

Position description

Senior Lecturer (Practice) – Clinical Supervisor

Department/Unit	Eastern Health Clinical School Medical Student Programs
Faculty/Division	Faculty of Medicine Nursing and Health Sciences
Classification	Level C
Work location	Eastern Health Clinical School
Date document created or updated	6 October 2016

Organisational context

Monash is a university of transformation, progress and optimism. Our people are our most valued asset, with our academics among the best in the world and our professional staff revolutionising the way we operate as an organisation. For more information about our University and our exciting future, please visit www.monash.edu

The **Faculty of Medicine, Nursing & Health Sciences** is the University's largest research faculty. World-class researchers work across disciplines including laboratory-based medical science, applied clinical research, and social and public health research. The Faculty is home to a number of leading medical and biomedical research institutes and groups, and has contributed to advances in many crucial areas. Our expertise in life sciences and biomedicine is recognised both nationally and internationally.

From a teaching perspective, our education curriculum covers a range of disciplines, including medicine, nursing, radiography & medical imaging, nutrition & dietetics, paramedic studies, biomedical sciences, physiotherapy, occupational therapy, behavioural neurosciences and social work. We take pride in delivering knowledge and in providing a nurturing and caring environment.

To learn more about the Faculty, please visit www.med.monash.edu.au/

Eastern Health Clinical School (EHCS) is one of three clinical schools in the Monash University Faculty of Medicine, Nursing and Health Sciences. EHCS represents the University's presence in the rapidly-growing area of urban and outer eastern Melbourne. Our four Directorates are:

- **Medical Student Programs:** The Office of Medical Student Programs in the EHCS is located at Box Hill Hospital, with activity at all Eastern Health clinical sites. Currently the Office of Medical Student Programs oversees the delivery of medical student teaching at all Eastern Health sites for students from Monash University and Deakin University.
- **Eastern Clinical Research Unit (ECRU):** ECRU is part of Monash University EHCS and is the mechanism by which Eastern Health undertakes its clinical trials. ECRU conducts clinical trials across a range of disciplines.
- **Research and Higher Education:** This directorate oversees research activity by clinicians and trainees not covered by ECRU, including non-trial clinical research. It brings together the health service and the academic community and ensures that clinicians and trainees are exposed to and are able to participate in research. The directorate also oversees Higher Degree Research Students and the EHCS laboratory-based translational research programs. These programs are focussed on prostate cancer, renal medicine, vascular medicine and gastroenterology, with capacity to expand into other areas.
- **Turning Point Alcohol and Drug Centre:** This state-wide service in Victoria is part of Eastern Health and formally affiliated with Monash University, EHCS.

Further details may be found at: www.med.monash.edu.au/ehcs/

The Office of Medical Student Programs in the Eastern Health Clinical School is located at Box Hill Hospital. The Office of Medical Student Programs oversees the delivery of medical student teaching at all Eastern Health sites. In 2010, students from Deakin University also joined Eastern Health Clinical School Medical Student Programs.

Position purpose

The Senior Lecturer (Practice) – Clinical Supervisor is expected to make significant contributions to the teaching effort of the school, faculty or other organisational unit or an interdisciplinary area applying knowledge and experience from the incumbent's time in practice. The Senior Lecturer (Practice) – Clinical Supervisor will bring their expertise from their profession to inform curriculum and provide links between the academy and industry during their teaching efforts in the university.

The Senior Lecturer (Practice) – Clinical Supervisor will manage and lead educational scholarly/research projects, engage in professional activities and may contribute to scholarship-related activities including the development of curriculum and teaching materials. Specifically, the primary objective of this position is to oversee the clinical teaching programs for medical students at Box Hill Hospital in both Year 3 and Final Year from Monash and Deakin Universities. The appointee will work closely with their counterparts at other Eastern Health Clinical School clinical teaching sites. The programs have been designed to meet the learning outcomes determined by each university.

Reporting Line: The position reports to the Director, Medical Student Programs

Supervisory responsibilities: Nil

Financial delegation and/or budget responsibilities: Nil

Key result areas and responsibilities

The Senior Lecturer (Practice) – Clinical Supervisor will be responsible for the following key tasks and activities under the direction of the Director, Medical Student Programs:

1. Planning and implementation of Eastern Health wide programs for medical students at Eastern Health Clinical School (with other members of the Medical Student Programs team), including:
 - the conduct of tutorials, practical classes, demonstrations, workshops, and clinical sessions
 - playing a major role in curriculum design and review, bringing expertise from their profession
 - the preparation and delivery of lectures and seminars; and
 - the development and implementation of student assessment
2. Recruiting and liaising with clinical teaching staff at Eastern Health sites to ensure effective implementation of the program
3. Liaising regularly with Medical Student Programs staff, acting as a point of contact for any relevant program matters
4. Providing professional guidance and mentoring to medical students. At an individual student level this may include identifying issues impacting on student performance, providing individual counselling and referral to other support services if required
5. Participating in the development and implementation of assessment including ward-based assessments and clinical examinations
6. Contributing to scholarly debate within the profession
7. Providing links between the profession and Eastern Health Clinical School, Medical Student Programs
8. Involvement in professional activity, including representing the School by participating in relevant committees
9. Managing/leading educational scholarly/research projects as appropriate
10. Attendance at departmental, school and/or Faculty meetings and/or membership of a number of committees as required
11. Undertaking additional responsibilities and projects specified by the Director from time to time, including administrative functions relevant to medical student programs

Key selection criteria

1. The appointee will have;
 - Advanced qualifications and/or recognised significant experience in the relevant discipline area. A position at this level will normally require a doctoral qualification or equivalent professional or clinical experience. In determining experience relative to qualifications, regard shall be given to teaching experience, experience outside tertiary education, and contributions to the profession
 - Fellowship of a specialist medical college, including general practice
 - A qualification in an education related field or equivalent significant experience
2. Demonstrated experience in the education of health professionals and proven commitment to high quality medical teaching
3. Proven record in a clinical or professional context (e.g. development of clinical techniques or best practice approaches within the profession)
4. Demonstrated proven ability, commitment and passion for engaging in academic activities, taking a leadership role where appropriate
5. Ability to plan, organise and achieve work targets, sometimes in demanding circumstances and work harmoniously and constructively with academic colleagues and other University staff
6. Demonstrated ability to work both independently and as part of a team
7. Demonstrated ability to exercise judgement and initiative to identify and rectify problems
8. High-level interpersonal skills and proven ability to establish a good working relationship with colleagues and students and to develop and maintain strong links with relevant profession and the community
9. Record of obtaining external funding, or ability to assist others to do so
10. Evidence of participation and high-quality contribution to school, faculty and University committees

Other job-related information

- The position involves some travel for education activities to other Eastern Health Clinical teaching sites and to Monash University, Clayton and Deakin University, Geelong.

Legal compliance

Ensure you are aware of and adhere to legislation and University policy relevant to the duties undertaken, including: Equal Employment Opportunity, supporting equity and fairness; Occupational Health and Safety, supporting a safe workplace; Conflict of Interest (including Conflict of Interest in Research); Paid Outside Work; Privacy; Research Conduct; and Staff/Student Relationships.

Organisational Chart

