme Lead, Safe and Effective Clinician include, but are not limited to the following:

- Collaborate with Discipline Heads, Clinical Unit Heads and Course Coordinators to encourage consistency in education and curriculum across courses, clinical sites and disciplines;
- Provide advice and support to course coordinators, Clinical Unit Heads, Heads of Clinical Units, Heads of School, in order to support the implementation of the current MD curriculum consistently across sites;
- Work in collaboration with administrative staff to facilitate effective operations of the MD Program including troubleshooting issues as they arise and coordinating responses to unforeseen events or changes to aspects of teaching and learning (e.g. COVID-19 responses and changes to clinical placements);
- Plan, conduct and review evaluations of the program and student outcomes with the aim improving teaching quality and effectiveness;
- Line Manage Academic Leads for Years 1 and 2, Phase 2, Academic Guidance Leads, Academic lead Medical Imaging and Course Coordinator for Personalised Learning Course (approximately 7 direct reports);
- Engage with UQ Medical Society to maintain an open dialogue regarding student issues related to the MD program;
- Participate in Faculty Committees which require a representative from the MD Program (as agreed with the Director, Office of Medical Education);
- Serve as an ex-officio member of the Board of Examiners, and where necessary as the Chief Examiner, to review course and phase results and decide on progression for students;
- Provide strategic oversight of the assessment processes and practices used within the MD Curriculum to ensure consistent high quality assessments;
- Work with the Director OME and the Medical Dean to ensure that teaching and learning is consistent with regulatory requirements of all relevant accrediting bodies, including the Australian Medical Council.
- Lead a minimum of one curricular theme and contribute to all six themes of the new UQ MD as relevant. A key focus in the capacity of theme lead would be the design and development of appropriately staged and coherent safe and effective clinical practice experience across the 4 years of the QMD program including the 4th year transition to practice / pre-internship clinical experience;
- Work closely with academic colleagues in planning learning and teaching activities and assessment related to the 'safe and effective clinician' theme;
- Engage in and promote relevant scholarly work and research activities; 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 of 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 Director of the Office of Medical Education.

SELECTION CRITERIA

Essential

- Postgraduate qualification in medical education or outstanding record of scholarly activities in medical education;
- Medical qualification and eligibility for registration as a medical practitioner in Australia; or strong credentials in education, applied to a health discipline;
- Demonstrated academic leadership in the delivery of quality teaching programs in complex environments such as healthcare settings;
- A proven track record in running complex courses and extensive experience with innovation in medical education;
- Demonstrated capacity to represent and the Office of Medical Education and the MD program within healthcare, academic and community settings;
- Proven experience in driving change within a diverse academic environment;
- Proven ability to lead and develop multidisciplinary teams;
- Demonstrated organizational and business management skills;
- Excellent interpersonal and people management skills including a strong commitment to staff development, equity and diversity;
- Demonstrated high level written and oral communication skills.

Desirable

- A track record in research as evidenced by publications, grant awards and higher degree student supervision (or evidence of a contribution to research or development of a research program).

Qualification Verification

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

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](#) for further information and points of contact if you require additional support.

Accessibility requirements and/or adjustments can be directed to recruitment@uq.edu.au.