University of Queensland Medical Society Inc.

Position Description

Incision UQ Rural Officer

Central Queensland - Rockhampton
South-West Queensland - Toowoomba

INCISION UQ

The Surgical Arm of the UQMS

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Medical Society Inc.

About the UQMS

Established in 1936, the UQMS is a not-for-profit, incorporated association which strives to support and enrich the UQ medical school experience. Through a significant range of academic, social, wellbeing, philanthropic, cultural, advocacy, and leadership opportunities, the UQMS aims to inspire and develop well-rounded medical students. Comprising over 100 volunteers, it is one of the largest and most successful student organisations in Australia. The UQMS works closely with the UQ Faculty of Medicine as well as local, state, and national bodies to ensure that all UQ medical students benefit from a student built community like no other. Above all, the UQMS values inclusivity, diversity, integrity, connectivity, fulfilment, and excellence throughout their actions, events, and activities.

About the UQMS Rural Arms

Starting from 2024, in response to the growing student population at rural sites due to the new MD program, UQMS is embarking on an expansion initiative to establish rural arms at each learning community. Under this framework, each of the three rural learning communities will feature dedicated teams to oversee the running of events and initiatives catering the rural cohort.

This cohesive team will collaborate closely with the wider UQMS Management Committee to enhance student experiences at rural sites and foster abundant opportunities beyond the metropolitan setting. In 2024, we envision a year of planning, growth, and laying down foundations. Our aim is to expand and witness the opening of new roles and opportunities by the end of the year. This strategic approach will enable us to cater to the increasing student population and further enrich the student experience at rural sites.

About Incision UQ

Incision UQ is the surgical Arm of the University of Queensland Medical Society (UQMS). It aims to promote the profession of surgery and enhance the surgical knowledge and surgical skills of all medical students of the University of Queensland. Surgery is a core rotation both in medical school and junior doctor years, and ensuring that all medical students have the opportunity to explore the field of surgery is paramount.

About Convenors of the UQMS

Convenors are the event organisers and initiative coordinators of the UQMS. Be it as an individual or in a team capacity, convenors plan, prepare, and execute a wide array of

academic, social, wellbeing, professional development, and community events and initiatives. Convenors belong to UQMS subcommittees corresponding to a Management Committee portfolio and can be elected or appointed, individually or in teams, generally for one year terms.

As a UQMS Convenor, the office bearer is expected to:

- Actively contribute to the day-to-day planning and implementation of their event and/or initiative;
- Dedicate themselves and remain committed to effective teamwork and the success of their event and/or initiative for the duration of their term, including handover;
- Adhere to all UQMS Rules, Bylaws and Policies, and comply with all plans enacted at a portfolio level; and
- Provide regular reports and updates to their corresponding Management Committee member, and be advised by them where appropriate through open communication channels.

Roles and Responsibilities

The Incision UQ Academic Portfolio is dedicated to the academia of Surgery. The Academic Officer coordinate academic opportunities for students to develop their surgical knowledge and interest. These include (but are not limited to):

- **Work with the Incision UQ Chairs (Vice Chair Education)** to institute surgical focussed events in rural learning communities with the assistance of the UQMS Rural Academic Officer.
- **Work with the Communications Officer** in the arrangement of materials, promotional efforts and other marketing of events in a timely manner;
- Ensure all post-event requirements are completed in a timely manner;
- Administer methods of feedback for events, and act on recommendations;
- Attend ordinary and extraordinary meetings of Incision UQ;
- Work collaboratively on all endeavours with the fellow Academic Officer;
- Support and attend all events run by Incision UQ when able, and assist other portfolios if required; and
- Provide adequate hand over at the conclusion of the elected period to the successor.

As key representatives of the UQMS and student body to the Academic and Administrative staff within the School as well as external bodies, the Academic Officers must act in an

appropriate fashion not to undermine the credibility, integrity or reputation of the UQMS. They must always exhibit professional behaviour and standards and must exhibit effective leadership, problem-solving skills and follow protocol in all their actions.

Reporting Relationships:

Manager(s):

- Chair
- Vice-Chair (Education)

Direct Report(s):

The Academic Officers will report to the Vice-Chair (Education) and provide updates with regards to the events within their portfolio.It is also the responsibility of all position holders to engage with their predecessors/ successors to ensure adequate handover to develop the Academic portfolio for future years.

Key Contacts:

External:

The Academic Officers may liaise with Guest Speakers, and other external bodies such as venues and the Faculty of Medicine to coordinate event activities with the interests of such stakeholders.

Internal:

The Academic Officers will work closely with the Vice-Chair (Education) to ensure the smooth running of events, and to develop sponsorship opportunities from professional events if the opportunity arises. They will also support the work of the UQMS Sponsorship Officer by ensuring that sponsorship requirements are met for all events.

The Academic Officers will also liaise with the Communications Officer in the promotions of events and production of any other marketing materials.

Desirable Candidate Qualities

The prospective candidate should consider the following desirable candidate attributes:

- Ability to work within a team environment;
- An interest in surgery and working with colleagues with similar interests;
- An interest in networking with surgeons from Brisbane for Academic events;
- A strong work ethic;
- Previous attendance at/participation in Incision UQ events; and
- Previous experience in planning and hosting events with large participant numbers.

Process for Nomination for Appointment

If you wish to apply, please complete the following:

1. **Ensure you are a Full Ordinary member of the UQMS** before applying. If you are unsure, email secretary@uqms.org to check your membership.
2. Potential candidates are **strongly advised to contact** the **Academic Officers** at incision.academics@uqms.org to discuss the role. You may also wish to contact the **Incision UQ Vice-Chair (Education)** at incision.education@uqms.org.
3. Fill out the Google Form for applying for appointed roles, as linked on the Elections Page. Make sure to specify which Learning Community you want to represent (Central Qld, Wide Bay or South-West Qld), and write a **300-word candidate statement** addressing the following criteria
    a. Vision for the role;
    b. Previous experience relevant to the role, including leadership, administration and event management;
    c. Communication skills and other relevant skills;
    d. Ability to work independently as well as part of a team.

    Please note, candidate names will be removed before applications are marked. Please see UQMS By-Law Section 16.4 and 23.7 for more information.
4. You may submit an (optional) **1-page CV** to accompany your candidate statement.
5. Submit your completed form and statement to the **Secretary** at secretary@uqms.org. The Secretary will reply to confirm that they have received your nomination. If you do not receive this confirmation within 3 days, please contact the Secretary again.
6. Please see our Elections Page for more information including the **appointment timeline**. No late submissions will be accepted.
7. The Elections Page also contains links to relevant UQMS Governing Documents, FAQs and Nomination Forms. Please familiarise yourself with these, particularly the UQMS By-Laws (Part 1 and 3) to ensure you comply with the rules of the Association.

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General Enquiries

For more information, please contact UQMS Secretary at secretary@uqms.org.

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For office hours see: http://uqms.org/contact/

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