

## Position Description

### Nursing and Midwifery Clinical Academic Coordinator / Lecturer (Teaching Focused)

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<b>Position No:</b>	50150143
<b>Business Unit:</b>	Provost
<b>Division:</b>	School of Nursing and Midwifery
<b>Classification Level:</b>	Level B - Lecturer
<b>Employment Type:</b>	Fixed-Term, Full-Time
<b>Campus Location:</b>	Bundoora
<b>Position Supervisor:</b>	Associate Dean, Domestic Partnerships 50148422
<b>Other Benefits:</b>	<a href="http://www.latrobe.edu.au/jobs/working/benefits">http://www.latrobe.edu.au/jobs/working/benefits</a>

Further information about:

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

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**Please note:** This La Trobe University Level B Teaching Focused Position Description has been adapted to align with the role of Clinical Academic Coordinator and must be read in conjunction with the School of Nursing and Midwifery (SNM) Clinical Academic Coordinator Role Statement.

## **Level B Teaching Focused Academic**

### **Position Broad Context/Purpose**

A Level B academic with a teaching focussed appointment will work without the need for close supervision and is expected to develop curriculum, coordinate subjects, teach and support students as they learn. In addition, a teaching focussed academic will support the administrative functions of the nursing and/or midwifery disciplines as well as undertake scholarly work relevant to the development of learning and teaching in their designated role, discipline or professional field.

A teaching focussed academic is expected to demonstrate teaching excellence in keeping with the La Trobe Teaching Excellence Principles and maintain a track record of excellence as evidenced by Student Feedback on Teaching (SFT) surveys, peer-feedback on teaching and through other evidence-based measures, where applicable. Further, a level B teaching focussed academic will co-ordinate and/or lead the activities of other staff, relevant to the Clinical Academic Coordinator role, and as appropriate to learning and teaching in the disciplines.

A teaching focussed academic is expected to participate regularly in gathering and monitoring of student/stakeholder feedback through surveys and other performance measures and will normally receive high quality feedback/results relative to their peers.

### **School of Nursing and Midwifery**

Our mission is to advance knowledge and learning to shape the future of nursing and midwifery students and the health and wellbeing of communities. The School of Nursing and Midwifery provides undergraduate and postgraduate programs with multiple pathways and specialisations and has achieved well above world standing in research. Our high-quality teaching and research programs inspire students to pursue careers in a range of industries and sectors in the areas of Nursing and Midwifery workforce, Children and Families, Ageing and Chronic Illness, Mental Health, and Education and Practice. These interconnected programs combine to form centres of excellence based within clinical networks and research centres. The suite of courses offered by the School continues to ensure the provision of quality undergraduate, specialist postgraduate and research active clinicians for the professions and healthcare arena in Australia, as well as delivering research that addresses the 'real life questions' essential to Australia's innovation agenda. The School has two Research Centres including: the Judith Lumley Centre (JLC); and the Australian Institute for Primary Care and Ageing (AIPCA).

Staff, students and facilities are located at the Melbourne (Bundoora) campus, as well as clinical school sites based at the Alfred, Northern, Austin and Royal Melbourne Hospitals. The flagship Clinical School Model partnership is unique to the School of Nursing and Midwifery at La Trobe and facilitates quality education, student clinical practicums, clinically current curricular, client focused research and clinical practice. The School also works in partnership with other education providers, delivering online, national and transnational teaching.

The School has over 95 staff, over 2600 coursework students (including partners) and higher degree research students. In the School of Nursing and Midwifery, students are required to complete clinical placements that vary between three and five weeks in duration. The clinical placements are integrated into the study plan to complement learning on campus or in the clinical schools.

Teaching focussed positions are critical to enhancing the student experience and the quality of learning and teaching at La Trobe. For staff, teaching focussed appointments provide the flexibility to focus on learning and teaching for a defined period or to prioritise learning and teaching and the Scholarship of Learning and Teaching (SOLT) over the more traditional teaching and discipline research track as a career path.

Teaching focussed academics may contribute to teaching excellence and the student experience through a variety of teaching-related roles, including School leadership in learning and teaching; course leadership and curriculum development roles; oversight and monitoring of clinical placements, and the management, development and mentoring of a teaching or related team.

**Appointed as a Level B Academic and, with specific duties in the Clinical Academic Coordinator role including:**

- Reporting to the Associate Dean Domestic Partnerships, will have oversight of placements within the nursing and midwifery disciplines.
- Work with the Associate Dean, Domestic Partnerships, Discipline Leads, Course Coordinators and Site Coordinators to initiate and develop strategies aimed at ensuring annual placement targets are met and to actively seek out opportunities to increase experiential learning opportunities as required.
- Establish and maintain high quality and productive strategic partnerships with key stakeholders within the experiential learning portfolio.
- Identify, develop, and maintain high quality partnerships with external clinical placement providers, being mindful of the Partner of Choice Framework and principles of good partnership brokering practice, in collaboration with the Associate Dean Domestic Partnerships.
- Identify and source opportunities for students to experience creative and immersive clinical placements that promote interprofessional collaboration and community engagement.
- Develop and manage relevant new strategic and infrastructure initiatives to support the quality and number of student placements required.
- Develop and maintain effective and purposeful relationships with Discipline Leads, academic/teaching staff from relevant disciplines, relevant University stakeholders, (including Placement Operations and the La Trobe Rural Health School), external stakeholders including Health Services, Department of Health and Human Services, and relevant discipline accreditation and regulatory bodies.
- Represent the interests of the School of Nursing and Midwifery in key internal and external forums relating to student placement.
- Actively participate in state and national Nursing and Midwifery Clinical Coordinator networks.
- Lead ongoing evaluation across the suite of SNM clinical placements.
- Contribute to the teaching and support of clinical subjects in cooperation with Subject / Instance and as they relate to the Clinical Academic Coordinator role.
- Initiate, and participate in innovative subject and course level curriculum design, development, implementation and review in areas such as, but not limited to, online and blended delivery, and adopting evidence-based approaches to evaluation and improving the student experience while on clinical placement.
- Participate in La Trobe Learning and Teaching conferences, colloquia or workshops relevant to the role of Clinical Academic Coordinator.
- Provide mentoring to other academics in relation to clinical placement systems that support curriculum delivery, enhance the student experience, and strengthen partner engagement.

### **Essential Criteria**

#### **Skills and knowledge required for the position**

- Registered or eligible to register as a Registered Nurse with the Australian Health Practitioner Regulation Agency (AHPRA).
- A PhD degree in nursing or related discipline or equivalent accreditation and standing recognised by the University/profession as appropriate for the relevant discipline areas.
- Current or recent participation in clinical nursing practice and/or clinical teaching environments.
- Evidence of innovation and initiatives undertaken in the last three years that have improved the student experience in a learning and teaching and/or clinical teaching environment, and the evaluation of effectiveness of these initiatives.
- Demonstrated ability to build rapport, positively influence and effectively engage with a range of stakeholders in complex problem solving and negotiation.
- Highly organised, solution-focussed, sound capabilities in complex problem solving, demonstrated ability to prioritise competing tasks and make decisions in dynamic work environments.

- Demonstrated ability to engage with and contribute to the Scholarship of Teaching and Learning in support of curriculum delivery and evaluation.
- Demonstrated high level oral and written communication skills, including the ability to interact effectively, collaboratively and productively with staff, students and stakeholders from diverse backgrounds.

#### **DESIRABLE:**

- Ability to contribute to high level planning, organisation and monitoring of clinical placement activities.
- Excellent computer literacy and knowledge of Microsoft Office applications (excel).
- Experience with systems such as InPlace, Placeright, PowerBI (highly desirable).
- Ability to supervise, or co-supervise, honours and postgraduate students.
- Ability to produce or contribute to outputs related to the Scholarship of Learning and Teaching.
- Graduate Certificate in Higher Education or similar evidence of professional preparation for, and continuous professional development in, higher education teaching or similar setting.

#### **Capabilities required to be successful in the position**

- Ability to demonstrate self-awareness, see things from another person's perspective and actively seek out and act on feedback to improve knowledge, skills and behaviour.
- Ability to work collaboratively, recognise the value of diversity and model accountability, connectedness, innovation and care.
- Ability to think creatively, explore new ideas and respectfully challenge existing practices in order to improve current ways of working.
- Ability to cultivate and create space for creativity, continuously reviewing and identifying improvements to local work practices.

#### **Essential Compliance Requirements**

To hold this La Trobe University position the occupant must:

- hold, or be willing to undertake and pass, a Victorian Working With Children Check; AND
- take personal accountability to comply with all University policies, procedures and legislative or regulatory obligations; including but not limited to TEQSA and the Higher Education Threshold Standards.

#### **Other Information**

The position description is indicative of the initial expectation of the role and subject to changes to University goals and priorities, activities or focus of the job.

#### **Position Flexibility**

We offer flexible work arrangements that can assist you in balancing your work and other responsibilities.

#### **Why La Trobe:**

- Develop your career at an innovative, global university where you'll collaborate with community and industry to create impact.
- Enjoy working on our inspiring and stunning campuses – the perfect hub for industry, students and academics
- Help transform the lives of students, partners and communities now and in the future

This is more than just a job. Working at La Trobe offers opportunities to demonstrate excellence and transform lives.

Here, you'll join exceptional people, partners and communities, who power our operations with ambition and purpose.

Our success can be attributed to its strong sense of community. We have a long-standing commitment to diversity, inclusion and social justice; we are committed to providing a workplace where all staff feel valued, respected and supported to achieve their full potential. We strive to build a workplace where all employees of diverse backgrounds, abilities, experiences, sexuality, gender, religion and age are welcome, valued, respected and one that is representative of our community. We demonstrate our cultural qualities by holding ourselves accountable and creating a culture of trust and innovation while genuinely caring for one another.

### La Trobe's Cultural Qualities:

#### WE ARE CONNECTED



We are **connected** to each other and the communities around us. We engage with those communities to learn from our past, inform our present and impact our future.

#### WE ARE INNOVATIVE



We are **innovative** in tackling the most important issues of our time. We are inquisitive and seek to develop new ideas that positively impact the way we work and the world around us.

#### WE ARE ACCOUNTABLE



We are **accountable** for what we do and share a commitment to excellence. We are courageous and respectful in the way we hold ourselves and each other to account.

#### WE CARE



We **care** about what we do and value the power of education and research. We care about each other and strive to create a safe and inclusive community.

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Initials:                      Date: