



## **Clinical Externships Supervisor – Psychology**

### **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.

#### **INTRODUCTION**

A **Clinical Externships Supervisor – Psychology** is expected to make a contribution to the teaching and service activities of the Faculty and University, particularly at the postgraduate level. The individual will have industry knowledge and experience and have the ability to apply the practical application into the course curriculum. If there is a requirement to undertake research or scholarship of learning and teaching, this will be discussed with the Executive Dean.

#### **DUTIES AND RESPONSIBILITIES**

Duties and responsibilities of a **Clinical Externships Supervisor – Psychology** include, but are not limited to:

- Coordinating operational aspects of externship placements, including allocation of sites, student onboarding, and ongoing monitoring of student progress to ensure high-quality, supervised learning experience that support the development of clinical competencies
- Build and maintain strong partnerships with placement providers to ensure a diverse range of high-quality placements that meet program and training requirements
- Ensure all externship placements comply with PsyBA requirements, APAC accreditation standards, and institutional policies, standards, and reporting requirements
- Work collaboratively with students and supervisors to uphold consistent competency expectations, identify risks or remediation needs, and escalate concerns to the Clinic Director as required
- Conducting clinical supervision with students on internship and externship placements and other appropriate learning activities as required
- Ensuring that the quality of supervision and subject content is of the highest standard
- Provide clinical supervision in accordance with faculty and university policies and procedures, as amended from time to time
- Provide academic and administrative support to the Faculty and University as required
- Being available for consultation for students and staff
- Preparing and marking clinical assessments
- Manage and maintain accurate placement records, including student hours, required documentation, and compliance information, ensuring all data is correctly stored in university systems and that students are meeting program and placement requirements
- Preparing and submitting final grades within the relevant deadlines
- Contributing to subject coordination

- Preparing high quality 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
- Participate in promotion, marketing, and recruitment activities as required
- Assist in the development and participate in short courses, seminars and conference programs as required
- Contribute to department and/or faculty meetings, and serve on committees as required
- Facilitate programs of research in the Clinic that provide opportunities for student and academic staff across the institution, for publication in peer-reviewed journals
- Engage in and facilitate multidisciplinary learning for students
- Travel will be required between externship locations for externship supervision and coordination duties

### **OTHER DUTIES AS DIRECTED**

Under the direction of the Faculty Executive Dean, you may be required to complete the **'Foundations of University Learning and Teaching'** subject conducted by Bond University.

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

### **TEACHING LOAD**

The supervision and teaching load for a **Clinical Externships Supervisor – Psychology** is determined by the Executive Dean within Faculty policy.

### **RELEVANT EDUCATIONAL QUALIFICATIONS/EXPERIENCE**

Relevant industry knowledge and experience. A Postgraduate qualification in Clinical Psychology (Masters or Doctorate) or equivalent. Registered as a psychologist with the Psychology Board of Australia, hold area of practice endorsement in clinical psychology, and Board approved supervisor for Registrar program principal supervisor, Area of practice: Clinical psychology.

A current and valid Australian driver's licence is required for this role.

### **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 AND INCLUSIVE PRACTICE**

Staff will come into contact with staff, students and community members from diverse cultural, linguistic, social and identity backgrounds. It is expected that mutual respect, cultural awareness and sensitivity, and an ongoing commitment to inclusive and respectful practice will form the basis 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).

### **Position held by**