



Tutor or Clinical Skills Tutor Faculty of Health Sciences and Medicine

Position Description

Introduction

Tutors or Clinical Skills Tutors within Programs are expected to contribute to teaching research and service in the Faculty and University. They are also expected to maintain and develop activities relevant to their profession or discipline.

Reporting Relationship

Tutors and Clinical Skills Tutors report to the relevant Head of Program or delegate.

Duties and Responsibilities

Duties and responsibilities may include, but are not limited to:

- Conducting lectures, special resource sessions, face to face tutorials, clinical sessions and other appropriate learning activities as required
- Ensuring that the quality of teaching delivery and subject content is of the highest standard
- Teaching in accordance with Faculty and University policies and procedures, as amended from time to time
- Complying with all policies and procedures relating to teaching and learning, and making every effort to contribute to the continuous improvement and effectiveness of administration of teaching and learning
- Being available for consultation for students and staff
- Preparing and marking assignments and exams, including supplementary exams
- Preparing and submitting final grades within the relevant deadlines
- Delivering high quality subject and learning support materials and ensuring that these are available to students
- Ensuring that students are adequately informed regarding the requirements and conduct of learning activities for which they are responsible
- Participating in professional and community service including contributions to relevant professional societies and to the community

- Working within Faculty and University policies and procedures, as amended from time to time

Other duties as directed

The staff member may seek and/or the Head of Program may allocate additional duties within a staff member's skill, competence and training.

Workload

The work load for Tutors and Clinical Skills Tutors is determined by the Head of Program.

Understanding of Quality Assurance

Staff should demonstrate an understanding of the principles of quality assurance and continuous improvement as they apply at Bond University.

Staff are expected to demonstrate an ongoing commitment to the Bond University Strategic Plan, university policy and to our quality assurance processes.

Understanding of Cultural Sensitivity

Staff will come into contact with staff and students from a variety of cultural backgrounds. It is expected that mutual respect, cultural awareness and cultural sensitivity will form the basis of for a professional working relationship.

Staff are encouraged to attend a cultural sensitivity workshop to further enhance and develop cultural awareness and cultural sensitivity skills.

Understanding of WHS responsibilities

Maintain a safe workplace and follow safety directions and internal controls. Alert your Manager of WHS risks and be vigilant in observing safe practices. Understand WHS requirements in your work area.

All managers of staff are required to conduct risk assessments and implement controls accordingly as well as action safety audit results within the directed time frame.

Awareness of, and accountability for, WHS responsibilities in the work area and for the staff and contractors under your control (if applicable).