

Guidelines for Conjoint Staff

Appointment and Promotion Levels

General Information

Appointment as a Conjoint recognizes the valuable contribution of staff, mostly clinicians, who interact with UNSW medical students over a prolonged period of time during the course of their substantive positions eg within hospital or community practices. This track is only available to staff who are not paid by UNSW. Each appointee will negotiate an individual commitment with his/her Head of School and this will be recorded and kept on file by the School Manager to facilitate its review. The guidelines below are precisely that ("guides"), and may be varied in individual cases with the agreement of the Conjoint Appointments Committee and the Head of School.

Research and other (non-teaching) service to the University are not essential for appointment/promotion in the Conjoint Track but where present will be considered in addition to teaching contributions, as outlined below.

Conjoint Associate Lecturer

Qualifications: Basic professional qualifications e.g.: MBBS or equivalent medical, nursing or allied health degree.

Intended target group:

- Medical, nursing and allied health staff who do not hold a consultant- level (substantive) appointment.
- Staff without a consultant-level appointment (or equivalent for Allied Health staff) are restricted to appointment at this level. Fellowships of Royal Colleges does not confer consultant level. Staff should be encouraged to apply for promotion when they achieve a consultant level appointment.
- Suitable for JMO staff, registrars, fellows

Teaching commitments for UNSW:

- Teaching and supervision of students in wards/practice setting, (over and above routine encounters with students during regular daily work)
- Bedside teaching

Time commitments:

Variable interactions with students and UNSW adding to at least several hours per week

Conjoint Lecturer

Qualifications: As per Conjoint Associate Lecturer plus:

- specialist qualifications (eg Fellowships of Royal Colleges) or equivalent in nursing and allied health fields PLUS
- Health Service appointment at consultant level or fully-trained General Practitioner or equivalent in nursing and allied health.

Intended target group:

- Junior Staff Specialists or equivalent
- GPs who host students in their practices
- Fully qualified and experienced nursing and Allied Health staff

Teaching commitments for UNSW:

- Teaching and supervision of students in wards/practice setting, (over and above routine encounters with students during regular daily work)
- Bedside teaching

Time commitments:

Variable interactions with students and UNSW adding to at least several hours per week

Conjoint Senior Lecturer

Qualifications: As per Conjoint Lecturer, preferably also plus:

- Higher research degree (PhD, MD, MS etc)

and/or

- Further formal training in medical education or relevant education field eg University FULT program (<http://med.unsw.edu.au/professional-development-and-training>)

Intended target group:

- Senior Staff Specialists or equivalent
- GPs, nursing and allied health professionals who have a leadership role in their affiliation with UNSW

Teaching commitments for UNSW

As per Conjoint Lecturer plus most/all of the following:

- Regular commitment to student teaching eg regular bedside tutorials and/or scheduled teaching (lectures, tutorials, skills sessions)
- Involvement in student assessments eg examiner at School end of Phase viva examinations, assessing student portfolios, biomedical science examiner etc

Time commitments:

Multiple interactions with students and UNSW adding to average of 1/2 day per fortnight which will generally be done in the course of regular clinical service (ward rounds and/or OPD attendance with explicit teaching component, student attendance in private rooms etc) as negotiated and agreed with Head of School.

Conjoint Associate Professor

Qualifications: As per Conjoint Senior Lecturer

Intended target group:

- Senior members of Staff with demonstrated track record of many years of commitment to UNSW students, or for new appointees with an agreement to make such a commitment.
- Heads of Departments and/or leadership positions with hospitals or community with demonstrated linkage of these roles with facilitating teaching of UNSW students.

Teaching commitments for UNSW: As per Conjoint Senior Lecturer plus most/all of the following:

- Significant role in curriculum development eg membership of a block design group
- Significant leadership in medical education within their organization eg Chair of Education Committee or other representation of students
- Involvement in medical education research projects and/or presentation of medical education data at conferences
- Supervision of students for Independent Learning Projects or Honours projects or higher degree research students
- Involvement with students on a regular and sustained basis, in particular provision of 1:1 teaching in consulting rooms
- Term or block coordinator with demonstrated leadership role in coordinating students within relevant discipline
- Direct involvement in student experience within team or discipline, including liaising with academic staff for program modification and feedback
- Involvement in faculty-wide student assessments ie Portfolio marking; examining at School other than home School; on line marking of assignments
- Involvement in Faculty activities such as interviewing of prospective medical students

Time commitments:

Multiple interactions with students and UNSW adding to average of 1/2 day per fortnight which will generally be done in the course of regular clinical service (ward rounds and/or OPD attendance with explicit teaching component, student attendance in private rooms etc) as negotiated and agreed with Head of School

Conjoint Professor

Qualifications: As per Conjoint Associate Professor but:

- Further academic study and published research in a field relevant to medical education
- National/international profile as a Medical educator

Intended target group:

- This will be a relatively small group who are recognized for contributions to medical education as a significant part of their career

Teaching commitments for UNSW:

As per Conjoint Associate Professor plus all of the following:

- Recognition of contribution to UNSW teaching by attainment of the Vice Chancellor's award for Teaching Excellence, or a state or national teaching Award or other relevant citation.
- National/international profile as a Medical educator

Time commitments:

Multiple interactions with students and UNSW adding to average of 1/2 day per week which will generally be done in the course of regular clinical service (ward rounds and/or outpatient attendance with explicit teaching component, student attendance in private rooms etc) as negotiated and agreed with Head of School.