



POSITION DESCRIPTION

Department of Nursing, School of Health Sciences
Faculty of Medicine, Dentistry and Health Sciences

Coordinator, Professional Experience Placement

POSITION NO	0055034
CLASSIFICATION	Level A Teaching Specialist (A.6-A.8)
SALARY	\$105,518 - \$113,262 p.a.
SUPERANNUATION	Employer contribution of 17%
WORKING HOURS	Part-time (0.6 FTE) (part time will be considered)
BASIS OF EMPLOYMENT	Continuing
OTHER BENEFITS	https://about.unimelb.edu.au/careers/staff-benefits
HOW TO APPLY	Online applications are preferred. Go to http://about.unimelb.edu.au/careers , select the relevant option ('Current Opportunities' or 'Jobs available to current staff'), then find the position by title or number.
CONTACT FOR ENQUIRIES ONLY	Dr Charne Miller Tel +61 3 8344 4456 Email charne.miller@unimelb.edu.au <i>Please do not send your application to this contact</i>

For information about working for the University of Melbourne, visit our website:
about.unimelb.edu.au/careers

Acknowledgement of Country

The University of Melbourne acknowledges the Traditional Owners of the unceded land on which we work, learn and live: the Wurundjeri Woi Wurrung and Bunurong peoples (Burnley, Fishermans Bend, Parkville, Southbank and Werribee campuses), the Yorta Yorta Nation (Dookie and Shepparton campuses), and the Dja Dja Wurrung people (Creswick campus).

The University also acknowledges and is grateful to the Traditional Owners, Elders and Knowledge Holders of all Indigenous nations and clans who have been instrumental in our reconciliation journey.

We recognise the unique place held by Aboriginal and Torres Strait Islander peoples as the original owners and custodians of the lands and waterways across the Australian continent, with histories of continuous connection dating back more than 60,000 years. We also acknowledge their enduring cultural practices of caring for Country.

We pay respect to Elders past, present and future, and acknowledge the importance of Indigenous knowledge in the Academy. As a community of researchers, teachers, professional staff and students we are privileged to work and learn every day with Indigenous colleagues and partners.

Position Summary

The position is located within the Department of Nursing at The University of Melbourne at The University of Melbourne's Parkville campus. The appointee will support the coordination, monitoring, assessment and evaluation of professional experience placements for students enrolled in the Master of Nursing Science.

The appointee will actively contribute to the scholarship of learning and teaching in the discipline and across the Melbourne School of Health Science.

They will have a well-established professional profile as an expert in the area of clinical nursing education and a commitment to furthering inter-professional learning and practice.

The appointee will demonstrate the values of the department, school and faculty: Collaboration and Teamwork, Compassion, Respect, Integrity and Accountability.

1. Key Responsibilities

1.1 SUPPORT THE COORDINATION OF NURSING CLINICAL PLACEMENTS

- Understand and implement the University's quality framework, particularly as it relates to governance of professional experience placements
- Support the request and negotiate professional experience placements according to the academic calendar and student numbers
- Participate in, and support international clinical placement projects
- Seek guidance for all new or modified processes and procedures related to clinical placements
- Support the negotiation of clinical educator requirements with agencies
- Orientate and support clinical educators
- Monitor and maintain quality of clinical placements
- Troubleshoot student issues as they arise in association with the course coordinator and subject coordinator
- Liaise with clinical administrative staff to maintain attendance records.

1.2 TEACHING AND LEARNING

- Contribute to teaching and learning through practical sessions, workshops and curriculum development as required
- Prepare and deliver practical teaching sessions where needed
- Assist with setting and participating in conducting and marking of student assessments related to professional experience placements
- Participate in the development monitoring and evaluation of work integrated learning.

1.3 SERVICE TO THE DISCIPLINE OF NURSING, HEALTH SCIENCES AND THE UNIVERSITY

- Maintain clinical competence in your particular area of expertise
- Be involved in relevant professional organisations
- Participate in appropriate external activities relevant to the School, including those organised by the School as required.
- In conjunction with MNSc course coordinator and primary subject coordinator, assist with a range of administrative tasks associated with the subject responsibility such as:
 - liaise with staff associated with subject/stream taught
 - advise and assist staff within designated subject/stream

- participate in relevant academic committees (e.g., Examination Board) where needed
- provide course advice to students
- Actively contribute to the School's strategic and operational plans • Actively contribute to course marketing
- Contribute to the School through participating in staff and other committee meetings, strategic planning and policy development
- Participate in Faculty and University meetings and committee work
- Represent the University on clinical agency committees
- Participate in the development of evidence-based clinical education and practice in nursing
- Contribute to the preparation of scholarly papers for conferences, seminars and/or publications related to clinical education.

The incumbent may also be assigned other tasks from time to time consistent with the responsibilities and at the classification level outlined above by the Supervisor or Head of Department. Selection Criteria

In order to be considered for interview by the Selection Panel, applicants must address the following Criteria in their application. Please visit the University website how to address [Essential Selection Criteria](#)

2. S e l e c t i o n C r i t e r i a

2.1 ESSENTIAL

- A Bachelor of Nursing or equivalent

- Recent clinical experience as a Registered Nurse working in an area of acute medical or surgical nursing
- A record of professional achievement in nursing practice
- A commitment to developing excellence and innovation in work integrated learning and supporting the future nursing workforce
- Ability to foster productive partnerships that expand professional experience placements opportunities and establish innovative placement models
- Effective management skills to oversee the clinical placement program including the handling of the logistics of managing clinical placement timetabling and associated placement activities
- Demonstrate willingness to participate in a new and vigorous team and the ability to work effectively both as a team member and independently
- Ability to show initiative and innovation, particularly in the area of professional experience placement and clinical practice
- Highly developed interpersonal skills with a student-centred approach

2.2 DESIRABLE

- ▶ Experience in clinical teaching and/or clinical facilitation
- ▶ Master of Nursing, Master of Clinical Education, or working towards
- ▶ Experience working with databases including Microsoft Access, Excel and management systems used to support professional experience placements

2.3 SPECIAL REQUIREMENTS OF THE ROLE

- Unrestricted license to practice as a Registered Nurse in Australia (Australian Health Practitioner Regulation Agency – AHPRA)

2.4 OTHER JOB RELATED INFORMATION

- This position requires the incumbent to hold a current and valid Working with Children Check.
- Occasional work out of ordinary hours and travel to health services.

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The University is an equal opportunity employer and is committed to providing a workplace free from all forms of unlawful discrimination, harassment, bullying, vilification and victimisation. The University makes decisions on employment, promotion, and reward on the basis of merit.

The University is committed to all aspects of equal opportunity, diversity and inclusion in the workplace and to providing all staff, students, contractors, honorary appointees, volunteers and visitors with a safe, respectful and rewarding environment free from all forms of unlawful discrimination, harassment, vilification and victimisation. This commitment is set out in the Advancing Melbourne strategy that addresses diversity and inclusion, equal employment opportunity, discrimination, sexual harassment, bullying and appropriate workplace behaviour. All staff are required to comply with all University policies.

The University values diversity because we recognise that the differences in our people's age, race, ethnicity, culture, gender, nationality, sexual orientation, physical ability and background bring richness to our work environment. Consequently, the People Strategy

sets out the strategic aim to drive diversity and inclusion across the University to create an environment where the compounding benefits of a diverse workforce are recognised as vital in our continuous desire to strive for excellence and reach the targets of Advancing Melbourne.

4. Occupational Health and Safety (OHS)

All staff are required to take reasonable care for their own health and safety and that of other personnel who may be affected by their conduct.

OHS responsibilities applicable to positions are published at:

<https://safety.unimelb.edu.au/people/community/responsibilities-of-personnel>

These include general staff responsibilities and those additional responsibilities that apply for Managers and Supervisors and other Personnel.

5. O t h e r I n f o r m a t i o n

5.1 THE SCHOOL OF HEALTH SCIENCES

Established in 2009, the Melbourne School of Health Sciences is an inter-professional learning community at the forefront of leadership in health sciences education, clinical research, scholarship, professional practice, workforce training and knowledge exchange that contributes to local, national and global efforts to improve health and wellbeing. The Health Sciences School educates graduate entry and post-graduate students in the disciplines of Nursing, Social Work, Physiotherapy and other non-medical health sciences through accredited programs tailored to workforce needs nationally and internationally. The School provides national and international health sciences students with professional training to enable them to be competent and effective health professionals who are work ready, eligible for registration. It also delivers professional education courses and training for the health sciences professions and builds strong relationships and active programs of interaction with the alumni in each discipline. A key aim is to continue to build effective collaborations with clinicians, patients, the healthcare sector, the research community, governments, industry partners and communities in Australia and internationally.

The School currently comprises approximately 60 full continuing academic staff and 30 continuing professional staff as well as more than 200 sessional and contract staff. In addition, there are more than 200 honorary appointments within Health Sciences.

The School has a student teaching load in excess of 1,000 equivalent full-time students including more than 100 research higher degree students.

Further information about School of Health Sciences is available at:
<http://www.healthsciences.unimelb.edu.au>

5.2 NURSING

In July 2009, Nursing became a Department of the School of Health Sciences, in the Faculty of Medicine, Dentistry and Health Sciences. Nursing was established within the Faculty of Medicine, Dentistry and Health Sciences in 1996. The philosophy of nursing at The University of Melbourne is that clinical practice and practice-based research are integral to the educational preparation of all nurses at all levels of professional practice.

From 2008 the qualifying degree in Nursing at The University of Melbourne has been a Master of Nursing Science and is open to graduates from a range of undergraduate degree programs. The Department offers a range of specialist postgraduate programs at Graduate Certificate, Postgraduate Diploma and Masters levels. The research degree program features both Masters and PhD courses which are well recognised for the quality of the research training offered and the strong clinical focus of the nursing research programs. The research foci include cancer care; mental health; infant, child and adolescent health; skin integrity and wound care; and emergency and critical care. The School is also home to the Centre for Psychiatric Nursing.

For further information about Nursing at the University of Melbourne visit <http://www.nursing.unimelb.edu.au/>

5.3 THE FACULTY OF MEDICINE DENTISTRY AND HEALTH SCIENCES

The Faculty of Medicine, Dentistry & Health Sciences has an enviable research record and is the University of Melbourne's largest faculty in terms of management of financial resources, employment of academic and professional staff, teaching of undergraduate and postgraduate (including research higher degree) students and the conduct of basic and applied research. The Faculty's annual revenue is \$628m with approximately 55% of this income related to research activities.

The Faculty has a student teaching load in excess of 8,500 equivalent full-time students including more than 1,300 research higher degree students. The Faculty has approximately 2,195 staff comprising 642 professional staff and 1,553 research and teaching staff.

The Faculty has appointed Australia's first Associate Dean (Indigenous Development) to lead the development and implementation of the Faculty's Reconciliation Action Plan (RAP), which will be aligned with the broader University – wide plan. To enable the Faculty to improve its Indigenous expertise knowledge base, the Faculty's RAP will address Indigenous employment, Indigenous student recruitment and retention, Indigenous cultural recognition and building partnerships with the Indigenous community as key areas of development.

Further information about the Faculty is available at <http://www.mdhs.unimelb.edu.au/>

5.4 THE UNIVERSITY OF MELBOURNE

Established in 1853, the University of Melbourne is a leading international university with a tradition of excellence in teaching and research. The main campus in Parkville is recognised as the hub of Australia's premier knowledge precinct comprising eight hospitals, many leading research institutes and a wide-range of knowledge-based industries. With outstanding performance in international rankings, the University is at the forefront of higher education in the Asia-Pacific region and the world.

The University employs people of outstanding calibre and offers a unique environment where staff are valued and rewarded.

Further information about working at The University of Melbourne is available at <http://about.unimelb.edu.au/careers>

5.5 ADVANCING MELBOURNE

The University's strategic direction is grounded in its purpose. While its expression may change, our purpose is enduring: to benefit society through the transformative impact of education and research. Together, the vision and purpose inform the focus and scale of our aspirations for the coming decade.

Advancing Melbourne reflects the University's commitment to its people, its place, and its partners. Our aspiration for 2030 is to be known as a world-leading and globally connected Australian university, with our students at the heart of everything we do.

- ▶ We will offer students a distinctive and outstanding education and experience, preparing them for success as leaders, change agents and global citizens.
- ▶ We will be recognised locally and globally for our leadership on matters of national and global importance, through outstanding research and scholarship and a commitment to collaboration.
- ▶ We will be empowered by our sense of place and connections with communities. We will take opportunities to advance both the University and the City of Melbourne in close collaboration and synergy.
- ▶ We will deliver this through building a brilliant, diverse and vibrant University community, with strong connections to those we serve.

The means for achieving these goals include the development of the University of Melbourne's academic and professional staff and the capabilities needed to support a modern, world-class university. Those means require a commitment to ongoing financial sustainability and an ambitious infrastructure program which will reshape the campus and our contribution to the communities we engage with. This strategy, and the priorities proposed, is centred around five intersecting themes; place, community, education, discovery and global.

5.6 GOVERNANCE

The Vice Chancellor is the Chief Executive Officer of the University and responsible to Council for the good management of the University.

Comprehensive information about the University of Melbourne and its governance structure is available at <https://about.unimelb.edu.au/strategy/governance>