

POSITION DESCRIPTION

General Staff Position # 140

Position Title: Clinical Placement Facilitator: Byron/Ballina Hub
Level: 5
Faculty: Graduate School of Medicine (GSM)
Load: 0.6 FTE (equivalent to 3 days per week)
Location: Lismore –University Centre for Rural Health *North Coast* (UCRH)

Primary purpose of the position:

To provide administrative coordination of Graduate School of Medicine (GSM) student placement activities in the Byron Bay, Ballina and Lismore regions of the North Coast of NSW. This includes the provision of administrative support to the GSM Regional Academic Leader: Byron/Ballina Hub, and coordination and support of GSM students and preceptors for clinical and community placements within medical practices, hospitals and community health facilities in the region. This role also includes collaboration with other UCRH staff in the implementation of the North Coast Medical Education Collaboration (NCMEC).

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.

The University Centre for Rural Health North Coast (UCRH) is a joint venture of the University of Sydney and Southern Cross University supported by the Commonwealth Government Department of Health and Ageing and the Northern NSW Local Health District. Universities of Wollongong and Western Sydney entered the partnership with the Commonwealth for a program of long-stay students.

The UCRH provides a multi-disciplinary centre of excellence in education of students for clinical practice in rural health and conduct research relevant to the health needs of rural communities situated within the Northern Rivers region of NSW and elsewhere.

Major Responsibilities:

Tasks	Percentage of time	Office Use Only
<p>1. After conferring with the GSM Regional Academic Leader: Byron/Ballina Hub, senior GSM staff and NCMEC staff:</p> <ul style="list-style-type: none"> • Develop student timetables and coordinate GSM clinical placements in the region. • Coordinate additional learning activities for students on placement in the region such as skills sessions, case based learning and specialist tutorials (personnel, venue, resources, IT, catering etc). • Coordinate regional orientation activities for UOW students on placement in the region. • Maintain placement records and distribute educational materials as required. • Support to facilitate GSM Faculty development and training activities for local health professionals and practice managers. • Prepare Practice Incentive Program (PIP) claims for medical practices. • Support implementation of monitoring and evaluation activities in the region. • Support students as appropriate in sourcing suitable accommodation for their clinical placement. 	75%	
<p>2. Be the first point of contact for students, preceptors and healthcare professionals regarding the implementation and support for GSM hospital and community based student placements in the region.</p>	15%	
<p>3. Provide administrative support to the GSM Regional Academic Leader: Byron/Ballina Hub</p>	10%	
<p>4. As required, work with and assist the GSM Community, Primary, Remote and Rural Team with administrative duties.</p>	ongoing	
<p>5. 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.</p>	ongoing	
<p>6. Work collaboratively with all NCMEC Staff in the implementation of this collaborative initiative.</p>	ongoing	
<p>7. Observe principles and practices of Equal Employment Opportunity.</p>	ongoing	
<p>8. Have OH&S responsibilities, accountabilities and authorities as outlined in the OHS Roles and Responsibilities Document</p>	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:

Position Reports to:

GSM Manager: Rural Clinical School

Activities for this role are directed by:

GSM Manager: Rural Clinical School through discussion and negotiation with the GSM Regional Academic Leader:

Byron/Ballina Hub and the NCMEC Program Manager, Clinical Education

The position supervises the following positions: Nil

Selection Criteria: Knowledge & Skills

Essential:

- High level organisational and negotiation skills
- Excellent interpersonal and communication skills, both verbal and written.
- Ability to work consistently well in a time-pressured and deadline-driven environment
- Ability to deal with confidential and sensitive information appropriately
- Flexible, proactive approach to work and an ability to use own initiative and judgment
- Demonstrated ability to work as part of a team in a changing environment

Desirable:

- Knowledge of medical terminology

Selection Criteria: Education and Experience

Essential:

- Administrative/Secretarial diploma and/or relevant experience
- Extensive experience in the use of Microsoft Word; Excel & PowerPoint and Electronic Diary software
- Demonstrated administrative experience including dealing with large volumes of information
- Demonstrated ability to interpret policies, procedures and guidelines
- Experience working in a busy team where colleagues support each other

Desirable:

- Experience working in a university or tertiary environment
- Experience in a healthcare environment
- Experience in basic accounting procedures including monitoring and reporting on expenditure

Personal Attributes

- A commitment to the vision of the Graduate School of Medicine

Special Job Requirements:

Current Class C Drivers License

Will be required to occasionally work outside of normal business hours.

The appointee will be based at the University Centre for Rural Health North Coast (Lismore) but will be required to travel or accompany staff on business within the North Coast region and occasionally travel to the GSM's main Campuses (Wollongong and Shoalhaven) to confer with staff or participate in other activities.

Participation in the UOW Time and Attendance Procedure for levels up to and including level 7 is available to the occupant.

At times when the UCRH office is closed, the appointee will be required to utilize recreational leave.

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