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| **Position Description** |

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| **Project Officer**  |
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| **Position No:** | 50141442 |
| **School:** | School of Nursing and Midwifery |
| **College:** | College of Science, Health & Engineering |
| **Campus/Location:** | Melbourne |
| **Classification:** | Academic Program Director HBNDC (Chisholm) (LEVEL B) |
| **Employment Type:** | Continuing, Part Time (0.6 FTE) |
| **Position Supervisor:****Number:** | Director, Teaching & Learning50001419 |
| **Other Benefits:** | <http://www.latrobe.edu.au/jobs/working/benefits>  |

Further information about:

La Trobe University - <http://www.latrobe.edu.au/about>

**For enquiries only contact:**

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When preparing an application for a position at La Trobe University, applicants are encouraged to refer to the Academic Promotions Evidence Matrix <https://intranet.latrobe.edu.au/governance/academic-promotions>. The matrix gives examples of evidence of performance and achievement at each academic level.  The examples given are indicative rather than prescriptive or exhaustive and applicants may include other examples to demonstrate their performance, achievements and impact.  In particular evidence of research quality, either criteria relevant to ERA or, for applied research, the need for, the quality of, and impact of the research.  Where appropriate applicants for Level D and E should provide evidence of citations.

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| **Position Description** |

**Academic Program Director HBNDC (Chisholm) – Level B**

The School is seeking a Level B academic with expertise in both contemporary nursing practice and facilitating undergraduate education to undertake the role of Academic Program Director (Chisholm).

**Organisational Context**

The College of Science, Health & Engineering is comprised of 9 Schools and 16 Departments across La Trobe’s multi-campus operations. The College offers a range of general and specialist undergraduate and postgraduate courses that are rigorous and attuned to meeting the needs of students; ensuring their readiness to work in changing environments. Our courses are appropriately linked to emerging trends and critical global issues. The College research achievements have an outstanding reputation for their innovation and contribution to society and are at the forefront of building strong relationships with industry partners.

**Position Context**

The School of Nursing and Midwifery (SNM) undertakes a wide range of teaching and research programs in the areas of nursing, midwifery, maternal and child health, aged care, health service design, wellness, time critical nursing, supportive care and wound management. These interconnecting programs combine to form centres of excellence based within our clinical networks and research centres.

The SNM provides a number of pathways of entry into its Bachelor of Nursing Program. A new innovation by the SNM is to offer an alternate pathway into the Bachelor of Nursing (enrolled nurse entry), in conjunction with select TAFE partners. This dual enrolment program blends a vocational Diploma of Nursing with a La Trobe Bachelor of Healthcare (Nursing Foundation) and provides a transition pathway into the Bachelor of Nursing Program to upgrade from an enrolled to a registered nurse qualification. This pathway has been trialed across the LTU regional campuses through the La Trobe Rural Health School (LRHS) at Bendigo, Wodonga, Shepparton and Mildura. A further extension of this program is planned in partnership with Chisholm Institute in south-east Melbourne. Under the extension, Chisholm would deliver years 2 & 3 of the La Trobe Bachelor of Nursing at their Berwick and Frankston campuses. The Academic Program Director has the key role in oversight of third party delivery and undertakes a broad range of quality assurance, academic engagement and administrative activities. These will include developing submissions necessary to the accrediting authority for the delivery of the La Trobe nursing degree at Chisholm. The Chisholm APD would work with the regional APD (LRHS)/course coordinator (Chisholm) to manage the model of delivery and processes common to both programs and will have key responsibility for the Chisholm program to further develop the model of delivery on site at Chisholm over 3 years.

**Specific duties of the position will include:**

**Academic**

* Undertake Academic Program Director role as per La Trobe University Third Party Teaching Policy & Procedure.
* In collaboration with CHISHOLM, prepare submission for Australian Nursing and Midwifery Accreditation Council (ANMAC) for the third party delivery of the LTU Bachelor of Nursing and undertake the routine reporting requirements for this.
* Work with CHISHOLM course coordinator to develop and oversee third party delivery of the Bachelor of Nursing.
* Liaise between CHISHOLM and La Trobe University School of Nursing & Midwifery staff.
* Conduct information sessions including student and staff induction.
* Respond to student queries while dually enrolled.
* Recommend educational processes that may assist student success.
* Participate in key teaching and learning activities to promote student and staff awareness of learning activities used in the university sector.
* Provide university staff updates on the HBNDC (CHISHOLM) program.
* Liaise with La Trobe Experiential Learning Advisors in planning clinical placement arrangements for students in the program.
* Participate in identifying academic learning outcomes and assessments that support the Diploma of Nursing entry pathway into the NSG2TBN subject.
* Undertake progress reviews of subject completions in the CHISHOLM course lifecycle and to meet La Trobe results timelines and liaise with student services to report results as required.

**Quality**

* Undertake course quality and standards of delivery audits each year utilising the TEQSA Quality Assurance package at each campus/site.
* Ensure quality feedback is forwarded to appropriate committees and compliance repository.
* Coordinate quality evaluation of student learning and student feedback on subject.

**Course Administration**

* Liaise with student services, enrolments, engagement, course review processes and various departments of the College of SHE to ensure administrative staff are aware of the unique student group requirements while dually enrolled.
* Maintain course documentation and compliance records.
* In conjunction with the APD regional meet deadlines for submission of course reviews as curriculum changes occur between either the Diploma of Nursing or Bachelor of Nursing curriculum life cycles.
* Conduct steering group, academic and governance meetings.
* Liaise with APD Regional to update course handbook entries as required.
* Undertake other duties commensurate with the classification and scope of the position as required by the Director, Teaching & Learning or Head of School.

**Key Selection Criteria**

**ESSENTIAL**

* Eligible to register as a Registered Nurse with the Australian Health Practitioners Regulation Agency (AHPRA).
* A Masters in a relevant discipline and either enrolled or committed to undertaking a PhD or equivalent studies.
* A comprehensive knowledge of current and new teaching methods and pedagogies.
* Demonstrated competence in teaching and curriculum development in tertiary nursing education including VET delivered programs.
* Well-developed planning, organisational, analytical and problem solving skills, with the ability to design and implement tasks and projects in a timely fashion.
* A knowledge of university academic policies and procedures.
* High level oral and written communication skills, including the ability to interact effectively with people from a diverse range of backgrounds.
* Demonstrated ability to work as a member of a team in a co-operative and collegial manner.
* Demonstrated high level of self-motivation and personal management skills.

Note: this position will require travel to Chisholm Frankston & Berwick campuses as required but will be located at a La Trobe metropolitan campus or ARN location.

**DESIRABLE**

* Experience in multi-campus delivery of programs and teaching.
* Experience of teaching and or assessing in a vocational diploma program.
* Certificate IV TAE and/or Graduate Certificate in Higher Education or evidence of equivalent professional preparation.
* Experience with teaching technologies including Turnitin and the Moodle Learning Management System.

**La Trobe Values**

At La Trobe we:

* Take a world view
* Pursue ideas and excellence with energy
* Treat people with respect and work together
* Are open, friendly and honest
* Hold ourselves accountable for making great things happen.