

POSITION DESCRIPTION

Position Title:	Student Coordinator – Clinical Units
Organisation Unit:	School of Clinical Medicine
Position Number:	Multiple Positions
Type of Employment:	Fixed Term, Full and Part Time
Classification:	HEW Level 5

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 (43), the US News Best Global Universities Rankings (45), QS World University Rankings (48), Academic Ranking of World Universities (55), and the Times Higher Education World University Rankings (69). UQ again topped the nation in the prestigious Nature Index, and our Academic Ranking of World Universities result in the field of Life and Agricultural Sciences is the highest in Australia at 20.

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 240,000-plus alumni. The University has about 7,000 academic and professional staff and a \$1.8 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 this will be a strategic focus going forward.

Faculty of Medicine

The University of Queensland's Faculty of Medicine is an internationally recognised provider of world-class education and research. The research-intensive Faculty has a gross budget of almost \$300 million, employs approximately 1000 continuing and fixed-term staff (headcount), has a community of more than 4000 non-salaried academic appointees and around 3200 students (headcount).

The Faculty of Medicine offers Australia's largest medical degree program for graduates and school-leavers. Undergraduate and postgraduate programs are available in the disciplines of Medicine, Health Sciences, E-Health, Mental Health, Biomedical Sciences and Public Health.

The Faculty possesses enormous strengths spanning research, teaching, industry engagement and clinical practice in disciplines ranging from the basic sciences, biomedical research and development, to clinical trials and public health. Research projects within the Faculty have already led to discoveries with far-reaching social and economic impacts, including the revolutionary Gardasil (TM) vaccine for cervical cancer (Professor Ian Frazer) and a drug discovery EMA401 (Professor Maree Smith), a first-in-class oral treatment for chronic pain which through Spinifex Pharmaceuticals led to Australia's largest biotechnology commercialisation deal. Faculty staff include three highly cited authors, one Fellow of the Royal Society (FRS), three Fellows of the Australian Academy of Science (FAA) and 12 Fellows of the Academy of Health and Medical Sciences (AAHMS). The Faculty is a core member of Brisbane Diamantina Health Partners, the Brisbane-wide academic health science system.

Educational offerings in biomedical sciences, medicine and public health are informed and supported by research activity across a range of fundamental and clinical areas of importance including recognised strengths in cancer, skin diseases, brain and mental health, maternal and child health and genomics. Cutting-edge facilities such as the Herston Imaging Research Facility (HIRF), the UQ Centre for Clinical Research (UQCCR), our laboratories in the Translational Research Institute (TRI) and the new Centre for Children's Health Research (CCHR) enable outstanding research outcomes and sharpen our understanding of cancer, autoimmunity, mental disorders, infectious diseases and neurological disease. Further details are available at www.medicine.uq.edu.au.

The School of Clinical Medicine

The School of Clinical Medicine has a strong focus on the delivery of both phases of the Medicine program across a number of sites within the Brisbane metropolitan area, including but not limited to, the Royal Brisbane and Women's Hospital, Herston; the Princess Alexandra Hospital, Woolloongabba as well as QE2 and Redlands Hospitals; the Prince Charles Hospital, Chermside as well as Redcliffe and Caboolture Hospitals; Mater and Queensland Childrens Hospitals, South Brisbane; Ipswich Hospital, Ipswich; Greenslopes Private Hospital, Greenslopes; the Primary Care Clinical Unit, Herston and the St Lucia Campus. Leadership at each site is provided by an experienced academic with responsibility for budget and financial matters, human resource matters and facility management.

The School consists of academic staff members across all clinical disciplines and more than 2500 academic title holders.

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>

The University of Queensland [Enterprise Agreement](#) outlines the position classification standards for Levels A to E.

DUTY STATEMENT

Primary Purpose of Position

This position is responsible for supporting the effective provision of all clinical teaching activities, rotations and assessment delivery across Phase 1 and Phase 2 of the Bachelor of Medicine, Doctor of Medicine (MD) Program. This role will work collaboratively with their clinical unit team across a range of medical disciplines.

Duties

Duties and responsibilities include, but are not limited to:

Teaching and Learning

- Ensure teaching and learning activities are appropriately scheduled and resourced for Phase 1 and Phase 2 rotations;
- Coordinate and administer tutor workshops including arranging speakers and venues;
- Facilitate, under guidance from the academic leads updating of teaching materials where necessary for local clinical unit requirements, including teaching manuals and distribution of relevant teaching information and materials. This includes working with the e-learning team to oversee the preparation and update of web-based learning resources as developed by the academic team;
- Provide administrative support and advice for both current and prospective students, teaching clinicians and tutors, ensuring compliance with University and Faculty rules, guidelines and regulations;
- Assist with planning, coordinating and facilitating orientation for students and teaching staff attending the clinical unit;
- Provide information to the relevant course coordinators and clinical educators on matters relating to the teaching programs and assessment results;
- Collaborate with the Clinical Placements team to provide opportunities for students that align to the operational demands of the clinical unit, and satisfy the Faculty's commitment to global mobility, including assisting in the annual Phase 2 Clinical Unit Student Allocation process; and
- Provide assistance and support for students who are engaged-in or interested in Research projects within the unit.

Examination and Assessment

- Coordination and administration of the end to end process for all examinations and assessment (including the Year 2 and Year 4 Objective Structured Clinical

Examination's (OSCE's)) at the clinical unit in conjunction with student administration and relevant academics;

- Assist with administration of assessment and processing of results and contribute to preparation for the Faculty Board of Examiners meetings; and
- Ensure record management of student assessment information complies with University policies.

Service and Engagement

- Support the clinical unit with general administrative duties as required;
- Liaise with UQ service providers including Property & Facilities, IT, AV Services in regards to onsite management of space and equipment.

Other

Ensure you are aware of and comply with legislation and University policy relevant to the duties undertaken, including but not exclusive to:

- 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 of 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

Organisational Relationships

The position reports to the Clinical Unit Team Leader for the assigned Clinical Unit.

SELECTION CRITERIA

Essential

- A degree or advanced diploma in a relevant area with at least two years' relevant experience; or an equivalent combination of relevant experience and education/training
- Demonstrated commitment to and enthusiasm for the provision of excellent client service;
- Proven ability to interpret and apply a range of rules, policies and procedures;
- Demonstrated high level written and verbal communication skills;
- Demonstrated ability to work well both independently and in a team to prioritise workloads and meet deadlines; and
- Excellent problem-solving skills and an ability to demonstrate initiative and good judgement.

Desirable

- Relevant experience in student and/or academic administration in a higher education institution or similar environment

Vaccinations and Immunisation

It is a condition of employment for this role that if you are required now or in the future, to work or interact in Queensland Health clinical facility; or in an equivalent clinical health facility; or health care role; or will be required to perform work tasks that put you at risk of exposure to vaccine-preventable disease you are required to be immunised against, and remain immunised against, certain vaccine preventable diseases (VPDs) in accordance with the University's Vaccinations and Immunisation Guidelines (PPL 2.60.08). The employee is required to provide evidence of immunisation against VPDs.

The University of Queensland values diversity and inclusion and actively encourages applications from those who bring diversity to the University. Please refer to the University's Diversity and Inclusion webpage (<http://www.uq.edu.au/equity>) for further information and points of contact if you require additional support.

Accessibility requirements and/or adjustments can be directed to Human Resources, Faculty of Medicine at med.hr@uq.edu.au.