

Guideline for Academic Registrars

Introduction

This guideline provides information for prospective registrars about the various academic registrar posts, the application processes, principal accountabilities, and supervision.

It provides guidance on James Cook University's (JCU) requirements and expected contributions of the JCU funded academic registrar in completing the post.

Overview

Appointment as an Academic Registrar supports the development of skills in research, teaching, project work, professional development and critical thinking, under supervision over a 12-month period. The post provides exposure to research and teaching in the academic environment and encourages registrars to incorporate academic work into their careers. Registrars learn academic skills through individualised learning plans with mentoring and support from universities, training providers, and the Colleges and find this a challenging and rewarding part of their training.

Training Posts

General Practice

- JCU offers academic training terms during Extended Skills, GPT3, PRRT or Advanced Specialised Training in Academic Practice (etc.) The training post is clinical practice at 0.5 FTE, usually continued with the academic extended skills at 0.5 FTE across the full 12 months. The teaching, research and academic activities are tailored to the academic requirements at the Academic Registrar's location. The academic teaching content is usually into the Bachelor of Medicine Bachelor of Surgery (MBBS) undergraduate degree program.
- AGPT (Australian General Practice Training) through the two colleges of RACGP and ACRRM also offers training terms where registrars learn academic skills, supported by RTOs and Universities, and the Colleges. Application processes and rules can be found on each of the Colleges websites (hyperlinks below):
 - The registrar with [RACGP](#) will continue clinical practice at 0.5 FTE, usually as GPT3 with the academic extended skills at 0.5 FTE integrated across the full 12 months.
 - [ACRRM](#) registrars will continue clinical practice at 0.5 FTE and undertake an academic training term while completing Advanced Specialised Training in Academic Practice, Population Health, Aboriginal and Torres Strait Islander Health or Remote Medicine for 0.5 FTE. It may be possible to incorporate an academic training term during Primary Rural and Remote Training (PRRT).

Other disciplines

JCU identifies and funds appointments in the teaching Hospitals or Clinical School sites of JCU's MBBS program – mainly in Townsville, Cairns, and Mackay. Positions are determined in response to the teaching and research needs of JCU and the clinical training environment. Academic Registrars with JCU will be in an accredited academic training post with a specified College in the teaching Hospital. The Hospital discipline Head of Department, or the Training Coordinator, will work with JCU academics to ensure teaching, learning, assessment and research activities are coordinated and agreed upon. The parties also enter into a funding agreement, with the academic registrar signing a Deed of Appointment, agreeing to the conditions of the agreement.

Applying for the Academic Registrar Training Posts

These academic posts require a formal application to a College academic post program, depending on the fellowship pathway of the registrar in training. The application process usually occurs in the last half of the year prior to the commencement of the academic post.

Where indicated, interested parties apply to the Colleges directly, or express an interest by completing an application with JCU.

When located in the Hospitals, there may be opportunities for Registrars to express their interest in Academic Registrar posts through the Queensland Health RMO Campaign.

Prospective applicants are encouraged to discuss an academic post with the medical educator, training supervisor and liaise with university staff well before commencing an application. In all instances, the following eligibility criteria applies:

Eligibility

Prospective applicants are encouraged to discuss an academic post with their medical educator and liaise with their proposed university supervisor before commencing an application. The following eligibility criteria applies:

- a medical qualification (MBBS or equivalent) and registration as a doctor in Australia.
- enrolled as a Registrar in an accredited College training program
- a concurrent 0.5 FTE appointment as a Registrar in an accredited training post
- valid driver's license and is available to travel for teaching or professional development, meetings, as required

Applying directly with a specialist College

- RACGP - Registrars are encouraged to request support from RACGP staff before and during the application process. The application guide is available on the RACGP website [here](#).
- ACRRM - The application guide is available on the ACRRM website [here](#).

Applying with JCU

For the GP academic registrar posts funded by JCU, information will be distributed to registrars via the Update newsletter.

For non-GP academic registrar posts, the Queensland Health RMO campaign will identify training posts available. Upon receiving the preferences, the Hospital department will advise the candidate of the next steps in the process, usually aligned with the steps below.

JCU Application Requirements

Prospective applicants are required to apply for the academic registrar post, addressing the following, and reply emailing it to the appropriate academic or manager, as advised:

<u>Written submission</u>		
Part	Section	Explanation
a	Statement of eligibility	Degree qualifications, enrolment in specialty training, etc, as above
b	Proposed outcomes	Detail the proposed learning objectives, expected achievements, how the academic time of 0.5FTE will be structured, how the academic term will enhance training and career goals. Mention the complete the JCU subject, HS completion of HS7405 - Research Methodologies for Health Professionals provided by JCU.
c	Research proposal	The research should meet JCU priority areas and is chosen is discussion with the academic supervisor. It may be individual or part of a larger project. <ul style="list-style-type: none">- Title- Rationale – and reference list- Aims and Benefits – questions being answered by the research, and the personal and professional benefits- Methodology – the advantages and disadvantages- Results- Discussions of findings- Conclusion- Timeline (demonstrate completion of project in 12 months)- Ethical considerations – including participant consent, data protection, consultation,- Aboriginal and Torres Strait Islander Health – participants, considerations, communications plan,- Description of and application for researching funding where required Does JCU have funding for this? And do we require this for JCU appointments?
d	Teaching and learning proposal	Describe your approach to teaching and learning. Describe how the teaching time of approx. 8.5 hours per week over 12 months, will be structured. This may also include known or stipulated activities like meetings, curriculum planning, marking assessment, examinations. What professional development opportunities have you identified? What education courses (see below) will you complete? What, if known, are the expected costs relating to professional development?
e	References	Name two professional referees. Indicate support has been obtained from the medical educator/clinical training supervisor or university staff (provide details).
f	Curriculum vitae	Provide your current curriculum vitae

Selection and Appointment

Upon receiving the application, University academic staff will review and advise the applicant within 2 weeks of receiving the application. Referees will usually be contacted by phone or email.

The successful appointee will receive a fixed term contract by email, outlining the details of the appointment, and will be required to sign and complete bank details in this form. Following that, Human Resources team at JCU will send the appointee a confirmation of the appointment, advising your jc login and password for access to the JCU systems. Orientation modules will also be required to be undertaken. Access to the correct shared drives, documents, and teaching subjects on Learn JCU is organised and will be advised.

Principal Accountabilities of the JCU Academic Registrar

- Academic hours will normally be 0.5 FTE, equivalent to 19 hours per week.
- Attendance at the regular academic registrar cohort meeting (see below), as well as individual supervisor meetings is required. This scheduled meeting is to share ideas relating to the post, the challenges, strengths, and notable achievements.
- Academic Registrars should consider undertaking one or both of the following JCU education courses:
 - HS7405 - Research Methodologies for Health Professionals
 - Certificate in Clinical Supervision

Teaching, learning and assessment accountabilities

It is expected that JCU academic registrars understand the [JCU Learning, Teaching and Assessment Policy](#), including the [MBBS Program Assessment Guidelines](#).

Attending regular monthly meetings with JCU academic supervisor to reflect on and discuss this component of the post.

University staff, with the medical educator at the RTO or the Hospital department, will outline the responsibilities of the academic registrar and together will determine the need, and approve how the teaching time would be structured and may include:

- Teaching and training of JCU medical students, which may include lectures and tutorials, preparation of teaching materials, facilitating placements at partner facilities, clinical skills teaching, or coordinating bedside teaching in the Hospital
- Mentoring and providing students with accurate and high-quality information relevant to their study
- Providing feedback on students' performances such as through formal assessment of medical students through clinical examinations and marking of written work, etc
- Involvement in other academic activities such as exam setting and writing, home group tutoring, selection interviews, student specialist interest groups, attending curriculum design meetings, etc
- Participating in professional development opportunities such as attending teaching and learning workshops or completing the JCU education courses listed above. There may be

attendance at an education conference such as ANZAHPE or Ottawa/AMEE; or a discipline specific conference (please note – conference attendance may be approved for the following year and should be planned early)

- Participate in regular departmental meetings and participation in other academic activities as discussed with the nominated supervisor, some of which may be outside of regular working hours or on the weekends

Research accountabilities

The research project, as per the approved proposal, will meet the learning outcomes:

- Demonstrate an ability to identify, analyse and apply evidence-based practice in health professional education
- Discuss and apply methods for generating evidence through quantitative, qualitative and mixed methods
- Apply ethical principles in the conduct of health professional research
- Generate accurate and relevant documentation necessary for the conduct of valid research

Attending regular meetings with supervisor to reflect on and discuss the research, is a component of the post.

The following activities will be required. Together with the supervisor, you will list the completion dates of these activities:

Research/evaluation project activity
Research Project proposal (submitted at time of application)
Literature review
Ethics approval
Collect data
Analyse data/evaluate project
Write-up
Submit
Conference presentation:
- submission of abstract to an approved conference
- presentation of research project/paper
Supervisor meetings – including the submission of three-monthly supervisor reports supervisor

Supporting the JCU Academic Registrar

University staff support the academic registrar throughout the post, providing academic leadership in teaching and learning, and research.

Academic Registrar Cohort

JCU offers the cohort of academic registrars the opportunity to engage and collaborate with peers. This includes academic registrars on appointment with JCU and those GP academic registrars with RACGP or ACRRM.

A scheduled monthly catch up via Zoom or other teleconference link will provide academic registrars a chance to discuss challenges, achievements, tips and tricks, and best practice focusing on the academic agenda. A series of topics relevant to learning and teaching, assessment, research, evaluation and other academic activities will be covered in the monthly cohort meetings.

Lead JCU academics involved in the academic registrar cohort are:

Academic Coordinator – Professor Tarun Sen Gupta

Research Coordinator (for GP Registrars) – Associate Professor Carole Reeve

Academic Support

One or more JCU academics from the relevant discipline or year will provide oversight and direction.

The university academic supervisor will normally oversee the teaching, time allocations, and involve the academic registrar in relevant university activities like meetings, etc, and hold regular meetings to discuss and review progress. He/she will address any issues or concerns and if required, can escalate to the Head of Clinical School or similar JCU staff member.

The university research academic supervisor will usually provide advice on the appropriate scope and breadth of the research project, its applicability to the discipline, feasibility and timelines. He/she will monitor the research project, and address issues or concerns of the project.

Evaluating JCU Academic Registrar Performance

At the completion of the academic year, the university supervisors will discuss the academic registrar's research achievements and challenges as per the learning outcomes, teaching achievements and challenges, academic hours and the supervision experience in order to make their final appraisal and recommendations.

Academic Registrar Feedback

At the completion of the academic post, the university will seek feedback from academic registrars regarding the usefulness of the post for developing academic skills, and seek recommendations for future posts. This will usually be sent as an online survey.