

The School of Nursing and Midwifery

Role Statement

Clinical Academic Coordinator

Please note: This role statement is to be read in conjunction with the La Trobe University Level B Academic Teaching Focused Position Description adapted to align with the role of SNM Clinical Academic Coordinator.

Level: Academic Level B or above

Workload: As per SNM AWP Guidelines

Purpose

The School of Nursing and Midwifery (SNM) Clinical Academic Coordinator (CAC) leads the clinical placement activities and contributes to scholarly activities within the school.

The Clinical Academic Coordinator has primary responsibility for the coordination and monitoring of the School of Nursing and Midwifery clinical placement experience for undergraduate students.

The CAC will work closely with SNM Course Coordinators to ensure optimum quality clinical placement providers are sourced and organised to maintain and strengthen placement opportunities and promote continuity of learning for students.

The CAC will provide leadership, coordination and monitoring of all aspects of the School of Nursing and Midwifery undergraduate clinical placements.

The CAC will work closely with the Senior Administration Officer within La Trobe University (LTU) Placement Partnering and Operations Team responsible for SNM placements.

The CAC will actively promote SNM Undergraduate and Postgraduate courses by establishing and maintaining effective relationships with internal and external stakeholders, including but not limited to academic staff, industry partners, clinical placement providers, and professional bodies.

Responsibilities

The SNM Clinical Academic Coordinator will have responsibility for:

- Planning and mapping suitable clinical placements for current and future cohorts in SNM undergraduate courses, in collaboration with Course Coordinators.
- Coordination, organisation and securing placements to meet ongoing clinical placement needs.
- Identifying and securing new clinical placement providers, including assessing their suitability in line with related Subject/Course clinical placement learning objectives.
- Oversight and monitoring of SNM student clinical placement allocations in collaboration with the Placement Partnering and Operations Team (Placement team), including make-up placements.
- Be proactive in identifying, communicating and problem solving of issues relating to clinical placement.
- Develop and maintain effective and high-quality relationships with external stakeholders and clinical placement providers.
- Develop and maintain effective relationships with discipline leads, academic and professional staff, and other internal SNM and University stakeholders.

Activities and Communication

The SNM Clinical Academic Coordinator is the primary contact and liaison for Clinical Placement Providers in relation to communication about out-of-the-ordinary student matters while students are on clinical placement.

The SNM Clinical Academic Coordinator liaises with, provides advice, and escalates matters to the relevant Subject Coordinator and/or Course Coordinator in relation to student concerns while on clinical placement.

The SNM Clinical Academic Coordinator manages the SNM Coordinator inbox. This includes responding to all stakeholder communication in a timely and professional manner, ensuring that matters raised are satisfactorily resolved and outcomes are communicated. Matters considered out-of-the-ordinary, unresolved, and/or potentially impacting SNM stakeholder relationships should be referred, delegated or escalated to the appropriate role within the school (e.g., Associate Dean Domestic Partnerships, Associate Dean Learning and Teaching, Course Coordinator).

The SNM Clinical Academic Coordinator leads, coordinates and manages existing and future planning for growth in nursing and midwifery student placements, in collaboration with the Clinical Placement Provider - Undergraduate Student Coordinator or nominated delegate.

The SNM Clinical Academic Coordinator works collaboratively and has regular ongoing communication with the Placement Partnering and Operations Team (PPOT) in relation to sourcing and coordination of placement activities for nursing and midwifery disciplines.

The SNM Clinical Academic Coordinator meets regularly with Course Coordinators and Subject/Instance Coordinators to discuss all clinical placement related matters.

The Clinical Academic Coordinator supports the clinical Subject/Instance Coordinators in providing information and introduction to students about specific subject related placement requirements.

The Clinical Academic Coordinator acts as key liaison between SNM and the Placement Partnering and Operations Team (Placements Team) and supports Course Coordinators and Subject/Instance Coordinators in problem-solving complex local student clinical placement progression.

The Clinical Academic Coordinator will identify and develop new and innovative and special interest clinical placement opportunities, including associated activities that support future employability and careers of students.

Meetings

The Clinical Academic Coordinator (CAC) will actively participate in the following.

- Weekly SNM Clinical Placement Operations Group meetings (CPOG), to lead the timely discussion of clinical placement issues in collaboration with the Placement Partnering and Operations Team/Placement Coordinator.
- Weekly operations and strategy meeting with SNM Associate Dean Domestic Partnerships (ADDP).
- Monthly Clinical School site meetings with the Undergraduate Student Coordinator, the Director of Nursing Education and SNM Clinical School Coordinators (Alfred Health, Austin Health, Northern Health, Melbourne Health).
- Monthly meetings with the Placement Partnering and Operations Team (Placement Team) – SNM Senior Coordinator to provide advice, direction and to monitor operations in line with quality audits and placement quality improvement plan outcome measures.
- Quarterly SNM Domestic Partnerships Committee meetings, to support SNM partnership operations and clinical placement strategic planning.
- As scheduled SNM Undergraduate Courses Nursing Sub-Committee (UCNSC) – to support engagement and communication with academic staff including Course/subject/instance coordinators, La Trobe Rural Health School (LRHS), Chisholm, and SNM International Partnerships.
- Bi-annual SNM National Placement Evaluation Centre (NPEC) committee meeting.

- State and National Nursing and Midwifery Clinical Coordinator Network meetings.

Quality Monitoring

- Completes required monitoring and placement quality audits at the end of each semester, as required, and collated on an annual basis.
- Conducts Quality Improvement Plan (QIP) audits biannually in March and September.
- Submits QIP monitoring report in September and March to the Associate Dean Learning and Teaching (ADLT) and Associate Dean Domestic Partnerships (ADDP).

Student/Staff Experience and Engagement

- Assists and supports Subject / Instance Coordinators and Course Coordinators with student orientation as it relates to clinical placement requirements and activities.
- Acts as liaison between academic staff, clinical partners, and the placement team in matters related to SNM clinical placement.

Partner Experience and Engagement

- Assists and supports Subject / Instance Coordinators and Course Coordinators with partner orientation as it relates to clinical placement requirements and activities.
- Responds to Partner enquiries and feedback in a timely and professional manner.
- Communicates and escalates Partner experience matters that represent areas for improvement to the Associate Dean Domestic Partnerships (ADDP).