



**Clinical Supervisor (Senior Teaching Fellow)
Bond University Health and Wellness Clinic**

Position Description

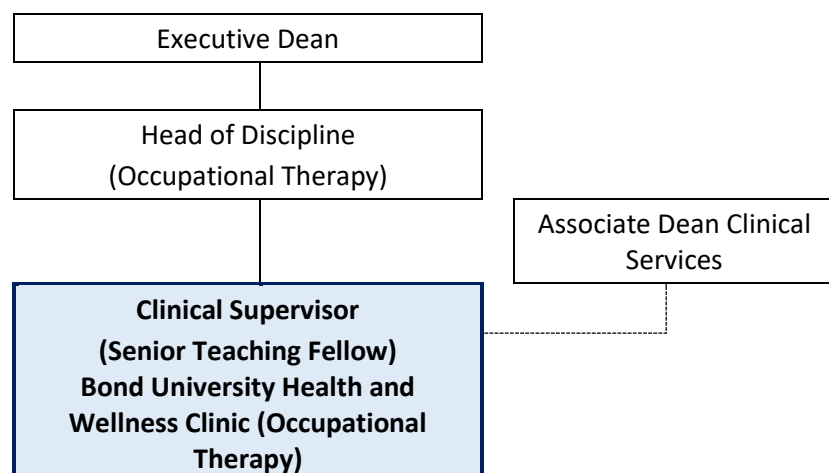
The duties and responsibilities of this position may include each of the itemised activities with specific expectations negotiated from time to time with the Executive Dean / Associate Dean – Clinical Services / Head of Academic Unit.

INTRODUCTION

The Clinical Supervisor (Senior Teaching Fellow) is expected to contribute to the clinical supervision, teaching and service activities of the Faculty and University. The primary teaching and supervision responsibilities are focused on Occupational Therapy students undertaking clinical placements within the Bond University Health and Wellness Clinic (BUHAWC). This includes direct clinical supervision, teaching of practical skills, and support for student learning and development in a clinical setting. Additional teaching responsibilities may be assigned at the discretion of the Head of Discipline of Occupational Therapy. The individual will have industry knowledge and practical experience in Occupational Therapy, and the ability to apply these professional skills into the program and student experience.

REPORTING RELATIONSHIP

This position reports to the Head of Discipline - Occupational Therapy:



DUTIES AND RESPONSIBILITIES

The Clinical Supervisor (Senior Teaching Fellow) is expected to contribute significantly to the Program's clinical supervision and teaching delivery. Key responsibilities include:

1. Clinical Supervision and Practice

- Supervise and support students on clinical placement at BUHAWC, including assessment, feedback, and progress reviews using designated platforms.
- Provide direct occupational therapy services at BUHAWC when required to ensure continuity of care.
- Conduct student inductions and ensure safe use of clinical equipment.
- Liaise with the BUHAWC manager to facilitate and coordinate day-to-day operations of the Occupational Therapy clinic.

2. Clinical Governance and Service Delivery

- Develop and review clinical services and treatment plans based on evidence-based practice in the context of clinical support and service delivery.
- Maintain accurate clinical documentation in line with professional and institutional requirements.
- Manage client caseloads and ensure timely, effective service delivery.
- Handle escalated clinical issues and client complaints per university policy.
- Ensure compliance with OT practice guidelines, as well as BUHAWC and university policy and procedures.

3. Interdisciplinary and Community Engagement

- Facilitate interdisciplinary learning and care within BUHAWC.
- Engage with local clinicians and organisations to support client referrals.
- Participate in professional and community service, including contributions to relevant societies.
- Support and promote student and staff research activities within the clinic.
- Foster a high performing positive work environment

4. Teaching and Learning

- Deliver high-quality teaching at undergraduate and/or postgraduate level, including tutorials, workshops, and demonstrations.
- Provide academic support and consultation to students.
- Participate in curriculum development and teaching innovation.
- Supporting and marking assessment.

5. Administration and Institutional Contribution

- Contribute to Faculty, School, and BUHAWC meetings and committees.
- Participate in marketing, recruitment, and promotional activities.
- Liaise with university staff regarding student performance and clinic operations.
- Track and report clinical metrics and outcomes to the BUHAWC operations group.
- Uphold student, staff, and client confidentiality and welfare.

OTHER DUTIES AS DIRECTED

Under the direction of the Executive Dean, Associate Dean – Clinical Services or Head of Academic Unit, you may be required to complete the 'Foundations of University Learning and Teaching' subject

conducted by Bond University and complete the Occupational Therapy Clinical Supervisor Training before supervision of students within BUHAWC.

The Executive Dean, Associate Dean – Clinical Services or Head of Academic Unit may allocate additional duties within a staff member's skill, competence and training.

TEACHING LOAD

The Non Teaching Semester may be allocated within a single semester or equivalent time may be allocated in a manner that supports the operational needs and teaching obligations of the discipline, program and/or Faculty.

PROFESSIONAL DEVELOPMENT

To support high-quality clinical education and supervision, the staff member is required to complete Bond University's Occupational Therapy Clinical Supervisor Training before supervising students within BUHAWC, unless this training has already been completed. Ongoing engagement in professional development activities relevant to clinical education and Occupational Therapy practice and professional accreditation is also expected.

RELEVANT EDUCATIONAL QUALIFICATIONS

A Clinical Supervisor (Senior Teaching Fellow) is expected to have completed four years of tertiary study or equivalent.

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).



**Selection Criteria: Clinical Supervisor (Senior Teaching Fellow)
Bond Health and Wellness Clinic (Occupational Therapy)**

OVERVIEW OF THE ROLE

In this position, the Clinical Supervisor, Senior Teaching Fellow will provide supervision, guidance, and support to students undertaking clinical placements at the Bond University Health & Wellness Clinic. This role involves overseeing the daily activities of students, ensuring compliance with healthcare regulations, and contributing to the development and implementation of treatment plans for clients. The position will play a crucial role in enhancing the clinical competencies of Occupational Therapy students while working collaboratively with a dynamic and interprofessional team, including clinic manager and Associate Dean - Clinical Services

SELECTION CRITERIA

1. Relevant industry knowledge and experience.
2. A qualification in Occupational Therapy.
3. Registered as an Occupational Therapist with the Australian Health Practitioner Regulation Agency (AHPRA), with no restrictions.
4. A high level of proficiency in Occupational Therapy assessment and interventions with complex health/physiological disorders in relevant client groups.
5. A high level of knowledge of Occupational Therapy theories, models, and evidence-based clinical interventions with complex health/physiological disorders in varied client groups.
6. A high level of competence in the clinical supervision of Occupational Therapy students in assessment and intervention with complex health/physiological disorders in relevant client groups.
7. Demonstrable training and significant experience delivering Occupational Therapy services.
8. A high level of knowledge of laws and ethical standards governing Occupational Therapy practice.
9. Ability to work autonomously whilst displaying a strong commitment to work in a team environment, including the demonstrated ability to confidently and effectively work with colleagues in the Occupational Therapy program.
10. Demonstrated ability to meet deadlines, effectively manage varying workloads, and respond to changing priorities as required.
11. Demonstrated high-level communication skills.

DESIRABLE CRITERIA

- Familiarity with higher education student management systems such as SPEFR-2 and ICAT
- Experience coordinating or contributing to interdisciplinary care models or case conferencing.
- Previous experience supporting curriculum development, teaching innovation, or clinical education research.
- Experience in planning and coordinating student supervision and patient care within a teaching clinic.
- Evidence of recent completion of Occupational Therapy Clinical Supervisor Training or equivalent.
- Experience working with diverse populations and a demonstrated commitment to culturally safe practice.