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RURAL CLINICAL DIVISION – CENTRAL QUEENSLAND REGION

HEAD OF REGION
ASSOCIATE PROFESSOR JOHN BIRKS

Enquiries

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THE UNIVERSITY OF QUEENSLAND
SCHOOL OF MEDICINE

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Dr Darren Keating
Director, Medical Services
Bundaberg Base Hospital
po Box 34
BUNDABERG, QLD 4670

JP
- He will apply
- We will support

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Dms 2/9/07
to full time

Dear Dr Keating,

**Re: Academic Coordinator – Surgery (0.50) FTE
Associate Professor/Snr Lecturer**

The University of Queensland's School of Medicine is seeking to appoint a senior academic to the Rural Clinical Division in Central Queensland. The appointee to be located in Bundaberg will have responsibility to lead and coordinate the delivery of clinical teaching in surgery across the Division's key teaching sites. A half-time appointment (0.50FTE) at the level of Associate Professor/Senior Lecturer can be offered to a suitably qualified surgeon with an interest in combining academic and clinical interests.

The Rural Clinical Division is funded by the Department of Health and Ageing to provide a positive clinical training experience to UQ medical students in rural locations. The result is a number of very different nodes which seek to optimise the clinical and academic opportunities available at each of those locations.

The Rural Clinical Division – CQ Region

- Rockhampton (current)
- Bundaberg (2004)
- Leichhardt Country Attachment Program – Moura, Theodore, Emerald (2004)
- Fraser Coast (2005)

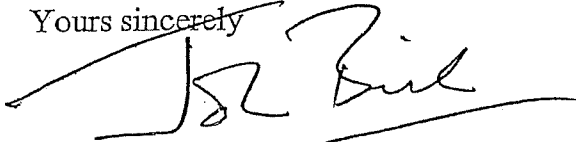
The CQ Region's management and operations teams are currently located in offices at Rockhampton. The RCDCQ, however, coordinates teams of teaching clinicians and rural academics across a region extending south to Gympie and west to Winton. Commencing in 2004, the Bundaberg node will take its first cohort of full-time students. Up to ten MBBS students will live and work in Bundaberg for the duration of their third year and will undertake placements in a range of health care settings to include the Bundaberg Base Hospital, local medical practices and community services. The proposed appointee will have a lead role in developing and delivering clinical teaching in surgery at Bundaberg, as well as having general oversight of teaching programs



at other key sites. There is the opportunity to develop a quite distinctive delivery model to include engagement with both public and private health care sectors, as well as deploying alternative delivery modes that capitalise on contemporary telecommunication and information technologies.

A Position Description is enclosed. You are encouraged to consider this opportunity as the Division is very interested to involve local clinicians with a demonstrated interest in and commitment to practice in a regional community. Please contact me on tel 4920 7391, email j.birks@uq.edu.au to express your interest, and to discuss possible employment options.

Yours sincerely

A handwritten signature in black ink, appearing to read 'John Birks', written over a horizontal line.

John Birks
Head of Region

15 September 2003



POSITION DESCRIPTION

Job Title: Academic Coordinator - Surgery
Assoc Prof/Snr Lecturer

Organisation Unit: School of Medicine
Rural Clinical Division - CQ Region

Reference Number:

Type of Employment: 3 - 5 years Fixed Term (Half Time)
1 January 2004 - 31 December 2006

Classification: Academic Level D/C

Remuneration: Associate Professor: \$75,339 to \$80,429

This comprises a base salary of \$42,774 to \$47,124 per annum; a clinical loading of \$9,170 per annum paid to staff who are registered as medical practitioners and as specialists in the relevant discipline in Queensland; a state loading, currently \$12,449 per annum, paid to staff providing clinical services in a public hospital or health facility and employer superannuation contributions of 17%.

Senior Lecturer: \$66,857 to \$73,218 per annum

This comprises a base salary of \$35,524 to \$40,961 per annum; a clinical loading of \$9,170 per annum paid to staff who are registered as medical practitioners and as specialists in the relevant discipline in Queensland; a state loading, currently \$12,449 per annum, paid to staff providing clinical services in a public hospital or health facility and employer superannuation contributions of 17%.

Closing Date:

Further Information:

Assoc Prof John Birks, telephone (07) 4920 6514, email j.birks@uq.edu.au

BACKGROUND

Organisational Environment

The School of Medicine is one of six schools within the Faculty of Health Sciences. It offers the four year graduate entry program – Bachelor of Medicine, Bachelor of Surgery (MBBS). The MBBS curriculum provides teaching and assessment integrated across disciplines and throughout the program. Early patient contact and clinical training develop high levels of clinical skills and medical knowledge. Overarching themes linked with problem based learning (PBL) ensure broad coverage of professional, clinical, investigative and research skills.

The School has three Clinical Divisions. The Central and Southern Clinical Divisions coordinate and support teaching and research activities at a range of locations across SE Qld. The Rural Clinical Division has responsibility for the Central Queensland and South West Queensland regions, and has a specific mandate to provide positive clinical education and training experiences for medical students in rural areas. Established in late 2001, the Rural Clinical Division is a part of the national rural clinical school initiative funded by the Commonwealth Department of Health and Ageing.

Approximately 230 students are accepted into the MBBS program each year. Students spend the greater part of the first two years in metropolitan areas, while the third and fourth years comprise a series of core clinical rotations conducted in hospitals and other health care environments. The Rural Clinical Division has been funded to enable 25% of MBBS (Qld) students to undertake 50% of their clinical training in non-metropolitan locations. In the case of the CQ Region, 30 – 40 students will undertake their clinical training at hospitals and health care facilities throughout the region. Key teaching locations comprise Rockhampton, Bundaberg, Gladstone, Hervey Bay (commencing in 2005) and Leichhardt country – Emerald, Moura and Theodore.

The clinical training component of the MBBS program comprises nine 8 week rotations over Years 3 and 4.

Year 3 – Medicine, Surgery (incl Orthopaedics), Mental Health, General Practice and Community, Rural

Year 4 – Paediatrics, Obstetrics and Gynaecology, Medical Specialties, Surgical Specialties (incl Acute Care)

Surgical Disciplines

The Rural Clinical Division - CQ Region develops its own independent program for each of the clinical rotations in a manner consistent with the School of Medicine curriculum.

The surgical disciplines comprise general surgery (incl urology), orthopaedics, ENT, ophthalmology, neurosurgery and acute skills (emergency medicine, ICU, anaesthetics)

The ethos of the surgical rotations is to use placements in general and subspecialty surgery as a framework for clinical learning coupled with PBL sessions, clinical tutorials and other learning experiences for 8 weeks in each of the general (Y3) and specialties (Y4) rotations. MBBS students use their self-directed learning techniques and the PBL framework acquired during the first two years of the program to focus their learning within a hospital environment

Information for Prospective Staff

Information about the University, State of Queensland and employment at the University is at the University's web site. (<http://www.uq.edu.au/>). The Rural Clinical Division's web site is at http://www.som.uq.edu.au/som/Divisions/CQ_aboutUs.shtml and should be accessed for information about the CQ Region, including the Strategic Plan (2003 – 2006). For a comprehensive guide to family friendly work practices and services visit the Work and Family web site at http://www.uq.edu.au/gender_equity/famwork.html

The University of Queensland Enterprise agreement (Academic Staff) outlines the position classification standards for Levels A to E.

DUTY STATEMENT

Primary Purpose of Position

The Academic Coordinator - Surgery is a senior member of the academic team and in conjunction with the Head of Region and other senior staff will make a significant contribution to the coordination and organisation of the Division's academic and other programs. In particular, the Academic Coordinator will provide leadership in scholarship, research and professional activities for the surgical disciplines. This will include networking and communication amongst teaching clinicians, students and other stakeholders in order to coordinate the delivery of a robust clinical training program, as well as the provision of clinical and other professional services of the highest standards.

Duties

Specific responsibilities may include:

Coordination and Organisation

- Contribute to the strategic direction of RCDCQ and those processes that enable the academic team to manage the work of the Division, in particular scholarship and research in the surgical disciplines.
- Engage with broad administrative responsibilities to include participation in Division decision making.
- Act as the key contact for the surgical disciplines for the promulgation and implementation of University policies.
- Comply with the University's Code of Conduct (see the University's web site at <http://www.uq.edu.au/staff/employment/>)
- Comply with requirements of Queensland occupational health and safety (OH&S) legislation and related OH&S responsibilities and procedures

Scholarship and Research

- Encourage the pursuit of excellence in teaching, learning and research.
- Contribute actively to curriculum planning and development in the surgical disciplines.
- Oversee the development, delivery and evaluation of a comprehensive clinical training program at the Region's key teaching locations.
- Coordinate and contribute to student assessment.
- Prepare learning materials and deliver clinical teaching, to include facilitation of regular PBL sessions and supervising students during clinical sessions, eg ward rounds, outpatient clinics, OT sessions.
- Where appropriate, encourage and deliver innovative teaching using contemporary telecommunications and multimedia technologies

Networking and Communication

- Attend and contribute to appropriate committees and meetings in order to represent and promote the interests of RCDCQ, with particular attention to developing strong links with the School of Medicine's Department of Surgery.
- Liaise regularly with on site team leads to ensure a clear and agreed understanding of learning objectives, assessment requirements and standards for teaching and learning in the surgical disciplines.
- Ensure cross disciplinary initiatives by consulting regularly with other Academic Coordinators and local health (to include allied health) professionals.
- Establish and maintain suitable structures and lines of communication to support/mentor team leads.
- Consult with students.
- Liaise regularly with the Head of Region, advising of any issues that might impact the conduct of the discipline.

Professional Service

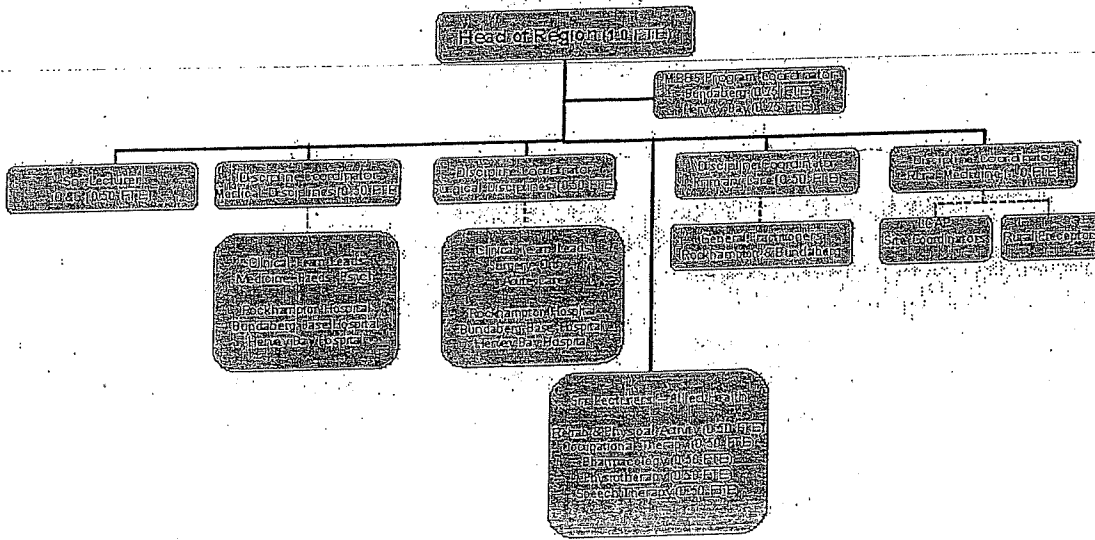
- Maintain personal academic and professional standing.
- Foster the Division's relations with the medical profession and other relevant professional bodies and the wider community.
- Provide a consultative service to and participate in an on call roster for the Bundaberg Health Service District

Reporting Relationships

The position will be located primarily in Bundaberg and reports directly to the Head of CQ Region in regard to all academic matters.

Indirect Relationships (no supervisory responsibilities)

Networking and communication with MBBS Program Coordinator (Bundaberg), Clinical Teaching Team Leads (and members of the team) at the Rockhampton, Bundaberg and Hervey Bay Hospitals, other clinicians (both private and public sector), academics within the School of Medicine, Medical Education Officers, allied health professionals, administrative staff



SELECTION CRITERIA

Qualifications

Essential

- Qualifications permitting registration as a medical practitioner in the State of Queensland.
- Registrable Fellowship of a Learned College.

Desirable

- A research based higher degree.

Knowledge and Skills

Essential

- Demonstrated expert knowledge and clinical experience in one or more of the surgical disciplines.
- Demonstrated leadership skills, both clinical and management, in working with multidisciplinary teams
- Demonstrated interest and ability to teach at undergraduate and postgraduate levels, including commitment to continuing medical education.
- An ability to establish effect relationships and to represent and promote the RCDCQ and the surgical disciplines at a university and wider community level, including industry, government and professional bodies.
- Knowledge and understanding of the health care issues and challenges facing rural and regional Australia

Desirable

- Knowledge of alternative modes of teaching.
- Ability to supervise postgraduate theses.
- Developed industry liaisons and professional contacts.

Experience

Essential

- Interest and involvement in rural clinical practice
- Personal contribution (to include curriculum design and the preparation of course material) and commitment to innovative teaching and learning at undergraduate and postgraduate levels
- Experience in consulting, liaising and negotiating with a range of stakeholders to foster initiatives and achieve outcomes

Desirable

- Experience in and commitment to alternative modes of teaching.
- Evidence of contribution to research, including publication in refereed journals and/or successful external grant applications

Personal Qualities

Essential

- Ability to provide academic, clinical and team leadership.
- High level communication, inter-personal and communication skills.
- Willingness to live and work actively in the CQ Region.

Presentation

Applicants invited for interview may be expected to make a short presentation in conjunction with the selection interview process.