

## **Newcastle University Medicine Malaysia**

### **Academic (Non-Clinical) Vacancies**

#### **SENIOR LECTURERS (Associate Professors), LECTURERS (Assistant Professors), TEACHING FELLOWS, TUTORS**

#### **I**

#### **Vacancy Information**

The permanent Newcastle University Medicine Malaysia campus will open in Nusajaya, Johor in September 2011, when we will be offering MBBS and Biomedical Sciences degree programmes.

We are looking now to build a dynamic academic team to ensure high quality delivery of these curricula, and applications are invited from individuals interested in becoming part of our inaugural undergraduate teaching team.

Full-time and part-time positions are available at Senior Lecturer, Lecturer, Teaching Fellow, and Tutor level, with the level of appointment being determined by qualification and relevant experience.

Applicants should possess either a PhD or medical qualification, and be able to offer teaching expertise in one or more of the following areas: anatomy; biochemistry; molecular biology and genetics; ethics; immunology; microbiology; neuroscience; pathology; cellular and systems physiology; pharmacology; social and behavioural sciences; and clinical and communication skills.

Successful applicants will be expected to contribute also to realising NUMed Malaysia's research strategy.

Appointments will be made from January 2012, but the date of individual appointments is negotiable. Successful applicants may be expected to spend some time in the UK for induction.

Informal enquiries may be made to Dr Phil Bradley, Dean of Academic Affairs ([philip.bradley@newcastle.edu.my](mailto:philip.bradley@newcastle.edu.my)).

**In applying for any of these positions please provide a covering letter explaining your interest in the advertised post, a CV detailing your experience and achievements in teaching and research and a brief statement describing your plan for developing your teaching and research over the next five years. Please also include in your covering letter your notice period along with your current and expected salary.**

**Formal applications should be sent together with a scanned passport photograph by email to: [shalini.prem-kumar@newcastle.edu.my](mailto:shalini.prem-kumar@newcastle.edu.my)**

## II

### Academic Job Summary

In line with its UK parent institution, Newcastle University Medicine Malaysia (NUMed Malaysia) has developed Academic Job Summary Guidance which summarises the range of activities that academic staff may be expected to perform. Academic staff are not expected to discharge all of the activities all of the time and the actual duties and activities that academic staff are expected to carry out will be determined by the Provost and appropriate Dean. The Job Summary Guidance document is included below followed by further information on the actual duties.

#### Academic Job Summary Guidance

The mission statement of Newcastle University Medicine Malaysia is:

*To deliver cost-effective medical programmes of the highest quality in order to meet the needs of both our students and the regional health economy, and to translate the benefits of our research, development and lifelong education for the societal benefit of Malaysia and the greater Asian region.*

In accordance with the mission statement, NUMed Malaysia's activities divide into three core functions: teaching, scholarship, and engagement.

The success of NUMed Malaysia depends upon the skills, expertise and dedication of its staff. Every member of staff is expected to contribute towards the realization of the institution's mission and the plans of their academic or service unit.

Academic staff will have their own academic and career plans, and NUMed Malaysia is committed to supporting them within the context of our institutional strategic plan.

NUMed Malaysia strives for parity of esteem between all groups of staff and its three core functions, and every member of academic staff is expected to contribute to this aim. NUMed recognizes that engagement differs from teaching and research. Engagement is not normally a separate third activity, but in the main derives from our teaching and research activities. NUMed Malaysia engages with civil society as an educational and research institution, and therefore the expectation is that engagement activities will be carried out not just in the sense of good citizenship, but specifically based on our academic expertise and experience.

Every academic member of staff, unless explicitly specified to the contrary, is expected to do teaching and participate in scholarship through enquiry. Although NUMed Malaysia encourages and supports staff in building up an individual portfolio of engagement, it is not expected that every member of staff must do so. Instead, it is expected that each academic unit will have, as part of its strategic plan, a portfolio of engagement. Academic staff are expected to participate in such activities when called upon to do so.

NUMed accepts that academic staff will need adequate administrative and operational support in carrying out our three core functions. For this purpose, many professional and support staff are co-located with academics in the academic units. While the aim is to free up academic time for academic purposes, the interface between the core academic functions and the support functions can only work efficiently and effectively with the active involvement of academic staff. Academic staff are therefore expected to participate in administrative and support activities when called upon to do so.

NUMed Malaysia is committed to creating a working environment in which all staff members feel valued and fulfilled and to optimising individual contributions towards a collective realisation of our mission statement.

We recognise that the talents, interests and aspirations of individuals vary and that the proportion of time allocated to teaching, scholarship, engagement, administration, and support will differ depending on the strengths of the individual. All academic staff are expected, over time, to contribute to the range of activities carried out by their academic unit.

The Deans have responsibility for workload allocation and strategic planning. The workload allocation is finalised by the Deans after consultation with academic staff, and taking individual preferences into account where possible. However, it is not the prerogative of an individual academic to stipulate when they are or are not available for teaching. Any deviation from allocated teaching duties (for example to take time out to attend an academic conference) must be negotiated and agreed, on the understanding that suitable alternative arrangements have been made.

This job summary applies to academic positions other than those employed for a specific area e.g. teaching or research only. It is intended to provide a generic summary of responsibilities on which Personal and Development Review can build and where the balance of activities can be specified for individuals.

With this preamble, the key areas of activity of an academic may now be summarised as follows:

### **1) Teaching and Learning**

- Design and deliver high quality teaching and learning material, resources and activities to students in line with the NUMed Malaysia teaching objectives and timetable requirements. Where appropriate this should be carried out within external, professional or accreditation requirements.
- Provide a range of timely student support to enhance the student experience and achievements. Set, mark and assess course work and examinations, providing timely and effective feedback to students.
- “Teaching” includes contact time with students other than formal lecturing, e.g. personal tutoring and pastoral guidance (when appropriate, obtaining specialist support and advice).
- Supervise undergraduate and taught postgraduate students’ research projects.
- Contribute to the planning, design and development of modules and programmes to improve teaching across the institution.
- Contribute to the planning and development of new markets for taught programmes.
- Evaluate own practice and undertake continuing professional development in teaching.

### **2) Research, Scholarship and Innovation**

- Plan, organise and carry out the work programme for own research, to ensure that research results, new knowledge, insight and innovation are achieved within relevant time, cost and quality standards.
- Plan and gain appropriate funding, to carry out an area of research, or contribute to this activity as a member of a team working on a broader programme.
- Disseminate research results through appropriate media and fora to advance knowledge in the field and enhance NUMed’s reputation for high quality research. This will include authoring or co-authoring papers for publication in high-quality academic journals.

- Contribute to the wider internal and external research community e.g. by reviewing journal articles, promotions peer review, peer review of research grants and membership of professional bodies.
- Where appropriate, initiate or contribute to interdisciplinary scholarship to maximise the benefits for the University.

### **3) Engagement**

- For clinical academics, fulfil the clinical duties specified in their joint Clinical/NUMed job plan.
- Participate in organised programmes of outreach/public engagement.
- Promote NUMed Malaysia's values and support widening access to our programmes and facilities to people who have historically had little involvement in universities.
- Contribute to the development of public policy e.g. through advice to public bodies at local, regional, national and international levels, as appropriate.
- Where appropriate, and in line NUMed's objectives, participate in activities involving the private and public sectors, and with civil society.
- Contribute to professional development in your field by active membership of learned societies and professional institutions.

### **4) Administration and Management**

- Undertake a range of administrative tasks to support own area of teaching, and/or research, and/or engagement.
- Take responsibility for a defined management or administrative role such as Module Leader, Year Tutor, Degree Programme Director, Research Director, Outreach Co-ordinator.
- Contribute to the wider work of the institution through input to project teams, working groups and committees.

## **III**

### **Duties**

Our undergraduate MBBS and BSc Biomedical Science programmes will be delivered by academic staff from within NUMed Malaysia, with contributions from visiting colleagues from Newcastle University UK, and in partnership with the Government Hospitals and Health Facilities of the State of Johor.

As members of the inaugural academic team, commensurate with the level of appointment, successful applicants will be expected to work together to:

- Provide high quality and innovative teaching to NUMed students
- Provide student support, including both academic and pastoral guidance
- Perform management and administrative duties as required
- Contribute to research within the context of the NUMed research strategy
- Make a full contribution to the achievement of the NUMed mission

## **Role Summary**

- Take a leading role in developing teaching and pedagogy in NUMed Malaysia, across disciplines
- Design and deliver high quality teaching and learning materials, resources and activities to undergraduate and postgraduate students in line with the teaching objectives and timetable requirements.
- Take responsibility for the management and supervision of student learning experiences.
- Provide a range of timely support to enhance the student experience.
- Provide personal tutoring and mentoring for students, giving first line support. Refer students as appropriate to services providing further help.
- Set, mark and assess course work and examinations, providing timely and effective feedback to students.
- Contribute to the planning, design and development of courses and programmes.
- Integrate scholarship, research and/or professional activities with teaching and supporting learning, as appropriate.
- Contribute to the development and implementation of the NUMed Malaysia research strategy, including the supervision of undergraduate student projects.
- Evaluate own practice and undertake continuing professional development.
- Take responsibility for a defined management or administrative role relevant to the teaching of NUMed Malaysia.
- Contribute to the wider work of NUMed through input to project teams, working groups and committees.
- Participate in organised programmes of outreach / public engagement.
- Promote NUMed Malaysia's values and support widening access to our programmes and facilities to people who have historically had little involvement in universities.

## **Key working relationships**

- Reports to the NUMed Malaysia Chief Executive Officer, and responsible to the Dean of Academic Affairs for the discharge of assigned duties.
- Liaise with students and colleagues, both in NUMed and Newcastle University.
- Build internal and external contacts and participate in internal and external networks for the exchange of information and ideas, and to form relationships for future collaboration.

## **Additional qualifications, skills and experience required for appointment**

- PhD, or equivalent postgraduate professional qualification or experience, with some teaching experience. A teaching qualification is desirable but not a requirement.
- Possess sufficient breadth or depth of specialist subject knowledge in one or more relevant discipline, and a working knowledge of a variety of strategies to promote and assess learning.
- An excellent command of English, and the ability to communicate complex information clearly, and to engage the interest and enthusiasm of students and inspire them to learn.
- Approachable and sensitive to the diverse needs of students – student focussed.
- Engage in continuous professional development.

## Job Specification

ATTRIBUTE	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
Education and Qualifications	PhD or equivalent postgraduate professional qualification or experience		CV References
Experience and Achievements	<p>Subject specialist knowledge and expertise in one or more of the biomedical or behavioural science disciplines relevant to the undergraduate MBBS and BSc curricula.</p> <p>Demonstrable ability to effectively teach, support and supervise students, taking account of the diverse needs of students.</p> <p>Proven ability to engage, interest and enthuse students and inspire them to learn.</p> <p>An ability to relate scientific evidence to clinical practice.</p>	<p>Postdoctoral research experience and publications.</p> <p>Qualification relevant to university teaching.</p> <p>Experience administering teaching programmes.</p>	CV Interview References
Skills, Abilities and Personal Qualities	<p>Excellent command of English.</p> <p>Can demonstrate excellent communication and good interpersonal skills and empathy with staff and students.</p> <p>Ability to organise self, time and people.</p> <p>Reliable, punctual and self motivated.</p> <p>Flexible.</p> <p>Capacity for original thought</p> <p>High level of analytical and problem-solving capability, with the personal skills, initiative and drive to achieve the solution</p> <p>Ability to work collaboratively with colleagues and to encourage the commitment of others</p> <p>Good networking skills</p> <p>High level of organisational and administrative skills</p>	<p>Leadership potential.</p> <p>Previously held positions of responsibility.</p>	CV Interview References
Other Relevant Factors	Potential to cope with stressful situations and undertake responsibility.		CV Interview

## IV

### Newcastle University Medicine Malaysia

#### Background

At the invitation of the Minister of Higher Education in Malaysia<sup>1</sup>, Newcastle University is establishing an **international branch campus** for medicine as a constituent of EduCity, the new higher education hub in the special economic region of Iskandar Malaysia in South Johor. The campus, named **Newcastle University Medicine Malaysia**, is an integral component of the UK parent institution, operated as a company of Newcastle University. Under the Malaysian Private Higher Education Act of 1966, this subsidiary company, **NUMED MALAYSIA Sdn Bhd**<sup>2</sup>, is incorporated in Malaysia, limited by shares and wholly owned by Newcastle University.

Newcastle University has ambitions to strengthen and deepen its international activities and reputation. The combination of being globally ambitious and regionally rooted in the UK, underpins the University's vision for the future<sup>3</sup>.

Establishment of the NUMed Malaysia branch campus is a key element of the University's internationalisation strategy which seeks to plant a few 'large flags' in a few strategic locations so as to optimise the strategic impact of the institutional international footprint. The development of this new branch campus for medicine in Iskandar Malaysia will, along with the Newcastle University Marine International campus in Singapore, provide a nexus for the University's other interests in SE Asia and for the addition of further diversified value-added activities in the future.

The academic concept underpinning NUMed Malaysia is for the transnational delivery in Malaysia of a range of undergraduate and postgraduate biomedical and medical degree programmes, equivalent to and of comparable standard to those of Newcastle University's UK-based provision but contextualised to Malaysian circumstance and taking account the cultural differences.

Newcastle University views the establishment of its NUMed Malaysia branch campus as a long-term, 'not-for-profit', high-quality venture designed to enhance its international reputation and extend its global footprint. For Malaysia, it represents much more. Initially, the benefits are twofold. Firstly, Newcastle University, as the 'anchor' tenant of EduCity, will contribute to the development of Iskandar Malaysia, and secondly its presence will assist in achieving Malaysia's immediate aspiration to become an international higher education destination. In the longer term the greater contribution will be to help meet the nation's human capital needs, and enhance the quality of Malaysian health care. NUMed Malaysia will provide transnational access to a world-class medical education for a broad range of Malaysian and international students who may otherwise have been limited by geographical or economic circumstances.

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<sup>1</sup> Invitation issued 25<sup>th</sup> February, 2008

<sup>2</sup> Company Number: 792091-W, incorporated 16<sup>th</sup> October, 2007

<sup>3</sup> Strategic Overview – Vision 2021: A World-class Civic University, 2009

<http://www.ncl.ac.uk/documents/vision2021.pdf>

## Academic Programmes

The first and core undergraduate programme upon which NUMed Malaysia is founded, is Newcastle's five-year **Bachelor of Medicine, Bachelor of Surgery (MBBS)** programme. The programme offered leads to the award of the same degrees, and will be approved by the appropriate Professional, Statutory and Regulatory Bodies.

Following approval from the Malaysian Qualifications Agency (MQA) and the Malaysian Medical Council (MMC) to conduct the Newcastle University MBBS degree programme<sup>4</sup>, NUMed Malaysia was registered by the Ministry of Higher Education Malaysia as a Private Institute of Higher Learning on the 10<sup>th</sup> March 2009.

The first cohort of students enrolled on the NUMed Malaysia MBBS programme in September, 2009. During construction of the campus in Johor, the first two NUMED Malaysia cohorts of approximately 25 and 40 students respectively will undertake the first two years of the programme at the Medical School in Newcastle UK before returning to Malaysia to complete Years 3 – 5 of clinical education in Johor. Subsequently, from 2011, all five years of the MBBS programme will be established and delivered in Malaysia.

With the opening of the Malaysian campus in 2011, further provision in the biomedical sciences, mapped to market and social need, will be introduced. It is planned to inaugurate Phase I study, common to all Newcastle University's undergraduate BSc biomedical science programmes in Malaysia in 2012, and Phase II programmes leading to selected BSc (Honours) awards, in 2013. Similarly, postgraduate taught programmes will be introduced from 2012.

Newcastle University has a long established reputation for innovation and excellence in medical education. In the UK Quality Assurance Agency (QAA) Subject Review, the Medical School in Newcastle achieved a set of scores for its medical and biomedical science programmes unsurpassed by any other UK university in any subject area. In 2001, this outstanding performance led directly to the award of the much coveted accolade, Sunday Times University of the Year. Currently ranked seventh in the Times Good University Guide 2011, the continuing excellence of our medical programme has been confirmed by the General Medical Council. Ever since the introduction of the National Student Satisfaction Survey, Newcastle University Medical School has been consistently placed among the leaders, and is currently first in the rankings.

## Research

From its origins in 19th Century medicine and the physical sciences, Newcastle University UK has developed a strong and vibrant interdisciplinary research base, and in biomedicine all units are rated as internationally leading.

In the early years of development, NUMed Malaysia's research thrust will be to translate the outcomes of work of [Newcastle Biomedicine](#) UK to the benefit of patients and the health economy of SE Asia. NUMed Malaysia will act as the 'expert' conduit to connect the basic sciences of Newcastle to the needs of the regional partners.

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<sup>4</sup> Approval granted to conduct the Newcastle MBBS programme in Malaysia 25<sup>th</sup> February 2009; (Malaysian Programme Number: KN 9561)

Newcastle Biomedicine's aim is to support strong basic science that translates to clinical research for the benefit of patients, by encouraging collaborative working between scientists and clinicians across disciplines and specialties. Numerous successful spin-off businesses have emerged from Newcastle's biomedicine research.

In Newcastle, scientists and clinicians work together in research institutes with a collective aim to make ground-breaking discoveries to lead to the development of new therapies and treatments in the areas of:

- [Ageing and Health](#)
- [Cell and Molecular Biosciences](#)
- [Cellular Medicine](#)
- [Health and Society](#)
- [Human Genetics](#)
- [Neurosciences](#)
- [Stem Cells and Regenerative Medicine](#)
- [Cancer](#)

The establishment of a culture of research and scholarship will be fundamental to the successful development of NUMed Malaysia, and its research development plan will focus on the translational end of the biomedicine research continuum.

NUMed Malaysia will pursue a long-term evolutionary strategy for the development of its research. This will be based upon maintaining a 'hub-and-spoke' relationship with the parent institution's biomedical research institutes. This arrangement will ensure that NUMed Malaysia's translational research activities:

- feed off Newcastle's areas of established excellence;
- remain congruent with Newcastle University's overall research mission;
- reflect the Newcastle culture and practice of interdisciplinary research and technology transfer.

Most research conducted at NUMed Malaysia will be in the context of co-operative translational research with external partners, although over time, as human capital develops, and links with the Newcastle-based research institutes consolidate, it is anticipated that other forms of funded research will also be undertaken.

### **The Nusajaya Campus**

The NUMed Malaysia campus has been built as part of the EduCity development in Nusajaya, Johor.

One of the largest developments in Iskandar Malaysia, Nusajaya is destined to be an integrated city providing a world-class environment for business, living and leisure.

The 13-acre NUMed Malaysia campus is 1km east of the Gelang Patah Interchange on the main Linkedua Expressway. The Second Crossing Bridge to Singapore is only 8km from the site, and the city of Johor Bahru is a near neighbour.

The learning environment is widely regarded as one of the most powerful influences on student motivation, and getting it right is an essential prerequisite for effective teaching and learning. The learning environment determines the educational context, and goes beyond the physical resources and provision of appropriate settings for experiential learning to include emotional and intellectual climates. The context for learning is inextricably bound up with the organisational environment. A wide range of factors contribute to this overall climate, including the underlying Newcastle culture (the high value and support attached to student learning), the institutional goals, the relationships between the students and the faculty, the resources provided, and the educational impact of assessment. The NUMed Malaysia campus will provide an environment conducive to learning, which is safe, fosters collaboration, values the contribution of all, and is based on mutual respect.

Designed to replicate the look and feel of Newcastle University UK, the branch campus comprises the Administration Complex and Academic Facilities; Central Teaching Facilities (including lecture and seminar rooms); Laboratory Complex (including the Anatomy and Clinical Skills Centre); Learning Resource Centre; and the Student Accommodation and other amenities.

The centre piece of the campus is the **Learning Resource Centre**. Constructed around the medical library facility, this innovative building is modelled on a number of emerging, ground-breaking facilities at other world-class higher education institutions. The Learning Resource Centre, over three floors, is largely open plan to provide a range of flexible learning spaces, supportive of different modes of study, and a relaxing environment conducive to learning. These spaces include 'quiet zones' for self-directed study, study rooms for group work, and other social learning areas, which students will be able to rearrange to suit the mode of study required. More formal spaces are also included, such as 'board rooms' for practice presentations, and two contiguous IT classrooms. All study areas have access to a wireless network and latest technology to support learning. The Learning Resource Centre also houses a café, locker area for storage of personal belongings, a range of bookable meeting rooms, and the Student Wellbeing Service.

A map of the campus can be found at <http://www.ncl.ac.uk/numed/about/campus/map.htm>

### **NUMed Malaysia Structure and Governance**

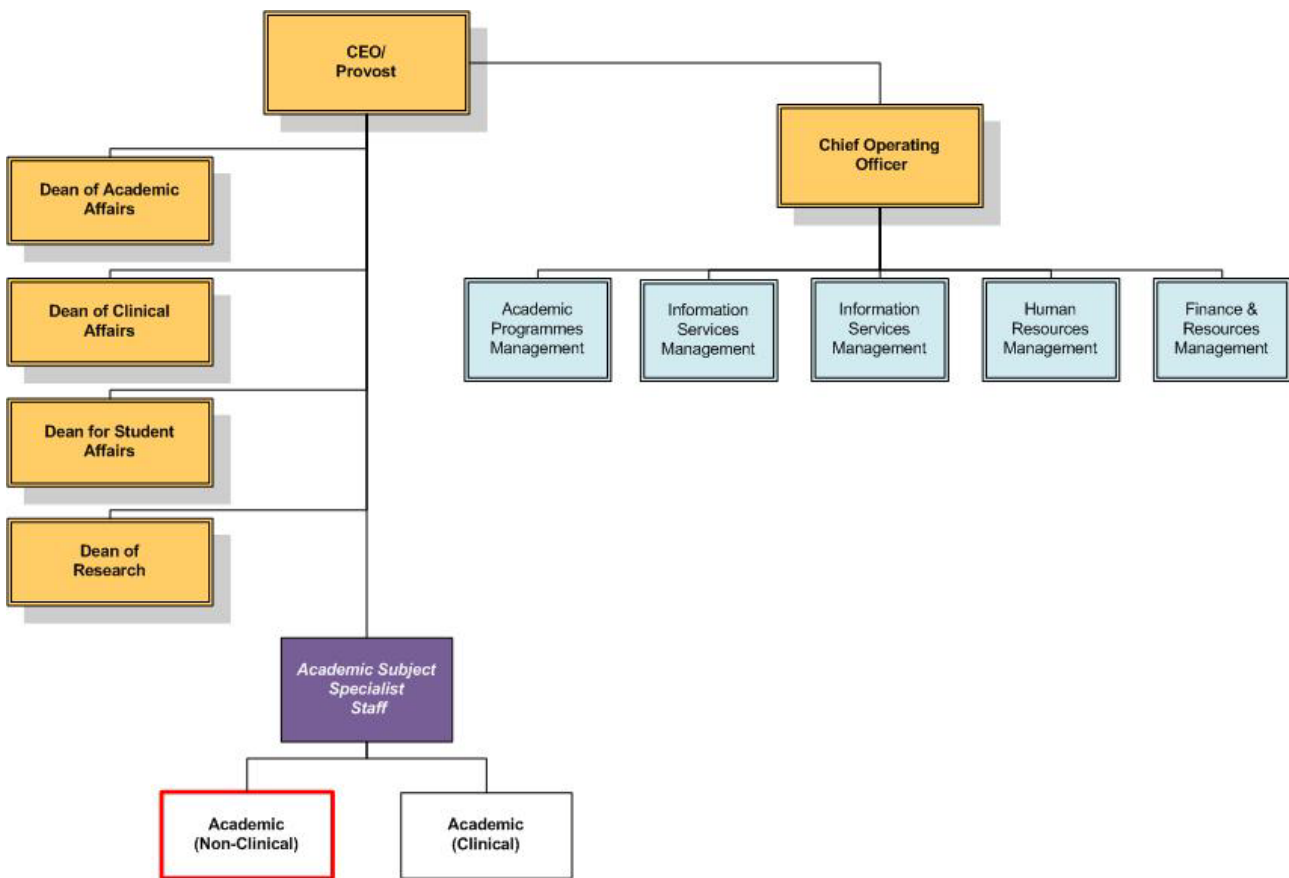
NUMed Malaysia is led by a **Chief Executive Officer/Provost (CEO)**. Accountable to Newcastle's Pro-Vice Chancellor for Medical Sciences, the CEO reports also to the Board of Directors of NUMed Malaysia Sdn Bhd, which in turn reports to its shareholder, the University.

The Board of Directors is responsible for the development of the strategic plan. This plan articulates closely with the Institutional and Faculty Plans of the parent institution, and is reviewed annually against a rolling five-year horizon. The CEO, with the NUMed Executive Board, is responsible for implementing the strategic plan through the development of an annual operating statement. Following approval by the Board of Directors and the University, this operating

statement is the blueprint guiding the annual business cycle for the academic and administrative management of NUMed Malaysia.

The task of the CEO and the NUMed Executive Board is to lead NUMed Malaysia in realising its mission through the implementation of appropriate strategies and specific and measurable objectives. In Malaysia the branch campus will be led and managed as a single whole, not a collection of separate parts; NUMed Malaysia will not be differentiated into academic units until such time as the number of staff has grown to a level necessitating sub-division for line management purposes.

The CEO is supported by four **Deans** (the Deans for Academic Affairs, Clinical Affairs, Research, and Student Affairs), and a **Chief Operating Officer (COO)**.



Reporting to the CEO, the principal responsibilities of each of these five executive officers are:

***Dean of Academic Affairs***

To manage all aspects of academic life and student progress as they affect the quality of the overall student experience, including oversight of all programmes of study.

***Dean of Clinical Affairs***

To manage all aspects of the clinical academic interface in furtherance of undergraduate and postgraduate clinical education and training, including clinical placements and engagement with external partners.

### ***Dean of Research***

To develop and manage the research and development programmes of NUMed Malaysia, including new business development.

### ***Dean of Student Affairs***

To manage all non-academic aspects of the student experience, including accommodation, student organisations, health and counselling services, study skills and learning styles, career guidance, and international matters.

### ***Chief Operating Officer***

To manage all aspects of the administration of NUMed Malaysia. Key responsibilities include the management of the business, financial, legal, physical resources, human resources, and marketing and promotion of NUMed Malaysia.

Chaired by the CEO, the **NUMed Executive Board** comprises *ex officio* the five executive officers. The business of NUMed Malaysia will be structured into portfolios (i.e. particular functions and/or line-management responsibilities). Responsibility for each portfolio will be assigned to a member of the Executive Board, and any part of the business of NUMed Malaysia will belong to some such portfolio.

In line with the approach to governance and management adopted by Newcastle University, responsibility may be delegated (with or without final decision-making powers). Accountability cannot be delegated. Responsibility and accountability will reside in a person, not in a collective. Responsibility for a portfolio will involve, *inter alia*:

- the obligation to communicate and consult;
- the freedom to act, within the framework of delegated decision making;
- reasonable resources to put decisions into practice.

Informed by the steady-state needs of the various academic programmes proposed (including MBBS), and with a projected total student enrolment of 1,015, the target complement of academic staff by 2017 is 125 full time equivalents (fte). In order to maintain the culture of the parent institution, congruence with the University's UK provision and awards, and the international ethos of the Malaysian campus, at any one time 10% of the staff will be seconded from Newcastle.

### **Partnership with the Malaysian Health Service**

NUMed Malaysia has entered into a formal agreement with the Ministry of Health Malaysia for the education and training of our undergraduate medical students in the Government Hospitals and Community Polyclinics in Johor.

Johor State has a population of approximately 3 million and is served by 12 Government Hospitals, 88 Health Clinics, and 281 Rural Clinics.

NUMed Malaysia has been allocated access to 8 of the 12 Ministry of Health hospitals in the Johor State, and 4 Health Clinics/Centres, each of which oversees a number of Community Clinics:

***Regional/State Hospitals:***

1. Hospital Sultanah Aminah (HSA)
2. Hospital Sultan Ismail (HSI)
3. Hospital Permai (Mental Health)

***District Hospitals (with Specialists):***

1. Hospital Segamat
2. Hospital Batu Pahat
3. Hospital Kluang

***District Hospitals (without Specialists):***

1. Hospital Mersing
2. Hospital Kota Tinggi

With 989 beds, the **Hospital Sultanah Aminah (HSA)** is the largest, and until 2006 the only specialist hospital in Johor Bahru offering the full range of both secondary and tertiary services. HSA has 165 specialist posts, 424 medical officers, and 1,222 nurses.

First opened in 2006, **Hospital Sultan Ismail (HSI)** is one of the newest state/regional hospitals in Malaysia. Currently building to its planned capacity of 700 beds, HSI provides 15 services of secondary care, and two selected services of tertiary care, to more than 700,000 people in 8 districts in Johor Bahru and the surrounding area. This modern hospital is a 'paperless' organisation, equipped with a fully computerised system – Total Hospital Information System (THIS). The hospital has excellent teaching facilities, many of them embedded in clinical areas. HSI has been allocated to NUMed Malaysia as its principal teaching hospital, supplemented with access to HSA where required.

**Hospital Permai** is the main State psychiatric hospital and will provide NUMed's principal mental health facility. Completed in 1937, the old hospital is currently being replaced by the largest and newest psychiatric hospital to be built by the Government of Malaysia. This new hospital, approaching completion and due to open next year, will offer the full range of psychiatric and mental health services to the population of Johor State.

All three of these State/Regional Hospitals are located in Johor Bahru, in close proximity to the NUMed campus. They will form the core clinical facilities for our hospital-based clinical education programme, particularly in the early years.

Healthcare provided in the community is extensive and well-supported, with much chronic disease management, screening and health promotion, and rehabilitation, with near-patient testing, minimal waiting, and a sophisticated rapid referral system.

There is one Health Clinic/Centre for every 20,000 population, and each oversees between two and four Rural Clinics (1:4,000 population).

NUMed has been granted access to four of the larger Health Clinics (together with their associated Rural Clinics), in and around Johor Bahru:

1. Klinik Kesihatan Gelang Patah
2. Klinik Kesihatan Pasir Gudang
3. Klinik Desa Paya Mengkuang
4. Klinik Desa Kangkar Tebrau

Of these, in the early years, NUMed will focus on **Gelang Patah** and **Pasir Gudang**.

These community clinics/health centres, with their multiple general surgeries, specific health surgeries, mini-casualty centres, and walk-in facilities, provide excellent opportunities for delivering the Newcastle MBBS outcomes in primary and community care, and public health.

### **About Newcastle University, UK**

Newcastle University is a founder member of the Russell Group which comprises the 20 leading research-intensive universities in the UK. The current campus in the North East of England was founded in 1871 but the University's history goes back to 1834 when a School of Medicine and Surgery was established in the city of Newcastle upon Tyne. Today, with almost 5,000 staff from over 85 nationalities, the University has an international reputation and educates nearly 20,000 students.

You can find out more about NUMed Malaysia's UK parent University by visiting:

<http://www.ncl.ac.uk>

## **V**

### **General Information**

NUMed Malaysia normally takes up references for shortlisted candidates prior to interviews being held. If you do not wish your referees to be approached prior to being invited for interview, or to any job offer being made, please indicate this in your letter of application.

All communications will normally be by email, so you should check your inbox regularly.

All applications will be considered, and you will receive notification of the outcome of your application. If you are successful, you will receive a formal written offer of employment from the Chief Operating Officer, NUMED MALAYSIA SDN BHD. Please note that only the Chief Operating Officer or the Chief Executive Officer have the authority to make offers of employment.

### **Conditions of Service**

The appointment will be subject to the relevant conditions of service, which will be made available to candidates invited to interview.

Compliance with the Code of Conduct for NUMed staff and students attached to Government hospitals and community polyclinics, is a requirement of employment.

NUMed Malaysia indemnifies the Government of Malaysia from and against the actions of its staff and students. However all medical doctors are strongly advised to maintain professional defence body membership to ensure that they are covered for any work that does not fall within the scope of NUMed's agreement with the Government.

### **Health and Safety**

NUMed Malaysia recognises its duties to ensure as far as is reasonably practicable, the health, safety and welfare at work of all employees. All employees have a duty also to take reasonable care for their own health and safety, and that of others who may be affected by their activities; to comply with all health and safety rules and safe systems of work; and to inform their line manager of any work situation, or practice which might be considered a danger to health and safety.

All staff are required to deliver quality standards and targets outlined in the Risk Management Strategy and local operational policies.

All employees are responsible to adhere to infection control policies and guidelines in order to promote cleanliness and reduce infections. Hand hygiene must be undertaken correctly to prevent the spread of infection. Personal protective equipment must be used in accordance with company policy. All employees must contribute to the cleanliness of the work environment and keep it "clutter free" and tidy. All employees must also attend mandatory training and updates to ensure they receive training appropriate to your role.

### **Pre Employment Health Assessment**

Successful candidates may be required to undergo a pre employment medical screening. This will involve completing a medical questionnaire which will be considered by the Occupational Health Department. In the majority of cases medical clearance will be decided on the basis of the questionnaire, although depending on the nature of the work to be undertaken or because of a candidate's medical history they may be required to attend for a medical examination before clearance is confirmed.

### **Benefits**

NUMed Malaysia is committed to the principles of fairness and equality in all aspects of employment, including reward and recognition.

Appointment will be made at the level appropriate to the qualifications and experience of the successful candidates. The appointments will be under Malaysian benefits, terms and conditions. Highly competitive remuneration packages will be negotiable for outstanding appointees.

There is an annual review of salaries for all staff. Pay progression is assured for members of staff demonstrating exceptional levels of contribution or performance.

### **Equal Opportunities Policy Statement**

NUMed Malaysia is committed to securing equality of opportunity in employment and to the creation of an environment in which individuals are selected, trained, promoted, appraised and otherwise treated on the sole basis of their relevant merits and abilities.

All new employees are provided with a copy of the Equal Opportunities Policy on appointment.

**Disclosing a disability**

There are good reasons to let NUMed Malaysia know that you have a disability. It would help us be better prepared to explore with you the reasonable adjustments in the workplace that could help you work more safely and/or efficiently. If we do not know, we cannot help you.

If you are invited for interview, you will be asked to describe your disability and to indicate whether any special arrangements or adjustments will be needed to ensure that you are not placed at a disadvantage because of your disability.

**Criminal Records Disclosures**

If the position for which you have applied requires, you may be subject to a criminal record check through the appropriate authority or jurisdiction, before the appointment can be confirmed. Applicants are encouraged to declare as soon as possible, details of any criminal convictions, cautions or reprimands and final warnings and any other information that may have a bearing on their suitability for the post. Please note that only relevant convictions and other information will be taken into account so disclosure need not necessarily be a bar to obtaining this position.