Position Description

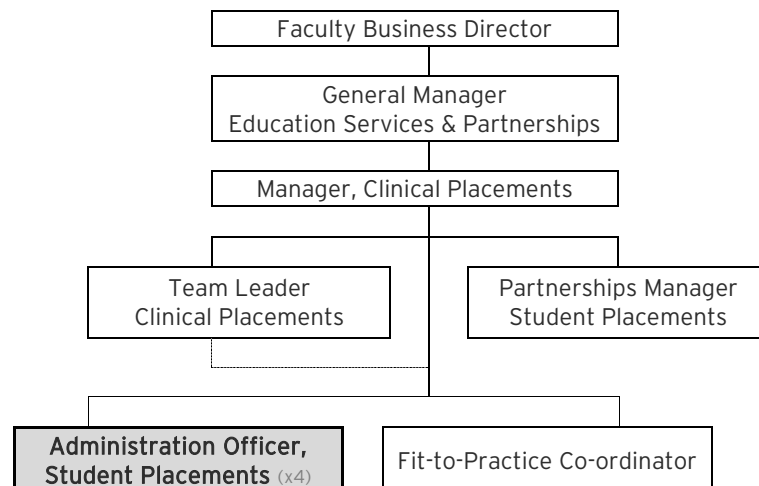| Position Title:	Classification:
Administration Officer - Student Placements	PACCT Level 3, Step 2
Faculty/School/Office:	**Date Position Classified/Updated:**
Faculty of Health Sciences and Medicine	February 2025

Purpose of the Position:

The primary role of this position is to coordinate and implement the administrative aspects of placing students within the Bond University Medical Program and Allied Health Programs with healthcare partners for their workplace experience, and to ensure those placements run effectively and efficiently. This role will be one of the first points of contact for staff, students and clinicians pertaining to placements in the program.

The position is required to administer the delivery of placements and compliance information, within the program, which will involve close collaboration with the Curriculum and Assessment Administration Teams. This position also provides a high level of organisational and administrative support to the *Manager - Clinical Placements*, Phase Leads and the Dean of Medicine or Health Sciences Clinical Education team, with particular responsibilities for the relevant placements, associated placement assessments and student requirements.

Under the guidance of the Clinical Placements Manager, the coordinators will provide advice in Osler Technology, providing reports, analysis, quality assurance, training and support to meet the needs of Faculty, students and other teams.

Reporting Relationship:

This position reports to the *Manager - Clinical Placements*, and assists with the following reports:

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                    Faculty Business Director
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                      General Manager
              Education Services & Partnerships
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                  Manager, Clinical Placements
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     Team Leader                          Partnerships Manager
  Clinical Placements                      Student Placements
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Administration Officer,          Fit-to-Practice Co-ordinator
Student Placements (x4)
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Selection Criteria:

1. Demonstrated ability to provide a high standard of administrative support including a strong organisational competency and high levels of attention to detail and accuracy.

2. High level IT literacy skills, competencies with the Microsoft Office Suite and experience with university student systems or similar.

3. Demonstrated ability to learn and utilise new systems and software and the ability to train and support other staff in the use of those systems.

4. Highly developed interpersonal and communication skills - both written and verbal and ability to liaise with Academics, general staff and external stakeholders and work harmoniously in a team contributing to team outcomes.

5. Ability to work independently, manage multiple tasks concurrently in a high-volume environment, apply continuous improvement principles, and meet deadlines without compromising standards of service and quality.

6. The possession of a business qualification or relevant workplace experience.

Desirable Criteria:

1. Previous administrative experience working in a tertiary education or healthcare environment.

2. Knowledge and understanding of medical terminology.

Competency	Responsibility
Administration & Coordination	• Coordinate administrative processes for the relevant placements and compliance through the establishment and maintenance of efficient systems and processes. • Provide advice, assistance and support to the Clinical Placements Team and liaise with external stakeholders. • Ensure that both students and relevant stakeholders are aware of the expectations, curriculum, timing and duration of clinical / community experiences prior to the commencement of their placement. • Maintain and update timetables for all activities and re-arrange activities as directed. • Participate in health sciences and medicine students' induction and orientation process. • Assist in the coordination of progressive assessments including liaising with academic staff, placement supervisors and the Assessment Team. • Communicate agreed deadlines and ensure all appropriate information including marking guides are up-to-date and distributed to appropriate persons. • In consultation with the Assessment team, maintain an accurate register of progressive placement assessment marks. • Administration of placement assessment

	• Ensure accurate and completed information is communicated at the end of each placement.
	• Provide information and advice to the Dean of Medicine, the Clinical Placements Manager and Phase Leads/Health Sciences Academic Placement Coordinator in relation to placements.
	• Liaise with clinical leads and/or Hospital placement co-ordinators to confirm available places.
	• Coordinate and create rosters and timetables with placement partners for relevant placements.
	• Oversee student attendance by recording absences/informing Student Affairs Coordinator or Health Sciences Clinical Education team in coordination with external placement coordinators.
	• Provide data to the Clinical Placements Manager/Health Sciences Academic Placement Coordinator pertaining to placements.
	• Assist with data collection, dissemination of information and secretariat requirements for relevant Health Sciences and Medicine Program meetings.
Curriculum	• Act as a point of administrative coordination for placements, including responsibility for associated curriculum implementation online for each cohort of students of the program undertaking placements.
	• Assist in reviewing, developing, updating, and dissemination of specific year guidebooks.
	• Maintain timelines for curriculum content, planning and amendments with academics including associated supporting materials for online publication.
	• Co-ordinate curriculum planning for clinical years with Academic Phase Leads or Health Sciences Clinical Education team
	• Produce templates for a range of documentation as directed.
Information Management Systems	• Maintain up-to-date information for specific placements using the Blackboard system and Osler Technology.
	• Ensure the online subject structure is current, logical and future release dates of curriculum material have been reviewed and altered appropriately.
	• Prepare educational resources for placement into the Online System. Ensure quality control of images, PowerPoint presentations, and any other material given for the students use.
	• In consultation with other Website Administrators organise other areas of the website and publish additional material including, as required.
Systems Support and Continuous Improvement	• Provide expertise in systems relevant to placements in Health Sciences and Medicine, including but not limited to Osler Technology. Ensure system use, reports, analysis are conducted as required supporting other staff if necessary.
Communication and Reporting	• Liaise with other colleagues in the Health Sciences and Medicine Administration Team to update requirements and maintain the relevant web based sites.

	• Assist in the management of online discussion areas.
	• Provide information to assist the Clinical Placements Manager with the creation of reports for the School Executive pertaining to placements.
	• Provide information for individual student placement data for assistance with collating data for the federally funded Health Sciences and Medicine Programs Outcomes database project.
	• Collation of evaluation feedback in conjunction with the relevant staff on student and clinician experiences
Financial Systems	• Utilise CiAnywhere for all placement requirements as required.
Marketing	• Participate in Faculty marketing initiatives. • Actively participate in Faculty and School information sessions including student experiences, school tours, and Open Day.
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 the 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).

Note – the successful applicant will be required to produce a certified copy of their highest qualification received prior to commencement of duty.

It is not the intent of this position description to limit the scope of this position in any way but to give an overview of this role at Bond University. You may at times be required to work at other tasks and areas as directed by the Management.