THE UNIVERSITY OF QUEENSLAND

The University of Queensland (UQ) contributes positively to society by engaging in the creation, preservation, transfer and application of knowledge. UQ helps shape the future by bringing together and developing leaders in their fields to inspire the next generation and to advance ideas that benefit the world. UQ strives for the personal and professional success of its students, staff and alumni. For more than a century, we have educated and worked with outstanding people to deliver knowledge leadership for a better world.

UQ ranks in the world's top universities, as measured by several key independent ranking, including the Performance Ranking of Scientific Papers for World Universities (45), the US News Best Global Universities Rankings (52), QS World University Rankings (51), Academic Ranking of World Universities (55), and the Times Higher Education World University Rankings (60). UQ again topped the nation in the prestigious Nature Index; and secured a greater share of Australian Research Council grants in 2016 ($24.5 million) than any other university nationally.

UQ has an outstanding reputation for the quality of its teachers, its educational programs and employment outcomes for its students. Our students remain at the heart of what we do. The UQ experience –the UQ Advantage – is distinguished by a research enriched curriculum, international collaborations, industry engagement and opportunities that nurture and develop future leaders. UQ has a strong focus on teaching excellence, winning more national teaching excellence awards than any other in the country and attracting the majority of Queensland's highest academic achievers, as well as top interstate and overseas students.

UQ is one of Australia's Group of Eight, a charter member of edX and a founding member of Universitas 21, an international consortium of leading research-intensive universities.

Our 50,000-plus strong student community includes more than 13,000 postgraduate scholars and more than 12,000 international students from 144 countries, adding to its proud 230,000-plus alumni. The University has about 7,000 academic and professional staff and a $1.7 billion annual operating budget. Its major campuses are at St Lucia, Gatton and Herston, in addition to teaching and research sites around Queensland and Brisbane city. The University has six Faculties and four University-level Institutes. The Institutes, funded by government and industry grants, philanthropy and commercialisation activities, have built scale and focus in research areas in neuroscience, biomolecular and biomedical sciences, sustainable minerals, bioengineering and nanotechnology, as well as social science research.
UQ has an outstanding track-record in commercialisation of our innovation with major technologies employed across the globe and integral to gross product sales of $11billion+ (see http://uniquest.com.au/our-track-record).

UQ has a rapidly growing record of attracting philanthropic support for its activities and will have further success in this area as an important strategic aim going forward.

Faculty of Health and Behavioural Sciences

The Faculty of Health and Behavioural Sciences is a strong faculty that has a coherent focus on health and well-being underpinned by a clear integrative theme related to preventative health and behaviour change. Furthermore, the Faculty provides the opportunity for the allied health sciences to have a strong voice and great visibility within the University.

The Faculty currently includes six schools and three research centres:
- School of Dentistry
- School of Health and Rehabilitation Sciences
- School of Human Movement and Nutrition Sciences
- School of Nursing, Midwifery and Social Work
- School of Pharmacy
- School of Psychology
- Centre for Youth Substance Abuse Research
- RECOVER Injury Research Centre
- Queensland Alliance for Environmental Health Sciences

More information about the Faculty is available at: http://habs.uq.edu.au/

School of Health and Rehabilitation Sciences

The School of Health and Rehabilitation Sciences at The University of Queensland was established in 1994 and is one of seven schools in the Faculty of Health Sciences. The constituent disciplines in the School are Audiology, Occupational Therapy, Physiotherapy and Speech Pathology. Undergraduate programs are available in Occupational Therapy, Physiotherapy and Speech Pathology with graduate entry programs available in all disciplines. Postgraduate coursework and higher degree research programs are offered within the School. Each of the undergraduate degree programs is of four years’ duration and includes both preclinical and clinical study offered in an integrated way. The graduate entry programs are accelerated two-year programs, inclusive of summer semesters. Considerable emphasis is placed within the educational programs on problem solving and diagnostic decision-making and students are guided in the processes of systematic and holistic assessment and the selection and effective implementation of management approaches. Each discipline prepares students to operate within the health, education and related systems and to contribute meaningfully to team efforts. Teaching to multidisciplinary groups within the School paves the way for interdisciplinary involvement in client care and interdisciplinary research.

All disciplines within the School of Health and Rehabilitation Sciences are active in research and are making significant contributions to the advancement of knowledge in their professions. Students within the School of Health and Rehabilitation Sciences gain supervised professional experience as part of their academic program and on completion of their degree, graduates are ready for immediate entry to their profession.

Further details about the School and its activities may be accessed on the School’s web site at http://www.shrs.uq.edu.au
Information for Prospective Staff

Information about life at UQ including staff benefits, relocation and UQ campuses is available at - http://www.uq.edu.au/current-staff/working-at-uq

DUTY STATEMENT

Primary Purpose of Position

- To manage the day to day operations of the services and functions of the Telerehabilitation Clinic (TRC) in the UQ Health and Rehabilitation Clinics (UQHRC), through the coordination of professional and administrative support.
- To identify, pursue and establish opportunities for growth of the Telerehabilitation clinical services provided by the UQ Health and Rehabilitation Clinics.
- To manage and contribute to the clinical education component of the undergraduate, graduate-entry and postgraduate students within the UQ Health and Rehabilitation Clinics, the School and the Faculty.

Duties

Duties and responsibilities include, but are not limited to:

Clinic Management

- Collaborate with primary care providers, other health care professionals, community organisations and agencies to establish avenues of care that are timely, appropriate and cost effective.
- Identify financial sources to ensure a self-sustaining clinical service within the Telerehabilitation Clinic.
- Collaborate with the Clinical Operations Manager and the Clinic Administration Unit in regards to the operational procedures of the UQ Health and Rehabilitation Clinics.
- Develop, monitor and regularly review policies and procedures (both operational and clinical) specifically related to Telerehabilitation clinic.
- Coordinate day-to-day clinic operations including equipment maintenance, Workplace Health and Safety, resource management
- Liaise with discipline specific clinic managers regarding recruitment, supervision and support of clinical educators working in the Telerehabilitation Clinic
- Provide training and support for staff and students of the School and UQ Health and Rehabilitation Clinics, and external parties as appropriate, in the use of Telerehabilitation Clinic equipment and resources.
- Provide training and support to the end user of Telerehabilitation Clinic services as appropriate.
- Promote telerehabilitation as a tool to achieve outstanding outcomes of care.
- Foster the development of new directions for clinical services in consultation with the Clinical Operations Manager, profession specific Clinic Managers and the Telerehabilitation Clinic Co-Directors.
- Preparation and monitoring of annual budget against performance indicators.
- Evaluate client, student and operational outcomes.
• Collaborate on the development of, and implementation of a marketing plan for the telerehabilitation services.

• Provide replacement support for other positions (clinical, management administrative) during absences.

Clinical Education Coordination

• Coordinate the Telerehabilitation Clinic clinical education program in consultation with course coordinators of clinical courses, clinical managers and Clinical Education Liaison Managers in the School.

• Develop and implement appropriate student education processes and models of clinical supervision to support students’ learning as appropriate for their existing knowledge and skill level.

• Support academics in the development and delivery of course content as relevant to student's development of clinical and professional skills related to telerehabilitation.

• Provide advice in relation to curriculum development and innovative teaching related to clinical education for undergraduate and graduate-entry courses in conjunction with academic staff. Consult and communicate with clinical education staff within and across professions.

• Contribute to problem solving around clinical education issues in conjunction with academic staff and Clinical Education Liaison Managers.

• Foster development of inter-professional education within School and across the Faculty and University.

Clinical Education and Practice

• Provide orientation, information and guidance on policies and clinical procedures for service delivery within the Telerehabilitation Clinic.

• Provide direct clinical services.

• Provide clinical education and supervision to individual students and groups of students.

• Monitor, evaluate and report on students’ development of clinical skills and knowledge.

• Create and uphold documentation to ensure compliance with UQ Health and Rehabilitation Clinics procedures, relevant professional standards and legislation.

Research

• Facilitate requests for research activities within Clinics.

• Contribute to or participate in research related to clinical education, clinical practice or higher education.

Travel and Out of Hours Work

• Support programs and/or events outside normal business hours if required.

• The position is primarily based at St Lucia and will be required to work off campus, as required.
Other
Ensure you are aware of and comply with legislation and University policy relevant to the duties undertaken, including:

- The University’s Code of Conduct.
- Requirements of the Queensland occupational health and safety (OH&S) legislation and related OH&S responsibilities and procedures developed by the University or Institute/School.
- The adoption sustainable practices in all work activities and compliance with associated legislation and related University sustainability responsibilities and procedures.
- Requirements of the Education Services for Overseas Students Act 2000, the National Code 2007 and associated legislation, and related responsibilities and procedures developed by the University.

Conditions of Employment
- Must be successful in receiving a Blue Card, possess current registration and or possess general practising status of profession, possess a current Driver’s license and be eligible for Medicare Provider Number.

Organisational Relationships
The position reports to the Clinical Operations Manager, School of Health and Rehabilitation Sciences.

SELECTION CRITERIA

Essential
- The applicant must possess a degree in Occupational Therapy, Physiotherapy or Speech Pathology and have extensive relevant experience in clinical practice and management.
- Possess current general registration or certificate to practice with the Australian Health Practitioner Regulation Agency or profession specific authority, a valid driver’s license and a Blue Card.
- Knowledge of telerehabilitation as a mode of service delivery.
- Recent clinical experience and knowledge of current evidence based approaches in profession of qualification.
- Experience in student clinical education and the management of clinical education programs, knowledge of clinical education issues, curriculum design, accreditation requirements as related to clinical education.
- Ability to facilitate learning of students in theoretical and clinical environments.
- Ability to establish effective relationships and to represent and promote the Clinics and the Telerehabilitation Clinic at a university and wider community level, including industry, government and professional bodies.
- Ability to work effectively with technology systems and master software applications.
- Experience in development and or management of a clinic or service unit with proven skill in operational planning and implementation of contemporary financial concepts and business models.
• Ability to identify new directions for clinical related activities to enhance the student clinical experience in the area of Telerehabilitation.

• Experience in coordinating a function or service to achieve KPIs.

• Ability to work flexibly with high levels of motivation, initiative and autonomy.

• Ability to work collaboratively with colleagues.

• High level formal written and oral communication skills.

• High level organisational, prioritisation and time management skills.

Desirable

• Qualification related to Higher Education or Training and Assessment.

• Experience in Telehealth and/or Telerehabilitation.

• Experience in liaising and collaborating with external agencies to develop clinical services.

• Experience in higher education.

• Understanding of marketing principles.

The University of Queensland values diversity and inclusion. Applications are particularly encouraged from Aboriginal and Torres Strait Islander peoples. For further information please contact our Australian Indigenous Employment Coordinator at: atsi_recruitment@uq.edu.au