

GRADUATE SCHOOL OF MEDICINE

POSITION DESCRIPTION

Position Title:	Placement Facilitator: Shoalhaven
Level:	5
Load:	1.0 FTE
Faculty:	Faculty of Science, Medicine and Health
Division:	Graduate School of Medicine
Location:	Shoalhaven District Memorial Hospital







Primary purpose of the position:

To provide administrative coordination of Graduate School of Medicine (GSM) student placement activities in the Shoalhaven region, extending from Kiama in the north down to Vincentia in the south. This includes the provision of administrative support to Regional Academic Leaders and the Clinical Associate Dean (Shoalhaven). This position plays a major role in the coordination and support of GSM students and preceptors for clinical placements in the region, including at local hospitals, general practices and other community health facilities.

Position Environment:

The Graduate School of Medicine (GSM) is committed to quality outcomes delivered via a sustainable model where development and innovation are key elements of all that we do. As a new school, the GSM offers a supportive environment in which teamwork underpins the development and delivery of the new MBBS degree. The GSM aims to graduate excellent medical practitioners with a commitment to patient-centred, evidence-based, reflective and cost-effective medical practice, who have the capacity and desire to contribute to the enhancement of health care for persons in all geographic settings, but particularly in regional, rural and remote communities. The medical curriculum covers a diversity of content, encompassing biological and social sciences, clinical medicine, law, ethics, research and critical analysis, and personal and professional development. This provides a variety of opportunities for involvement in curriculum delivery for teaching staff working alone and in interdisciplinary teams. The GSM operates primarily on two campuses, located in Wollongong and Shoalhaven, as well as in numerous rural sites throughout NSW. Curriculum is delivered equitably in an integrated fashion to this geographically distributed environment.

Major Responsibilities:

Responsibilities	Percentage of time	Office Use Only
1. After conferring with Academic Leaders and other senior GSM staff, <ul style="list-style-type: none"> - coordinate regional orientation activities for UOW students in the region - facilitate Faculty Development Programme activities and other professional development initiatives for local health professionals - coordinate Phase 1, ICE, Phase 2, Phase 3 and Phase 4 student placements in the region - maintain placement records including distribute education materials and gather assessments - facilitate evaluation activities in the region - 	35%	
2. Be the first point of contact for students, preceptors and healthcare professionals regarding clinical placements and other GSM business activities within the Shoalhaven region.	25%	
3. Monitor student housing and study facilities, including maintaining and checking asset registers and coordinating cleaning and maintenance.	15%	
4. Ensure administrative support to Clinical Associate Dean: Shoalhaven Hospitals and other Academic staff for the Shoalhaven region, including scheduling of meetings and appointments, preparation and distribution of minutes, agendas and other correspondence as required, diary management, maintaining student records, preparing claims for student reimbursement or practice incentive payments for medical practices and arranging travel and accommodation.	15%	
5. Support coordinate local community engagement activities and committee meetings as required.	10%	
6. Work with other GSM staff to contribute to the development and maintenance of positive relationships with students, clinicians and community in support of general medical school activities.	Ongoing	
7. Observe principles and practices of Equal Employment Opportunity.	Ongoing	
8. Have OH&S responsibilities, accountabilities and authorities as outlined in the OHS Roles and Responsibilities Document	Ongoing	

Inherent Requirements:

This position description outlines the major accountabilities/responsibilities and the selection criteria against which you will be assessed as suitable for the position. As such there will be specific job requirements that we refer to as Inherent Requirements.

Inherent Requirements refer to your ability to:

- Perform the essential duties and functional requirements of the job;
- Meet the productivity and quality requirements of the position;
- Work effectively in the team or other type of work organisation concerned; and
- Do the job without undue risk to your own or others health, safety and welfare at work.

If you have any injuries, illness, disorder, impairment, condition or incapacity that may affect your ability to perform the inherent requirements of the position, we encourage you to discuss this with the University to assist in the process of identifying reasonable adjustments to enable you to perform the duties of the position. The University wants to place you in the best situation to use your skills effectively in the position you are applying for at the University.

Reporting Relationships:

Activities for this role are directed by: Associate Dean: Teaching Hospitals, The Clinical
Associate Dean: Shoalhaven Hospitals and the GSM
Curriculum Manager as well as consultation with the
Manager: Community, Primary, remote and Rural.
GSM Curriculum Manager

Position reports to:

The position supervises the following
Positions:

Community Placement Facilitator: Shoalhaven
Admin Assistant: teaching Hospitals (Shoalhaven)

Other Key Contacts:

Manager: CPRR
Manager: Clinical Placements (Wollongong Hospital)
Other Rural / Regional Clinical Placement Facilitators
Other Regional Academic Leaders

Selection Criteria: Knowledge & Skills

Essential:

- High level skills in the use of productivity tools, Microsoft Word; Excel and PowerPoint
- Demonstrated problem solving skills along with negotiation skills.
- Demonstrated organizational and administrative skills with a high level of accuracy in written communication
- Ability to communicate effectively and sensitively with a range of people
- Ability to show initiative and work with minimum supervision
- Ability to work as part of a team in a dynamic and developing environment

Selection Criteria: Education and Experience

Essential:

- Completion of a degree or administrative/secretarial diploma with relevant work experience.
- Experience in dealing with large volumes of information
- Experience in prioritising competing demands with the ability to remain flexible and calm.

Desirable

- Previous experience in higher education student management or healthcare environment.
- Experience in basic accounting procedures including; purchasing, accounts payable, petty cash, cash receipts and account reconciliation.

Personal Attributes

Essential:

- Demonstrated understanding of and enthusiasm for the mission of the GSM.
- Current Class C Drivers License

Special Job Requirements:

The occupant of this position will be required to complete a performance planner annually, with biannual reviews together with the Curriculum Manager.

The appointee will be based at the Shoalhaven District Memorial Hospital but will be required to travel to confer with other GSM staff or attend meetings but may be required to travel or accompany staff on business within the region. They may also be required to accompany staff outside of the region on occasion to confer with other GSM staff or attend meetings.

Participation in the UOW MyTimekeeping Procedure for levels up to and including level 7 is available to the occupant. The Wollongong Campus operates between the hours of 8:00am and 5:00pm Monday to Friday. All administrative staff is required to contribute to a negotiated roster, to ensure coordination of all academic support activities occurring across the GSM.