

## Position Description – Clinical Skills Coordinator

Updated 10 April 2025

### POSITION DETAILS

College	College of Medicine and Public Health
Organisational Unit	Medicine
Supervisor	Dean, People and Resources (or Delegate)
Classification	Teaching Specialist (Clinical/Practitioner) Level C
Employment Type	Continuing, part-time

### POSITION SUMMARY

This Teaching Specialist (Practitioner) position, with its primary focus on teaching and teaching-related activities drawing on contemporary/professional practice, has an important role to play in the University's achievement of its strategic plan, Making a Difference: The 2025 Agenda.

The University is committed to a student-centred ethos and to developing creative, enterprising, career-ready graduates prepared to become lifelong contributors to society. In accordance with the strategic plan, the University seeks to:

- deliver a richly interactive and personalised approach to learning focussed on student success;
- be an international leader in educational innovation, advanced learning technologies and learning analytics; and
- develop enterprising graduates equipped with the skills required for success in the knowledge economy.

The Clinical Skills Coordinator will provide leadership in delivering excellence in teaching and learning across the suite of Medicine topics and courses in the College of Medicine and Public Health. The Clinical Skills Coordinator will be responsible for making a significant and wide-ranging contribution to leadership in teaching and scholarship of teaching using innovations in teaching practices and technologies to deliver excellence in teaching. The Clinical Skills Coordinator will also have a key leadership role in service to the College and/or University.

### UNIVERSITY EXPECTATIONS AND VALUES

All staff at Flinders are responsible for understanding their obligations and responsibilities as set out in the University's code of conduct and are expected to:

- demonstrate commitment to the University's values of Integrity, Courage, Innovation, Excellence and the underlying ethos of being Student Centred;
- contribute to the efficient and effective functioning of the team or work unit in order to meet the University's objectives. This includes demonstrating appropriate and professional workplace behaviours, providing assistance to team members if required and undertaking other key responsibilities or activities as directed by one's supervisor;
- promote and support an inclusive workplace culture which values diversity and embraces the principles of equal opportunity;
- perform their responsibilities in a manner which reflects and responds to continuous improvement; and

- familiarise themselves and comply with the University's Work Health and Safety, Injury Management and Equal Opportunity policies.

*A National Police Certificate which is satisfactory to the University will be required by Flinders University before the successful applicant can commence in this position.*

*Staff working in a health care setting are strongly recommended to be fully vaccinated against COVID in line with the SA Health policy.*

## KEY POSITION RESPONSIBILITIES

This position is predominantly concerned with providing leadership and direction related to teaching and teaching-related duties involving the creation, delivery and continuous quality improvement of university-level education. It includes (but is not limited to): coordination of clinical skills teaching and assessment delivery; direct teaching informed by approaches that enhance the student experience; educational leadership; curriculum design and review; delivery innovation; advancements in education technologies; and leadership in ensuring internal and external compliance and accreditation of courses.

It is expected that recent, ongoing (concurrent) or extensive experience and knowledge of contemporary professional practice will be brought to the position.

The position is also expected to make a leadership contribution to high-quality university, professional and community service, which may extend from the local level to national or international. The position does not include making a research contribution.

### *Teaching:*

- Create, coordinate and conduct inspiring teaching informed by approaches that enhance the student experience, with a focus on Medicine topics, across all levels and modes of the College.
- Contribute to the planning and evaluation of these topics, undertaking the roles of Topic Coordinator and Course Coordinator as required.
- Play a lead role in the review, renewal, development and design of curricula and courses that are attractive to existing and new cohorts of students and that nurture creativity and critical-thinking skills.
- Provide support, academic counselling and professional advice to students concerning their studies, professional development and career opportunities.
- Make effective use of innovations and technologies in teaching practice.
- Provide educational leadership and dissemination of best practice, ensuring awareness and utilisation of contemporary education principles.
- Engage in coaching, mentoring, supervising student projects; research higher degree supervision as an Adjunct Supervisor.

### *University, Professional and Service:*

- Contribute at a significant level in the College's administrative activities such as leadership on committees and working groups and attendance at and/or coordination of College meetings.
- Significant involvement in and/or leading activities relating to internal and external compliance and professional accreditation of courses.
- Maintain professional knowledge relevant to teaching within their discipline through scholarship and professional development.

- Engage in activities within a relevant external professional domain such as professional associations, conferences and workshops, and within a wider community context at local, national or international level.
- Provide leadership in, coordination of, development of and/or leading international activities including student mobility programs, internationalisation of curricula and ensuring the relevance of curricula to international students or that enhance intercultural skills development in students.
- Provide high quality contribution to community service on behalf of the College and University.
- Undertake activities that promote the development of productive partnerships to provide opportunities for students and promote graduate employability.
- Any other responsibilities in line with the level of the position as assigned by the Supervisor and/or the University.

#### KEY POSITION CAPABILITIES

- Completion of a PhD, and/or qualifications and equivalent professional/clinical experience and standing in Medicine.
- Currently registered or eligible for registration with the Australian Health Practitioner Regulation Agency (AHPRA) as a medical professional.
- Hold and maintain a current membership with relevant medical or medical education based professional bodies or societies.
- Recognition of academic standing at a national or international level in the discipline area.
- Evidence of application of pedagogical theory and contemporary educational practice relevant to the discipline.
- Evidence of sustained use of learning and teaching approaches which enhance student success.
- Experience of significant and sustained relevant teaching and learning experience at a tertiary level, inclusive of a relevant simulation or clinical setting.
- Evidence of significant and sustained excellence in teaching performance at a tertiary level.
- Evidence of successful and sustained topic and/or course coordination.
- Evidence of significant and independent innovation in learning and teaching delivery or design.
- Demonstrated capacity for successful leadership of teaching teams at course and/or the program level.
- Evidence of scholarship of teaching and of professional development in higher education teaching.
- Demonstrated strong understanding of the nexus between teaching and learning, research and scholarship.
- Capacity to develop programs for international off-shore delivery independently or in collaboration with external partners.
- Demonstrated experience and innovation using online learning platforms for teaching purposes.
- Development of teaching materials to be used by others
- Demonstrated excellent oral and written communication skills and interpersonal skills, including the demonstrated ability to establish effective relationships with staff, students and industry nationally and/or internationally.
- Has provided leadership to professional activities within a relevant external professional domain and within a wider community context at local, national or international level which could include topic/course coordinator, major award programs, leadership in quality assurance processes and relationship building with external parties including consultancy work and conferences.

- *Tertiary qualifications in Education (Desirable).*

FINAL