

POSITION DESCRIPTION

POSITION TITLE: Clinical Supervisor

POSITION NUMBER: TBD

DEPARTMENT/UNIT: Clinical Teaching Programs - Southern Clinical School

FACULTY/DIVISION: Medicine, Nursing and Health Sciences

CLASSIFICATION: Lecturer (Level B)

FRACTION: Negotiable (full-time OR part-time positions available)

EFFECTIVE DATE: **1st November 2008**

INCUMBENT: **Multiple positions**
SIGNATURE _____ **DATE** _____

APPROVED BY SUPERVISOR: **Associate Professor Michelle Leech**
TITLE: Director, Clinical Teaching Programs
SIGNATURE _____ **DATE** _____

DEPARTMENT/UNIT HEAD: **Professor Stephen Holdsworth**
TITLE: Head of Southern Clinical School
SIGNATURE _____ **DATE** _____

DEAN/DIVISIONAL DIRECTOR: **Professor Stephen Holdsworth**
TITLE: Head of Southern Clinical School
SIGNATURE _____ **DATE** _____

POSITION DESCRIPTION

ORGANISATIONAL CONTEXT

Monash University

Monash University is a large and successful university in Australia's Group of Eight research intensive universities, distinguished by its international focus and commitment to innovative research and high quality teaching and learning. It has an excellent reputation for high quality research output, and undergraduate and graduate education and is emerging as an institution that is realising its potential to integrate its diverse strengths into significant research and education programs. As an institution it seeks to improve the human condition and is committed to a sustainable future. Monash has six campuses in Victoria, a campus in Malaysia, a campus in South Africa, a centre in Prato, Italy, and numerous international partnerships and co-operative ventures.

Monash has approximately 55,000 equivalent full-time students spread across its Australian and off-shore campuses, and approximately 5,300 full time equivalent staff. Approximately 2,500 of these staff members are academic staff.

The Faculty of Medicine, Nursing and Health Sciences is the university's largest research faculty with many world-class researchers working across a range of disciplines, from laboratory-based medical science to applied clinical, social and public health research.

The faculty is also home to a number of leading medical and biomedical research institutes whose researchers have contributed to advances in areas including *in vitro* fertilisation, human stem cells, structural biology, cardiovascular physiology, drug discovery, functional genomics, infectious diseases, inflammation, neurosciences and mental health.

The faculty is ranked nineteenth in the world in biomedical research and aims to be Australia's leading medical research faculty within five years. All schools and departments are expected to be in the top three nationally in their discipline.

Courses offered by the faculty include undergraduate medicine, nursing, radiography and medical imaging, nutrition and dietetics, paramedic studies, biomedical sciences, physiotherapy, occupational therapy, behavioural neurosciences and social work. The faculty also offers a range of research and coursework postgraduate programs.

The faculty prides itself in delivering outstanding education in all its courses, in opening our students to the possibilities offered by new knowledge through a vital research teaching nexus, and in providing a nurturing and caring environment.

Faculty snapshot

Students (EFTSL – 6974)

- Undergraduate – 5475 (78.5%)
- Postgraduate coursework – 834 (12.0%)
- Higher degree by research – 665 (9.5%)

Staff (FTE) – 1587

- Academic – 1104
- General – 483

The faculty is organised into nine schools and several institutes comprising multiple departments, centres and further institutes:

- School of Biomedical Sciences
- School of Nursing and Midwifery
- School of Psychology, Psychiatry and Psychological Medicine
- Central Clinical School

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- School of Primary Health Care
- School of Rural Health
- Southern Clinical School
- School of Public Health and Preventive Medicine
- Eastern Health Clinical School
- Monash Institute of Medical Research
- Australian Regenerative Medicine Institute

In addition, the three medical schools – Central Medical School, School of Medicine and Health Sciences, Monash University Malaysia and Gippsland Graduate Entry Medical School – work together as the Monash University School of Medicine.

The position is located within the Faculty's Southern Clinical School.

Southern Clinical School

Southern Clinical School is one of the seven Schools of the Faculty of Medicine, Nursing and Health Sciences at Monash University. Most of the School's research and teaching activities are based off the main University campus at Monash Medical Centre (MMC) although activities also extend to a number of external sites including Dandenong, Moorabbin and Frankston Hospitals as well as the Kingston Centre. The School also has well established links with other parts of the Faculty and other Monash Faculties.

MMC is a major teaching hospital for Monash students. The School has a strong focus on delivery of the undergraduate curriculum to medical and nutrition & dietetics students. In 2007 the School's teaching budget was in excess of \$4m.

Basic, clinical and translation research activities are undertaken by the School's clinical departments: Medicine, Obstetrics & Gynaecology, Paediatrics and Surgery, which are also firmly embedded within the Southern Health Service. The School's researchers collaborate with relevant clinical areas within the hospital. They also liaise closely with the three neighbouring research Institutes: Monash Institute of Medical Research (MIMR), Monash Institute of Health Services Research (MIHSR) and Prince Henry's Institute of Medical Research (PHIMR). In 2006 the School tapped into the collective expertise of over 100 medical researchers. Research income was in excess of \$10m in that year.

The School's Clinical Teaching Programs Office is responsible for managing the delivery and assessment of curriculum in the clinical years of the MBBS program. Clinical Supervisors play a major role in implementation of the curriculum by taking a hands-on approach to the teaching and training of medical students, by contributing to assessment processes and through the provision of pastoral care as required. In addition to these core duties appointees will be expected to liaise with senior and hospital medical staff, discipline co-ordinators, other staff within the Clinical Teaching Programs Office and external stakeholders as required by the Director. Clinical Supervisors based at Dandenong Hospital will report to the Clinical Dean at that site. All other supervisors report directly to the Director of Clinical Teaching Programs at MMC.

A current organisation chart is attached: YES

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KEY RESULTS AREAS AND RESPONSIBILITIES

Curriculum Implementation

- Under the direction of the Director participate in curriculum development
- Manage and coordinate the delivery of the MBBS curriculum at a clinical grass roots level
- Take regular small group tutorials

Assessment

- Assist the Director with the preparation of oral and written assessment materials
- Participate in the running of oral examinations including ward based assessments (including Monash MCRs [Mini Case Records]) and OSCEs (Observed Structured Clinical Examinations)
- Supervise and invigilate written examinations as required
- Undertake marking and assessment of exam papers

Liaison

- Liaise with senior and hospital medical staff to ensure the curriculum is effectively delivered
- Liaise with administrative staff in the Clinical Teaching Programs Office
- Attend relevant meetings at other clinical site or on main campus
- Participate in the activities of Faculty working groups and committees as required

Pastoral Care

- Provide undergraduate students with ongoing professional guidance and mentoring
- Identify any issues impacting on individual student performance
- Provide students with one-on-one counselling as required
- Triage and refer students to other professionally qualified practitioners where necessary

KEY SELECTION CRITERIA:

ESSENTIAL:

- An appropriate medical degree and registration as a practitioner in Victoria
- Excellent verbal and written communication skills
- Excellent organisational and time management skills
- A demonstrated capacity to work in a collegiate manner with other staff in the workplace

DESIRABLE:

- Knowledge and experience in teaching and training of medical students
- Qualifications in medical education
- Experience in mentoring and counselling

OTHER JOB RELATED INFORMATION:

The appointee may be required to travel between various teaching sites and to the main University campus.

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ORGANISATION CHART:

Clinical Teaching Programs

Southern Clinical School

