Australian National University

Position Description

College/Division:	ANU College of Science and Medicine
Faculty/School/Centre:	ANU School of Medicine & Psychology
Department/Unit:	Canberra Clinical School
Position Title:	Clinical Skills Officer
Classification:	ANU Officer Grade 5 (Administration)
Position No:	30507
Responsible to:	Clinical Skills Coordinator
Number of positions that report to this role:	Nil
Delegation(s) Assigned:	Nil

PURPOSE STATEMENT:

The ANU College of Science and Medicine encompasses the following disciplines: Astronomy and Astrophysics, Biology, Chemistry, Earth Sciences, Physics, Medicine and Psychology, and Medical Research. It is also home to various cross-disciplinary and specialist institutes and centres. Staff and students within the ANU College of Science and Medicine conduct research and deliver research-led education programs spanning the entire breadth of the sciences, supported by extensive international networks and world-class facilities.

The ANU School of Medicine & Psychology educates and develops medical graduates who practise medicine with professional excellence and with a knowledge of Aboriginal and Torres Strait Islander health and culture. The School partners with a number of healthcare organisations to deliver clinical teaching and training including ACT Health, Calvary Healthcare ACT, and community practices throughout the ACT, south eastern region of NSW, the Sydney Adventist Hospital and in remote NT. The Medical School is committed to extending the boundaries of medical knowledge and improving the health system through research, and to providing students with a research led educational experience. Research is conducted over range of disciplines, spanning basic science, clinical medicine and implementation into policy and practice. Collaborations extend beyond ANU medical and health sciences, to other universities, governments and communities in the region as well as industry bodies, attracting national and international researchers and higher degree research candidates.

The Medical School is accredited by the Australian Medical Council which sets standards for education, training and assessment in all phases of medical education. Our Medical Education Unit has a central role in ensuring integrity of the admissions processes, and provides academic leadership and administrative support for staff engaged in teaching, and for the students enrolled in our programs. We are committed to indigenous advancement, providing an indigenous admissions pathway, competitive access to a dedicated 'indigenous stream' of medical education, and through clinical placements in remote locations. The Doctor of Medicine and Surgery, Medicinae ac Chirurgiae Doctoranda (MChD) rural stream provides access to medical education for students from rural locations, and rural learning experience for all students in the program

KEY ACCOUNTABILITY AREAS:

Position Dimension & Relationships:

This position works under the general direction of the Clinical Skills Coordinator and is based at The Canberra Clinical School, located at Canberra Hospital. The position includes work at Canberra and North Canberra Hospitals sites.

The position works closely with academic staff that are responsible for the curriculum and teaching delivery of clinical skills. The occupant is part of a larger education support team including clinicians, tutors & volunteers within the School The position will have primary responsibility for the clinical skills teaching & set up of skills equipment across all four (4) years of the MChD program. This position is responsible for providing technical/operational and administrative support for teaching activities in the Clinical Skills Program for students of the 4-year Doctor of Medicine and Surgery (MChD) degree. The position is required to deliver

excellence in service delivery and building professional relationships with faculty, clinicians, professional staff and students within the School, University and ACT Health.

Role Statement:

Under broad direction the Clinical Skills Officer will:

- Provide operational and administrative support to the Clinical Skills Program, including direct involvement in the preparation and delivery of weekly teaching and the human and material resources involved these sessions.
- Within the learning environment, set-up and pack-up clinical skills teaching sessions consistent with the operational requirements & educational outcomes of the learning activity. Learning environment includes simulation/training rooms and lecture theatre, simulation and other medical equipment, clinical teaching resources & activities, assessment periods, after- hours student practice session and for other sessions/meetings as directed.
- Organise the material resources required for the program, including simulation and other medical equipment and associated tasks such as: set up and maintenance, equipment and stock ordering, stock control, maintaining consumables storage spaces, maintaining asset database.
- Maintain simulation equipment, medical equipment and anatomical models, initiate annual safety check requirements of diagnostic electrical equipment and ensure maintenance records of all equipment and models are kept up to date.
- Perform other administration duties associated with the delivery of the Clinical Skills Program such as (but not limited to) prepare and collate documents, monitor and action communications; liaise with academics, professional staff, simulated and volunteer patients, and students.
- Provide assistance to colleagues during periods of peak workload, including coordination and logistical support for orientation, admissions and all assessment periods.
- Prepare IT equipment for eLearning and hard copy resources for blended/traditional teaching sessions, and liaise with IT for trouble shooting and maintenance of equipment in rooms and lecture theatres, if required.
- Prepare and maintain student group allocations including production of sign on documents
- Initiate, develop and improve student related practices and processes, through continuous process improvement and best practice customer service to improve the student experience.
- Participate in various local and University-wide student-related initiatives, ensuring timely and high-quality delivery.
- Contribute to the operation of the School and College including participation in curriculum review, through liaison with administrative units within the ANU and the School's external partners and/or representation through School/College or ANU committees.
- Comply with all ANU policies and procedures and School governance and regulatory compliance, in particular those relating to work health and safety, equal opportunity, code of conduct and sustainable work practices.
- Undertake other duties as required from time to time consistent with the classification level of the position.

Note:

As a multi campus School all staff are required to hold a current driver's licence.

SELECTION CRITERIA:

1. Relevant qualification and demonstrated experience in an administrative support and quality customer service role or an equivalent combination of education /training and relevant experience. Experience in an educational institution or similar environment would be highly regarded;
2. Demonstrated high level customer service and effective communication skills with the ability to consult and liaise effectively with a wide range of stakeholders in a culturally diverse environment, whilst maintaining a high level of professionalism and confidentiality.
3. Proven organisational and time management skills and attention to detail, including the ability to work under pressure. Demonstrated ability to prioritise own workload and to work effectively both independently and collaboratively, meeting competing deadlines and delivering high quality outcomes.
4. Demonstrated written communication skills with analytical and numerical skills that will enable accurate and effective communication, documents and databases. Experience using a large enterprise system including demonstrated skills using the Microsoft Office suite.

5. Demonstrated experience organizing material and/or human resources to ensure effective delivery of teaching activities, as well as ability to perform manual handling duties, including set-up of training models and spaces.
6. A demonstrated understanding of equal opportunity principles and policies and a commitment to their application in a University context.

Employment in this position is conditional on satisfactory results in accordance with the Background Checking Procedure which sets out the types of checks required by each type of position. All appointments are required to make relevant declarations to comply with the National Higher Education Code to Prevent and Respond to Gender-Based Violence.

Supervisor/Delegate Name:		Date:	January 2025

References:
Professional Staff Classification Descriptors
Academic Minimum Standards

Australian National University

Pre-Employment Work Environment Report

Position Details

College/Div/Centre	**ANU College of Science and Medicine**	**Dept/School/Section**	**School of Medicine and Psychology**
Position Title	**Clinical Skills Officer**	**Classification**	**ANU O5 (Administration)**
Position No.		**Reference No.**	

In accordance with the Work Health and Safety Act 2011 (Cth) the University has a primary duty of care, so far as reasonably practicable, to ensure the health and safety of all staff while they are at work in the University.

- This form must be completed by the supervisor of the advertised position and appended to the back of the Position Description.
- This form is used to advise potential applicants of work environment and health and safety hazards prior to application.
- Once an applicant has been selected for the position they must familiarise themselves with the University WHS Management System via Handbook guidance https://services.anu.edu.au/human-resources/health-safety/whs-management-system-handbook
- The hazards identified below are of generic nature in relation to the position. It is not correlated directly to training required for the specific staff to be engaged. Identification of individual WHS training needs must be in accordance with WHS Local Training Plan and through the WHS induction programs and Performance Development Review Process.
- 'Regular' hazards identified below must be listed as 'Essential' in the Selection Criteria - see ' Employment Medical Procedures' at http://info.anu.edu.au/Policies/_DHR/Procedures/Employment_Medical_Procedures.asp

Potential Hazards

- Please indicate whether the duties associated with appointment will result in exposure to any of the following potential hazards, either as a **regular** or **occasional** part of the duties.

TASK	regular	occasional	TASK	regular	occasional
key boarding	☒	☐	laboratory work	☐	☐
lifting, manual handling	☐	☒	work at heights	☐	☐
repetitive manual tasks	☐	☐	work in confined spaces	☐	☐
Organizing events	☒	☐	noise / vibration	☐	☐
fieldwork & travel	☐	☐	electricity	☐	☐
driving a vehicle	☐	☐			
NON-IONIZING RADIATION			**IONIZING RADIATION**		
solar	☐	☐	gamma, x-rays	☐	☐
ultraviolet	☐	☐	beta particles	☐	☐
infra red	☐	☐	nuclear particles	☐	☐
laser	☐	☐			
radio frequency	☐	☐			
CHEMICALS			**BIOLOGICAL MATERIALS**		
hazardous substances	☐	☐	microbiological materials	☐	☐
allergens	☐	☐	potential biological allergens	☐	☐
cytotoxics	☐	☐	laboratory animals or insects	☐	☐
mutagens/teratogens/ carcinogens	☐	☐	clinical specimens, including blood	☐	☐
pesticides / herbicides	☐	☐	genetically-manipulated specimens	☐	☐
			immunisations	☐	☐

OTHER POTENTIAL HAZARDS (please specify):

Supervisor/Delegate:		Date:	January 2025