Newcastle University Medicine Malaysia

Academic (Clinical) Job Description

ASSOCIATE PROFESSORS, CLINICAL SENIOR LECTURERS, CLINICAL LECTURERS

General Information

Newcastle University Medicine Malaysia opened its campus in Iskandar Puteri (formerly Nusajaya), Johor in September 2011, offering MBBS and Biomedical Sciences degree programmes.

Applications are invited for a range of clinical academic posts, at different levels of seniority. These posts will appeal to established clinician teachers looking for a fresh and exciting challenge, or senior trainees who are seeking a stimulating and varied career. These posts are suitable for registered medical practitioners, either fully trained or in training for specialist level or general practice positions, holding a primary medical degree from a university recognised by the Malaysian Medical Council (MMC), and a higher medical qualification. All posts will be filled by practising clinicians, who will continue clinical practice integrated with teaching. We are looking for doctors with interests in the following fields:

General (Internal) Medicine all specialties;

General Surgery;

Obstetrics and Gynaecology.

Ophthalmology

Paediatrics

As members of the clinical faculty of NUMed Malaysia, the successful applicants will play a major role in co-ordinating, directing and delivering undergraduate teaching, as well as continuing with clinical duties within the Malaysian health service. The posts will be at the NUMed Malaysia campus, the Hospitals Sultan Ismail and Sultanah Aminah in Johor Bahru, as well as HSNI Batu Pahat and HEBHK Kluang, community health centres and other clinical facilities in Johor, Malaysia.

Appointments are available from August 2018, but the date of commencement is negotiable. Informal enquiries may be made to Prof. Rudy Bilous, Dean for Clinical Affairs (rudy.bilous@newcastle.ac.uk).

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 via email to: Nirmala.Arjunan@newcastle.edu.my
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 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.

The key areas of activity of an academic teacher 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. 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.
- Supervise undergraduate and taught postgraduate students’ research projects.
- Evaluate own practice and undertake continuing professional development in teaching.
2) Research, Scholarship and Innovation

- Where appropriate and after discussion with the Dean for Research and the Dean for Clinical Affairs the applicant may be expected to engage in the strategic research activities of the University and, wherever possible, initiate and complete research activities according to their interest and teaching duties.

3) Engagement

- For clinical academics, fulfil the clinical duties specified in their joint Clinical/NUMed job plan.
- Where appropriate participate in organised programmes of outreach/public engagement.

4) Administration and Management

- Undertake a range of administrative tasks to support teaching, and/or research, and/or engagement.
- Be willing to take responsibility for a defined management or administrative role such as Module Leader, Year Tutor, Degree Programme Director, Research Director, Outreach Coordinator at an appropriate stage in their personal development within the University.
- Where appropriate contribute to the wider work of the institution through input to project teams, working groups and committees.

Teaching Duties

Our undergraduate MBBS programme 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. Our current intake is around 120 students per year.

Clinical teaching begins in the first year of the course, but more intensive clinical tuition commences with the 4 month Foundation of Clinical Practice course for 3rd year students between September and December. The 3rd year Essential Junior Rotations in Child, Reproductive, and Mental Health run from January until July, along with Community Health, Infectious Diseases and Long Term Conditions. Year 4 begins with a more classroom based Clinical Sciences and Investigative Medicine course, followed by three, six week, Student Selected Components, and an elective period. The final year comprises Essential Senior Rotations in Child, Reproductive, Mental, and Community Health, and a Preparation for Practice course from Sept - Dec, and finishes with a four month Hospital Based Practice course from Jan - May.

The post holders will be responsible for delivering teaching on a day to day basis. They will also act as examiners throughout the curriculum, and will have wider responsibilities, for example in developing the course, course materials, assessment questions, and acting as pastoral and personal tutors for students.
All clinical academic post holders will be expected to integrate their teaching duties with clinical practice.

**Clinical Duties**

Where possible, the postholders will work in the relevant departments: general (internal) and acute medicine; surgery; paediatrics; psychiatry; obstetrics & gynaecology; and family medicine. In performance of clinical duties, postholders will be under the direction of the appropriate Hospital Head of Department or Family Medicine Specialist, in conjunction with the Dean for Clinical Affairs. Clinical duties will largely be combined with clinical teaching, on ward rounds and in teaching clinics.

**Key working relationships**

- Reports to the NUMed Malaysia Chief Executive Officer.
- Responsible to the Dean of Clinical Affairs and the Hospital Head of Department or Family Medicine Specialist for the discharge of assigned duties, both academic and clinical.
- Liaise with students and colleagues, both in NUMed and Newcastle University, and in the appropriate hospitals and other clinical facilities in Johor.

**Additional attributes, skills and experience required for appointment**

- Empathetic and sensitive approach to patients’ needs with an ability to show concern for others, recognising individual work-life needs.
- Highly effective communication skills. Be an approachable team member who is inclusive, co-operative, caring and a good listener who acts appropriately where necessary on what is being said.
- An excellent command of English and Bahasa Melayu, and the ability to communicate complex information clearly, and to engage the interest and enthusiasm of students and inspire them to learn.
- Effectively plan and prioritise own workload Engage in continuous professional development.

**Job Specification**

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<th>ATTRIBUTE</th>
<th>ESSENTIAL</th>
<th>DESIRABLE</th>
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<tr>
<td>Education and Qualifications</td>
<td>MBBS or equivalent primary medical qualification, from a medical school recognised by the MMC Successful completion of postgraduate diploma or equivalent at time of application, e.g. MRCP, MRCS, MRCOG, MRCPCH, MRCGP</td>
<td>Specialty Diploma, Higher Examination or equivalent</td>
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<td>Eligibility</td>
<td>Eligible for full registration with the MMC at time of appointment Evidence of achievement of Foundation competencies by time of appointment in line with MMC &amp; GMC standards / Good Medical Practice including: • Good clinical care</td>
<td>Eligible for full registration with the GMC at time of appointment.</td>
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- Maintaining good medical practice
- Good relationships and communication with patients
- Good working relationships with colleagues
- Good teaching and training
- Professional behaviour and probity
- Delivery of good acute clinical care

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<th>Fitness to Practice</th>
<th>Is up to date and fit to practise safely.</th>
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| Language Skills | All applicants to have demonstrable skills in written and spoken English and Bahasa Melayu that are adequate to enable effective communication about medical topics with patients and colleagues. Proficiency in English may be demonstrated by one of the following:
- that applicants have undertaken undergraduate medical training in English; or
- have the following scores in the academic International English Language Testing System (IELTS) – Overall 7, Speaking 7, Listening 7, Reading 7, Writing 7.
If applicants believe that they have adequate communication skills but do not fit into one of the examples they will need to provide evidence. |

| Written and spoken proficiency in other languages may be advantageous |

| Health | Meets professional health requirements (in line with MMC & GMC standards/Good Medical Practice). |

| Career Progression | Ability to provide complete details of employment history
At least 12 months' experience of higher training in the relevant specialty |

| Clinical Skills | Technical Knowledge & Clinical Expertise:
- Capacity to apply sound clinical knowledge & judgement & prioritise clinical need.
- Demonstrates appropriate technical competence & evidence of development of excellent diagnostic skills & judgement.
- Demonstrates relevant core competencies or equivalent.
- Validated documentation of clinical exposure to date.
- Evidence of experience in general / emergency medicine at post registration level. |

| Personal Attributes: |
- Shows aptitude for practical skills, e.g. hand-eye coordination, dexterity, visuo-spatial awareness.
- Attendance at relevant courses, e.g. ALS, ATLS, or equivalent.
- Evidence of a commitment to a career in clinical teaching |

| Academic/Teaching & Research Skills | Teaching: Evidence of contributing to teaching & learning of others. Interest & enthusiasm for teaching. Basic understanding of principles of teaching and education
Research Skills: Demonstrates understanding of the basic principles of audit, clinical risk management & evidence-based practice |

| Formal postgraduate qualification in teaching; evidence of participation in teacher development
Evidence of relevant academic achievements, e.g. degrees, prizes, awards, distinctions, publications, presentations, other achievements
Evidence of active participation in audit and risk management
Relevant higher degree such as MD or PhD |

| Personal Skills | Awareness of own limitations & when to ask for help.
Communication Skills: Capacity to communicate effectively & sensitively with others, able to discuss treatment options with patients in a way they can understand.
Problem Solving: Capacity to think beyond the obvious, with analytical and flexible mind. |
Capacity to bring a range of approaches to problem solving.

**Situation Awareness:** Capacity to monitor and anticipate situations that may change rapidly.

**Decision Making:** Demonstrates effective judgement and decision making skills. **Leadership & Team:** Capacity to work effectively in a multi-disciplinary team & demonstrate leadership when appropriate. Capacity to establish good working relations with others.

**Organisation & Planning:** Capacity to manage time and prioritise workload, balance urgent & important demands, follow instructions. Understands importance & impact of information systems.

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<th>Probity</th>
<th>Professional Integrity:</th>
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<td>Takes responsibility for own actions, demonstrates respect for the rights of all. Demonstrates awareness of ethical principles, safety, confidentiality &amp; consent.</td>
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<td>Awareness of importance of being the patients’ advocate, clinical governance &amp; responsibilities of a NUMed Malaysia employee.</td>
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<th>Commitment to Speciality</th>
<th>Learning &amp; Development:</th>
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<td>Shows realistic insight into general &amp; emergency medicine and its demands. Demonstrates commitment to own development.</td>
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<td></td>
<td>Shows critical &amp; enquiring approach to knowledge acquisition, commitment to self-directed learning &amp; reflective/analytical approach to practice.</td>
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| Demonstrates knowledge of Newcastle curriculum Extracurricular activities / relevant achievements to post |

## IV

### Newcastle University Medicine Malaysia

#### Background

At the invitation of the Minister of Higher Education in Malaysia\(^1\), Newcastle University has established 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.

#### Academic Programmes

Following approval from the Malaysian Qualifications Agency (MQA) and the Malaysian Medical Council (MMC) to conduct the Newcastle University MBBS degree programme\(^2\), NUMed Malaysia was registered by the Ministry of Higher Education Malaysia as a Private Institute of Higher Learning on the 10\(^{th}\) March 2009.

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\(^1\) Invitation issued 25\(^{th}\) February, 2008  
\(^2\) Approval granted to conduct the Newcastle MBBS programme in Malaysia 25\(^{th}\) February 2009; (Malaysian Programme Number: KN 9561)
The first cohort of students enrolled on the NUMed Malaysia MBBS programme in September, 2009. Subsequently, from 2011, all five years of the MBBS programme have been established and delivered in Malaysia.

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.

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 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.

The Nusajaya Campus

The NUMed Malaysia campus has been built as part of the EduCity development in Iskandar Puteri (formerly 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.
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.

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

Partnership with the Malaysian Health Service

NUMed Malaysia has 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 access to Ministry of Health hospitals in the Johor State, and 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 Sultana Nora Ismail Batu Pahat
2. Hospital Enche’ Besar Hajjah Kalsom Kluang

**District Hospitals (without Specialists):**

1. Hospital Mersing (currently not active)
2. Hospital Kota Tinggi

NUMed has been granted access to seven 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 (currently not active)
3. Klinik Kesihatan Mamoodiah (HSA)
4. Klinik Kesihatan HSI
5. Klinik Kesihatan Taman Universiti

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.

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. 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.

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 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 polices / guidelines and 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 at the appointed hospitals.

Benefits

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. 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**

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 is 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.