

Position Title	Clinical Placements Coordinator
Group/Portfolio	School of Medicine and Dentistry, Griffith Health
Classification	HEW 5
Position Number	00061896
Reports To	Executive Support Officer
Employment Type	Full time 1.0 FTE
Location	Sunshine Coast Health Institute

1.0 Position Purpose

The Clinical Coordinator is responsible for coordinating clinical placements to ensure that medical students successfully complete their placement requirements as part of the Doctor of Medicine program. The position works closely with the Phase 2 and Phase 3 Leads and the relevant Clinical Leads, Clinical Supervisors, and the Clinical Sub Dean to ensure a high-quality clinical learning experience for students and a positive teaching experience for clinicians.

The position is responsible for day to day coordination and liaison with external stakeholders at our clinical sites e.g., community and the Hospital and Health Service.–

2.0 Eligibility Requirements

- The occupant of this position will hold diploma degree level qualification with relevant work experience, or an equivalent combination of relevant skills, knowledge and experience.

3.0 Key Responsibilities

- Coordination and administration support of medical student placements for Phase 2 and 3 in the MD Program at the relevant clinical site being hospital or community setting.
- Coordinate and collaborate with Griffith School of Medicine and Dentistry professional staff with respect to the placement of students.
- Communicate and liaise with all clinical teaching leads (clinical site representatives who would be the chief liaison person for the Clinical Coordinator) to coordinate student placements and the clinical education program.
- Coordinate, liaise and support a broad range of clinicians and medical education staff at each clinical site to obtain their participation in the clinical placements scheme and foster ongoing relationships with these clinicians i to facilitate and support School objectives.
- Liaise between all clinicians, academics, the medical students and the University, to ensure the smooth running of the clinical placements scheme.

- Develop, coordinate, and support the site orientation and induction program for students to ensure their effective transition to the clinical placement site.
- Identify and escalate concerns and incidents related to clinical placement on site and collaborate with relevant internal and external stakeholders to resolve student placement issues.
- Liaise with other University elements, including academic and professional staff to contribute towards the efficient and effective operation of the School and towards process improvement initiatives.
- Manage the day-to-day operational requirements in support of medical clinical placements on-site, including timetabling and tutorial rooms, developing and coordination orientation materials, maintenance and development of School databases and records, preparing agendas, minutes, and other correspondence where relevant.
- Liaise with the Phase 2 and Phase 3 Leads at the site, to coordinate the delivery of clinical skills teaching and revision workshops.
- Organise assessment in conjunction with the School and clinical site staff and maintain student marks in the Learning Management System to ensure assessment submission is correct and up to date.
- This position may be required to take on other responsibilities, commensurate with the expectations of a role at this level, which contribute to the overall objectives of the work unit.
- Lead and promote compliance with relevant legislation and University policies and procedures, including equity and health & safety and exhibit good practice in relation to same.
- Be a leading example of the principles and values embodied in the University's Code of Conduct, and behave, act and communicate at all times to reflect fairness, ethics and professionalism.

4.0 Key Capabilities

- Griffith University identifies the attributes of resilience, flexibility, creativity, digital literacy and entrepreneurship as critical to our graduates' success, in the rapidly changing future world of work. We have established a Griffith University Capability Development Framework to provide a common language of some of the non-technical organisation skills that will support our staff to thrive now and into the future. The Capability Development Framework will assist you to understand the current skill level of this position in the non-technical but critical skill domains that are increasingly important in a changing workplace context.

To read about some of the non-technical organisation skills for this position, please see the Leads Self section of our [Capability Development Framework](#).