



# Hsu & Hsieh Foundation Distinguished Scholar in Palliative Care

UBC Division of Palliative Care  
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**Developed by:**  
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## Introduction to UBC Division of Palliative Care (DOPC)

The University of British Columbia (UBC) Division of Palliative Care strives to ensure excellence in care of people living with advanced illness through research, community advocacy and education in undergraduate, graduate, postgraduate and public education. Since its establishment in 1997, the Division has maintained uniquely robust interdepartmental relationships across the UBC Faculty of Medicine. The Division reports to both the Department of Medicine and Department of Family Practice; many of our faculty members also hold joint-appointments with Departments of Anesthesiology, Emergency Medicine and Pediatrics. The Division has developed and supported diverse Palliative Medicine providers across the province, with a major academic focus on providing education for Palliative Medicine residents along with residents and medical students of various backgrounds, accounting for over 550 learners per Academic Year.

**DOPC VISION:** Building the future of palliative care together to ensure excellence in care of people living with advanced illness

**DOPC MISSION:** UBC Division of Palliative Care will endeavor to create a strong network of palliative care providers and champions through education, community-building, partnership and research

**DOPC VALUES:** Growth, leadership, community, wellness, resilience, partnership, innovation, academia

## Hsu & Hsieh Foundation

The Hsu & Hsieh Foundation Distinguished Scholar in Palliative Care position has been made possible through the generous philanthropic gift from the Hsu & Hsieh Foundation. Dr. David Hsu is a retired palliative care physician with a passion for palliative care education and research. Dr. Hsu's donation plays a key role in solidifying the foundation of palliative care research within UBC DOPC, which in turn will accelerate the academic expansion of the field and transformation of patient care within the province of British Columbia and beyond.

## Hsu & Hsieh Foundation Distinguished Scholar in Palliative Care

The Hsu & Hsieh Foundation Distinguished Scholar in Palliative Care position and application will be outlined below:

- 1.0 Position Title, Objectives and Aims
- 2.0 Position Responsibilities and Deliverables
- 3.0 Position Term, Organization, Salary and Support
- 4.0 Position Qualifications
- 5.0 Application Process
- 6.0 Evaluation Rubric
- 7.0 Annual Package Submission

## 1.0 Position Title, Objectives and Aims

The Division of Palliative Care at the University of British Columbia is pleased to invite applications for **The Hsu & Hsieh Foundation Distinguished Scholar in Palliative Care**. The overall objectives of the Distinguished Scholar are to:

1. Acquire and share knowledge of scientific methods and principles relating to high quality, academic research within the field of palliative care
2. Establish robust research project(s) to address the care of people living and dying with chronic and life-threatening illnesses
3. Participate as a leader and mentor within DOPC to promote research-based education and academic activities
4. Network and collaborate with other palliative care research champions within the province of British Columbia and beyond

Upon completion of position, the Distinguished Scholar is anticipated to be a research expert within the field of palliative care and qualify to compete successfully for local, provincial and/or national grants to further their research endeavors. The Distinguished Scholar is to aim for the future establishment of UBC DOPC Research Chair through external funding opportunities.

## 2.0 Position Responsibilities and Deliverables

The Hsu & Hsieh Foundation Distinguished Scholar in Palliative Care will be responsible for the following:

<b>Learning</b>	<p>Self-design a learning curriculum encompassing both qualitative and quantitative research methodologies for the first-year term</p> <p>Demonstrate ongoing commitment to update own knowledge around the field of research including submission of written progress reports and reflections</p> <p>Consolidate learning by producing Develop DOPC research resource document for the use of DOPC residents and faculty members</p> <p>Regular participation in research CME events/workshops</p>
<b>Research</b>	<p>Research and research grant application</p> <p>Submit on average 1 scholarly manuscripts to peer-reviewed journals every annual term (note: minimum 1 manuscript every 3 years must be first author)</p> <p>Annual presentation at DOPC research day along with other academic UBC CME events (e.g. Department of Medicine research day, Department of Family Practice research rounds, etc.)</p>
<b>Leadership</b>	<p>Regular attendance and participation in quarterly DOPC general meetings</p> <p>Taking on the role and responsibilities of the DOPC Associate Head of Research (upon successful completion of the first-year term)</p> <p>Mentorship:</p> <ul style="list-style-type: none"> <li>• Present once per year at the UBC DOPC Educational Rounds to provide education around research methodologies</li> <li>• Support of UBC DOPC residents around their scholarly projects</li> <li>• Support research endeavors and research-related educational opportunities DOPC learners/faculty members</li> </ul>
<b>Network</b>	<p>Present scholarly findings at UBC, provincial and/or national research conferences:</p> <ul style="list-style-type: none"> <li>• ALPM, CSPCP, FMF, etc.</li> </ul> <p>Regular collaboration with DOPC faculty members and research stakeholders including:</p> <ul style="list-style-type: none"> <li>• DOPC staff (Division Head, Program Directors, Associate Heads, Admin staff)</li> <li>• UBC DOM, DOFP and other UBC partners</li> <li>• BC Palliative Care Research Collaboration</li> <li>• Provincial Health Authorities and hospitals providing palliative care services</li> <li>• Provincial palliative organizations: BC CPC, BCHPCA, etc.</li> <li>• National palliative organizations: CSPCP, Pallium, etc.</li> </ul>

### 3.0 Position Term, Organization, Salary and Support

The Hsu & Hsieh Foundation Distinguished Scholar in Palliative Care is currently a 3-year term position. Of note, the position will be assessed on an annual basis and annual renewal will be contingent on successful completion of yearly responsibilities, tasks and deliverables as outlined in this document. This position operates under UBC Department of Medicine – Division of Palliative Care. The Distinguished Scholar reports to the UBC DOPC Division Head and their research mentor.

The Distinguished Scholar will be provided **\$100,000 annual compensation (benefits as applicable included within this amount) for 0.4 FTE** (i.e., 2 days per week).

The Distinguished Scholar will be primarily working remotely with access to the Division of Palliative Care shared office space (located at UBC Vancouver Campus). The Distinguished Scholar will also receive the following additional supports:

UBC Department of Medicine Research Office – \$5,000/year
<ul style="list-style-type: none"><li>• Software access</li><li>• Poster printing</li><li>• Statistical support</li></ul>



UBC Department of Family Practice Research Office – in-kind support up to \$5,000/year
<ul style="list-style-type: none"><li>• Research director/assistant support</li><li>• Statistical support</li><li>• Literature and Research Ethics Board support</li><li>• Logistical administrative support</li><li>• Access to office space</li></ul>



Salary award and supports will end should the Distinguished Scholar decide to leave the position or request an unpaid leave-of-absence of greater than 10 months duration.

## 4.0 Position Qualifications

The successful Hsu & Hsieh Foundation Distinguished Scholar in Palliative Care will have the following qualifications:

- Practicing British Columbia Palliative Care Physician (priority given to those in first 15 years of practice)
- Currently holds a faculty appointment in the Division of Palliative Care or is eligible to hold an appropriate faculty position in the Division
- Ability to commit 0.4 FTE (i.e., 2 days per week) for minimum 3 years to this position and start within 6 months of receipt of offer letter
- Demonstrate strong communication and writing skills, learning aptitude, passion for academia and potential for leadership

*Equity and diversity are essential to academic excellence. An open and diverse community fosters the inclusion of voices that have been underrepresented or discouraged. We encourage applications from members of groups that have been marginalized on any grounds enumerated under the B.C. Human Rights Code, including sex, sexual orientation, gender identity or expression, racialization, disability, political belief, religion, marital or family status, age, and/or status as a First Nation, Metis, Inuit, or Indigenous person. All qualified candidates are encouraged to apply; however Canadians and permanent residents will be given priority.*

## 5.0 Application Process

Interested applicants for the Hsu & Hsieh Foundation Distinguished Scholar in Palliative Care are invited to submit:

<b>Letter of Intent</b> (minimum 2 pages)	Including: <ul style="list-style-type: none"><li>• Applicant background (personal and medical)</li><li>• Research experience and interest in the field of Palliative Care</li><li>• What applicant hopes to learn and achieve by the end of the 3-year term</li><li>• Interest and vision of a second 3-year term (pending funding availability)</li></ul>
<b>Current Curriculum Vitae</b>	Including: <ul style="list-style-type: none"><li>• Ability to demonstrate 0.4 FTE availability for minimum 3 years</li><li>• Publications</li><li>• Presentations</li></ul>
<b>“Learning Plan”</b> (minimum 1 page)	Including: <ul style="list-style-type: none"><li>• Detailed learning goals and corresponding learning plans for the first-year term</li><li>• Timeline with clear deliverables for the first-year term</li><li>• Plans to complete certifications/attend courses if applicable</li><li>• Research mentor(s) with letter of support</li></ul>
<b>Research Proposal</b> (minimum 2 pages)	Including: <ul style="list-style-type: none"><li>• Introduction, Background and Significance</li><li>• Objectives, Hypotheses and Methodology</li><li>• Budget Required and Usage (refer to section 3.0)</li><li>• Timeline with clear targets for each year</li></ul>
<b>Two reference letters</b>	

The above application should be addressed to **Selection Committee – Hsu & Hsieh Foundation Distinguished Scholar in Palliative Care** (email: [DOPC.HeadAssistant@ubc.ca](mailto:DOPC.HeadAssistant@ubc.ca)). Review of applications will begin on [DATE] and continue until the position is filled. The anticipated start date for this position is [DATE] or upon a date to be mutually agreed. Submissions will be reviewed by the Selection Committee on the following criteria:

- a. Qualifications of the applicant
- b. Evidence that learning plan and research proposal have been thoroughly developed
- c. Relevance and potential impact of the proposed research project(s)
- d. Feasibility within a 3-year timeline and vision for a second 3-year term (pending funding availability)
- e. Applicant potential for transition to and sustained activity as an independent researcher (and potentially a UBC DOPC Research Chair) upon completion of 3-year term

Successful submissions will be invited to interview with the Selection Committee Members:

UBC DOPC: Dr. Fify Soeyonggo, Dr. Pippa Hawley, Dr. Rose Hatala, Dr. Kevin Li  
UBC DOFP (Dr. Brian Ng)  
BC CPC (Rachel Carter)



## 6.0 EVALUATION RUBRIC

Annual evaluation will be completed by the UBC DOPC Leadership Team and research mentor(s) to ensure ongoing high-quality delivery of responsibilities and tasks by the Distinguished Scholar as per outlined below. Successful annual evaluation will determine renewal of the Distinguished Scholar position. The Distinguished Scholar is to prepare an annual package to convey completion of below tasks and deliverables – please refer to section 7.0 for further details.

YEAR 1	<p><b>LEARNING</b></p> <p>Demonstration of knowledge in regards to:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Generating research ideas that benefit individual patients and populations within the field of Palliative Care</li> <li><input type="checkbox"/> Developing and refining relevant clinical question into answerable research question that will benefit individual patients and populations with palliative care needs</li> <li><input type="checkbox"/> Identifying sources of knowledge appropriate to the research question</li> <li><input type="checkbox"/> Conducting a literature search and critically appraise retrieved evidence in the context of developing and answering a clinical question</li> <li><input type="checkbox"/> Planning research methods (including objective, methodologies, research design/theoretical framework, sampling method, study population, relevant measures/tools, data collection methods, sample size, statistical analysis plan)</li> <li><input type="checkbox"/> Designing research proposal/protocol (including introduction, literature review, purpose, expected benefits, hypotheses, objectives, research design, data collection techniques, statistical analysis plan, develop knowledge dissemination plan)</li> <li><input type="checkbox"/> Securing research ethics and operational approvals</li> <li><input type="checkbox"/> Conducting study and collect data</li> <li><input type="checkbox"/> Analyzing data and disseminating knowledge</li> <li><input type="checkbox"/> Grant application</li> </ul> <p>Demonstration of ability to:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Deliver effective written and/or oral research updates</li> <li><input type="checkbox"/> Collaborate with others to assess, plan and evaluate research projects</li> <li><input type="checkbox"/> Set priorities and manage time effectively</li> <li><input type="checkbox"/> Overcome obstacles and come up with creative solutions</li> </ul> <p>Consolidate the above outlined research knowledge base/demonstrate expertise of knowledge by creating and submitting by end of year:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> DOPC Research Guide – a resource document for DOPC residents and faculty members (minimum 10 pages)</li> </ul> <p>Attendance:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Bi-monthly meetings with research mentor</li> </ul> <p>Submission of:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Quarterly progress report outlining – (1) title of ONE research project, (2) current stage of project, (3) successes/progress, (4) challenges/difficulties, (5) further questions and (6) next steps (minimum 1 full page) – <i>please address to research mentor and cc: DOPC Division Head and DOPC Associate Head of Research</i></li> </ul>
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	<p><b>RESEARCH</b></p> <p>Submission of:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> 1 manuscript to peer-reviewed journal by the end of the year</li> </ul> <p>Poster presentation on a yearly basis:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> DOPC Research Day</li> </ul>
	<p><b>LEADERSHIP</b></p> <p>Attendance:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Quarterly DOPC general meetings</li> </ul>
	<p><b>NETWORK</b></p> <p>Demonstrate regular collaboration within UBC community, in particular DOPC faculty members and research stakeholders including:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> UBC DOPC staff (Division Head, Program Directors, Associate Heads, Admin staff)</li> <li><input type="checkbox"/> UBC DOM, DOFP and other UBC DOPC partners</li> <li><input type="checkbox"/> BC Palliative Care Research Collaboration</li> </ul>
<b>YEARS 2-3</b>	<p><b>LEARNING</b></p> <p>Demonstrate ongoing commitment to update knowledge around the field of research, including thorough reviewing and updating the following document at least once per year:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> DOPC Research Guide – a resource document for DOPC residents and faculty members</li> </ul> <p>Submission of:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Quarterly progress report outlining – (1) title of research project(s), (2) current stage of project(s), (3) successes/progress, (4) challenges/difficulties, (5) further questions and (6) next steps (minimum 1 full page per research project) – <i>please address to DOPC Division Head</i></li> </ul> <p><b>RESEARCH</b></p> <p>Submission of:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> On average 1 scholarly manuscripts to peer-reviewed journals every annual term (note: minimum 1 manuscript every 3 years must be first author)</li> </ul> <p>Poster presentation on a yearly basis:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> DOPC Research Day</li> </ul> <p>Poster presentation on a yearly basis at minimum one of the following:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Department of Medicine research day, Department of Family Practice research rounds, ALPM, CSPCP, FMF</li> </ul> <p>Grant application:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Apply for minimum 1 grant application as a senior applicant prior to the end of the 3-year term (examples: CIHR, CFPC, BC Michael Smith)</li> </ul>

	<p><b>LEADERSHIP</b></p> <p>Participation as Associate Head of Research with attendance at:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Quarterly DOPC general meetings</li> <li><input type="checkbox"/> Quarterly DOPC executive meetings</li> </ul> <p>Mentorship:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Present once per year at the UBC DOPC Educational Rounds to provide education around research methodologies</li> <li><input type="checkbox"/> Support of UBC DOPC residents around their scholarly projects</li> <li><input type="checkbox"/> Support research endeavors and research-related educational opportunities DOPC learners/faculty members</li> </ul> <p><b>NETWORK</b></p> <p>Demonstrate regular collaboration within UBC community, in particular DOPC faculty members and research stakeholders including:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> UBC DOPC staff (Division Head, Program Directors, Associate Heads, Admin staff)</li> <li><input type="checkbox"/> UBC DOM, DOFP and other UBC DOPC partners</li> <li><input type="checkbox"/> BC Palliative Care Research Collaboration</li> <li><input type="checkbox"/> Provincial Health Authorities and hospitals providing palliative care services</li> <li><input type="checkbox"/> Provincial palliative organizations: BC CPC, BCHPCA, etc.</li> <li><input type="checkbox"/> National palliative organizations: CSPCP, Pallium, etc.</li> </ul>
<p><b>YEARS 4-6 (pending available funding AND successful application)</b></p>	<p><b>LEARNING</b></p> <p>Demonstrate ongoing commitment to update knowledge around the field of research, including thorough reviewing and updating the following document at least once per year:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> DOPC Research Guide – a resource document for DOPC residents and faculty members</li> </ul> <p>Submission of:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Quarterly progress report outlining – (1) title of research project(s), (2) current stage of project(s), (3) successes/progress, (4) challenges/difficulties, (5) further questions and (6) next steps (minimum 1 full page per research project) – <i>please address to DOPC Division Head</i></li> </ul> <p><b>RESEARCH</b></p> <p>Submission of:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> On average 1 scholarly manuscripts to peer-reviewed journals every annual term (note: minimum 1 manuscript every 3 years must be first author)</li> </ul> <p>Poster presentation on a yearly basis:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> DOPC Research Day</li> </ul> <p>Poster presentation on a yearly basis at minimum one of the following:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Department of Medicine research day, Department of Family Practice research rounds, ALPM, CSPCP, FMF</li> </ul>

	<p>Grant application:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Apply for minimum 1 grant application as a senior applicant prior to the end of the 3-year term (examples: CIHR, CFPC, BC Michael Smith)</li> </ul>
	<p><b>LEADERSHIP</b></p> <p>Participation as Associate Head of Research with attendance at:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Quarterly DOPC general meetings</li> <li><input type="checkbox"/> Quarterly DOPC executive meetings</li> </ul> <p>Mentorship:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Present once per year at the UBC DOPC Educational Rounds to provide education around research methodologies</li> <li><input type="checkbox"/> Support of UBC DOPC residents around their scholarly projects</li> <li><input type="checkbox"/> Support research endeavors and research-related educational opportunities DOPC learners/faculty members</li> </ul>
	<p><b>NETWORK</b></p> <p>Demonstrate regular collaboration within UBC community, in particular DOPC faculty members and research stakeholders including:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> UBC DOPC staff (Division Head, Program Directors, Associate Heads, Admin staff)</li> <li><input type="checkbox"/> UBC DOM, DOFP and other UBC DOPC partners</li> <li><input type="checkbox"/> BC Palliative Care Research Collaboration</li> <li><input type="checkbox"/> Provincial Health Authorities and hospitals providing palliative care services</li> <li><input type="checkbox"/> Provincial palliative organizations: BC CPC, BCHPCA, etc.</li> <li><input type="checkbox"/> National palliative organizations: CSPCP, Pallium, etc.</li> <li><input type="checkbox"/> International palliative organizations</li> </ul>

## 7.0 ANNUAL PACKAGE SUBMISSION

The Distinguished Scholar will prepare an annual package to be reviewed by the UBC DOPC Leadership Team and research mentor(s) demonstrating the outlined deliverables have been met. This will be due 6 weeks prior to the end of the annual term. Please note that delayed/incomplete submission will impact successful annual renewal.

Please prepare the following as part of the annual package submission (minimum 5 pages):

- The below table as the cover page for your annual package
- In detail – describe how annual tasks and deliverables as outlined in section 6.0 in this document have been met (if unable to meet – please include reasons why and plans to get back on track)
- Personal reflections on the past year as well as plans and timelines for the future years
- Anything else you would like to include

ATTENDANCE	<p><b>Year 1 only:</b> Meetings with research mentor</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Include documentation outlining meeting dates, time and feedback from mentor</li> </ul> <p>Attendance and Participation</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Quarterly DOPC general meetings – as Distinguished Scholar</li> <li><input type="checkbox"/> <b>Years 2-3:</b> Quarterly DOPC executive meetings – <b>as DOPC Associate Head of Research</b></li> </ul>
SUBMISSION	<p>Quarterly progress reports</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Include all progress reports you've completed this year</li> </ul> <p>Average of 1 research manuscript per year</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Include manuscript <b>and</b> evidence of submission to peer-reviewed journal</li> </ul> <p>DOPC Research Guide</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Year 1:</b> Include completed document (minimum 10 pages)</li> <li><input type="checkbox"/> <b>Years 2-3:</b> Include updated document (please leave "Track Changes" feature on)</li> </ul> <p>Grant application:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Include documentation for minimum 1 grant application per 3-year term as a senior applicant</li> </ul>
PRESENTATION	<p>Include your presentations confirming your attendance for:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Annual DOPC Research Day</li> <li><input type="checkbox"/> <b>Years 2-3:</b> Once per year at the UBC DOPC Educational Rounds to provide education around research methodologies</li> <li><input type="checkbox"/> <b>Years 2-3:</b> Once per year at the following annual events – Department of Medicine research day, Department of Family Practice research rounds, ALPM, CSPCP, FMF, etc.</li> </ul>
NETWORKING/ LEADERSHIP	<p>Relationship building with various UBC DOPC research partners and stakeholders:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Please include name(s), topic(s) being discussed and outcome(s)</li> </ul> <p><b>Years 2-3:</b> Learners and colleagues mentored <b>as DOPC Associate Head of Research:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Please include name(s), topic(s) being mentored and outcome(s)</li> </ul>