

# Oceania University of Medicine

SPECIALISTS IN ONLINE MEDICAL EDUCATION

## Position Description

<b>Position Title</b>	Research Advisor
<b>Type of appointment</b>	Casual
<b>Position Classification</b>	Faculty (Academic)
<b>Reports to</b>	Director of Research
<b>Agent for OUM</b>	e-Medical Education Australia Pty Ltd or e-Medical Education LLC
<b>Location</b>	International

### About Oceania University of Medicine (OUM)

OUM was founded in the South Pacific Island Nation of Independent Samoa in 2002. Its foundations were built on providing vital medical education to build a workforce capable of serving the healthcare needs of underserved island communities.

OUM has evolved from a local mission to better meet the health needs of underserved island communities into an accredited international medical school with a global student body. OUM blends interactive distance learning and traditional hands-on clinical training to bring medical education to students around the globe, helping aspiring medical practitioners overcome distance, personal, and professional barriers to achieve their dream of practicing medicine.

OUM's MD program is a rigorous medical school curriculum, typically completed in 4 to 4.5 years. The diversity of OUM's student body is impressive, both in its range of professions and the native countries it represents. The majority of OUM students have many years of experience in the workforce, primarily in healthcare professions but also in a wide variety of other careers.

Please visit our website for additional information about OUM: [www.oum.edu.ws](http://www.oum.edu.ws)

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## OUM Mission, Values, Strategic Objectives

### Our Mission

The OUM mission is to help qualified individuals overcome distance, personal, and professional barriers to become highly trained medical practitioners, who are committed to life-long learning, with the requisite knowledge, skills, and attitudes to care for patients; to prevent, treat and cure disease; and to create and apply new knowledge to improve the health of underserved communities in Oceania and beyond.

### Our Values

At its heart, OUM is an international University with a social mission focused on serving the healthcare needs of underserved communities.

OUM is dedicated to actively contributing to the clinical healthcare needs of national and global communities by training physicians to practice with integrity and empathy. OUM embraces an ethos of compassion, accountability, social responsibility, and discovery.

### Our Strategic Objectives

- To produce generalist graduates with the foundation competencies in the basic and clinical sciences to prepare them for work in a hospital or community setting as a junior doctor while developing the vision, sense of national and professional need, motivation, and perseverance necessary for the pursuit of specialty training.
- To produce graduates with the necessary skills and motivation to be lifelong learners.
- To produce graduates with a strong orientation towards community practice by allowing students to study while remaining in their community.
- To produce graduates who are socially responsive and ethically responsible in their approach to the practice of medicine.
- To deliver a common internationally applicable medical curriculum while providing students with experiences that allow them to localize learning outcomes.
- To broaden the access to entry into the study of medicine by allowing students to minimize the social, geographic, family, and financial disruption normally experienced with the study of medicine.
- To utilize current emerging information technologies to provide learning resources that allow students to study flexibly in a range of settings for the completion of their studies.
- To use, in a consistent and central role throughout the course, the experience, role modeling, and mentoring capacity of practicing clinicians in student communities, supported by high-quality educational resources to assist with the personal and professional development of students and graduates.
- To contribute to the undergraduate and postgraduate development of health sciences training in Samoa and the Pacific region by actively pursuing links with, and cooperating with, other regional training institutions.
- To contribute to the continuing professional development of healthcare professionals in Samoa and the Pacific region.

## About this Position

The Research Advisor (RA) supports students throughout their research projects, from developing topics and writing prospectuses to designing studies and conducting literature searches. They review manuscript drafts before publication and ensure work meets OUM's academic standards. This role is essential for guiding students to achieve high-quality research outcomes.

## Position Responsibilities

### Research Guidance

- Assist students in selecting research topics that are suitable and manageable.
- Assist and guide students to develop and conduct a research project.
- Provide advice and guidance on ethical and responsible conduct of research.
- Review and provide feedback on submitted research prospectuses and manuscripts.
- Respond promptly and thoroughly to student communications and written work, providing constructive feedback
- Monitor and report on student research activities and progress.
- Ensure students are aware of research program requirements and deadlines.
- Document progress and discussions in student records.
- Foster a positive, collaborative atmosphere and be responsive to student mental health and well-being needs.

### Engagement

- Attend Research Club and other university-sponsored research activities as approved by your supervisor.
- Maintain regular contact with students via email and online meetings.

### Governance and Risk Management

- Ensure student research complies with ethical standards, laws, and regulations and promote safe research practices.
- Follow established university policies, procedures and templates.
- Identify and mitigate risk to the University and support service improvement.
- Support opportunities for innovation, evaluation, and improved service delivery.
- Promote a safe environment prioritizing the health and safety of all stakeholders.
- Treat everyone with respect and equity, maintaining a discrimination-free environment.
- Protect the intellectual property and content of student work.
- Stay updated on University policies and respond promptly to communications.

## Selection Criteria

1. PhD, or other research higher degree from an accredited university in health, medicine, biomedical or social sciences.
2. Minimum 5 years of research experience including publications in peer-reviewed journals..
3. Knowledge of ethics requirements for research involving humans or their data.
4. Strong interpersonal skills for professional support and collaboration with diverse stakeholders.

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5. Ability to use initiative for problem-solving, prioritizing tasks, meeting deadlines, and work productivity in a team environment.
6. Proficiency in digital tools, including Google Workspace and Zoom..
7. Excellent written communication skills.
8. Strong verbal communication skills, effective with diverse stakeholders.
9. Commitment to equal opportunity principles and their application in a university context.

### Information for applicants

- This position is open to internal and external applicants that meet the selection criteria.
- This position description serves as a succinct outline of the core responsibilities and expectations associated with the role. This document should not be construed as limiting the scope or accountability of the position and may be subject to revision and adjustment as deemed necessary. This position may be called upon to perform additional duties and responsibilities as reasonably required by the University.
- It is expected that you will be available for approximately 1 hour per month per student for this role; noting that the exact amount of time for student consultation may vary depending on the student's research progress.
- For further information about this position please contact the Director of Research, Associate Professor Jenny Wilkinson, [director.research@oum.edu.ws](mailto:director.research@oum.edu.ws)

### How to Apply

- Applications are accepted on a rolling basis throughout the year.
- Interested candidates should submit a cover letter, current resume/CV, contact details for three referees and no more than two pages responding to the selection criteria listed above. Please forward this information to [recruitment@oum.edu.ws](mailto:recruitment@oum.edu.ws)