



SENIOR CLINICAL SKILLS TRAINER

DEPARTMENT/UNIT	Eastern Health Clinical School
FACULTY/DIVISION	Medicine Nursing and Health Sciences
CLASSIFICATION	HEW Level 7
WORK LOCATION	Maroondah Hospital

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 and Health Sciences**, is the largest faculty at Monash University, and offers the most comprehensive suite of professional health training in Victoria. We consistently rank in the top 40 universities worldwide for clinical, pre-clinical and health sciences.

We want to improve the human condition. That is our vision - it has no expiration date. Through academic health centres, other translational models and by educating the healthcare workforce of the future, our staff, students and alumni directly improve quality of life.

Setting the global health care agenda, the Faculty aspires to lead in all areas of research activity and influence local, national and international policy to improve health and social outcomes and health inequalities. We've made a major impact in the world of medical research and become globally recognised for our quality education of over 41,000 doctors, nurses, and allied health professionals.

We are ambitious and aim to maintain our position as a leading international medical research university. We're recognised for the breadth and depth of our research, for our commitment to translational research, for the quality and scale of our research capability, and as a thriving biotechnology hub.

To learn more about the faculty, please visit monash.edu/medicine.

The **Eastern Health Clinical School** is one of three clinical schools within the Monash University Faculty of Medicine, Nursing and Health Sciences. The School's activities within Eastern Health cover a wide area of Melbourne, including seven hospitals, four residential care facilities, multiple community-based rehabilitation and transition care facilities, seven mental health facilities, a community health service, and two state-wide services (Spectrum Borderline Personality Disorder Service and Turning Point Alcohol & Drug Centre). Further details may be found at: www.med.monash.edu.au/ehcs/.

The **Medical Student Programs** (MSP) located within the Eastern Health Clinical School is a partnership between Monash University, Deakin University and Eastern Health. Medical students from the two Universities learn together in the integrated clinical experience program and share most experiences; however, there are some practical differences due to the different curricula, timetables and academic requirements. Further details may be found at: <http://www.med.monash.edu.au/ehcs/msp/index.html>.

POSITION PURPOSE

The Senior Clinical Skills Trainer is responsible for coordinating the development, delivery and evaluation of training content for the Clinical Skill Program for medical students at Eastern Health Clinical School. This includes supporting the development of new training programs, developing content for online and face-to-face delivery and providing expert and specialised training knowledge and advice to a range of staff and clients.

The Senior Clinical Skills Trainer is expected to facilitate, manage and evaluate course content, and implement improvements as required.

The Senior Clinical Skills Trainer will liaise with administrative staff, other academics and clinical teachers. The role also includes the care and control of simulation and clinical skills teaching equipment and consumables, and management of the Medical Student Program Clinical Skills Teaching Laboratory at Maroondah Hospital.

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

Supervisory Responsibilities: Not applicable

Financial Delegation: Not applicable

Budget Responsibilities: Not applicable

KEY RESPONSIBILITIES

1. Contribute to planning and operational committees to share knowledge and expertise in the area of training specialisation
2. Co-ordinate, develop and implement training plans, programs, materials and systems in accordance with best practice principles, university policies, procedures and strategic priorities
3. Provide expert, specialist coaching and advice to other staff to ensure sharing of knowledge and skills development
4. Co-ordinate a work environment of continuous review and improvement by overseeing and reporting on process and service efficiency and implementing performance improvement measures
5. Deliver effective, high-quality training programs to varied groups including provision of expert training advice and support
6. Produce, analyse and report on training and evaluation metrics including training effectiveness
7. Contribute to and co-ordinate projects, including the development of new training programs to meet business needs
8. Build and sustain strong relationships, collaborations and networks with internal and external subject matter experts, service providers, relevant business unit, faculties and campuses to deliver high-quality and consistent services to clients

KEY SELECTION CRITERIA

Education/Qualifications

1. The appointee will have:
 - A degree qualification in a relevant field with extensive relevant experience; or
 - extensive experience and management expertise in technical or administrative fields; or
 - an equivalent combination of relevant experience and/or education/training

Knowledge and Skills

2. Demonstrated experience in instructional/educational design and the development and maintenance of face-to-face and online training programs and resources

3. Highly developed planning and organisational skills, with experience establishing priorities, implementing improvements and meeting deadlines
4. Proven ability to design, develop, deliver and evaluate training courses for adult learners, using both traditional and multimedia formats, aligned to business requirements
5. Demonstrated ability to work as an effective member of a team as well as the ability to exercise high levels of independence, judgement and initiative
6. Demonstrated analytical, research and problem solving skills and the ability to provide expert advice and prepare professional reports and documentation
7. Highly developed interpersonal and communication skills with the ability to negotiate and interact positively with internal and external stakeholders
8. Highly developed computer literacy skills with considerable understanding and knowledge of a wide variety of ICT applications, systems and programs

OTHER JOB RELATED INFORMATION

- Travel to other campuses of the University may be required
- There may be a requirement to work additional hours from time to time
- There may be peak periods of work during which taking of leave may be restricted

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.