

<b>Position Title</b>	Clinical Coordinator
<b>Group/Portfolio</b>	School of Medicine and Dentistry, Griffith Health
<b>Classification</b>	HEW 4
<b>Position Number</b>	00051238
<b>Reports To</b>	Team Leader, Placements
<b>Employment Type</b>	Part-time (0.8FTE)
<b>Location</b>	Gold Coast

## 1.0 Position Purpose

The Clinical Coordinator is responsible for coordinating clinical placements and liaising with the Clinical Leads, Clinical Supervisors and the Clinical Sub Dean to ensure that students are advised of their current timetable. The position is responsible for day to day administration related duties and liaison with external parties at clinical sites e.g. community and hospital.

## 2.0 Eligibility Requirements

- The occupant of this position will hold an associate diploma or certificate level qualification with relevant subsequent experience, or an equivalent combination of relevant work experience and/or training.

## 3.0 Key Responsibilities

- Responsibility for the administration support of any medical student placements for Years 3 & 4 in the MD program at the relevant clinical site being hospital or community setting.
- Work collaboratively with Griffith School of Medicine and Dentistry central professional staff with 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 teaching sessions.
- Support and liaise with a broad range of clinicians and medical education staff at each clinical site to obtain their participation in the clinical placements scheme and building ongoing relationships with these clinicians in order 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.
- Liaise closely with the Clinical Sub Dean and the Phase 2 and Phase 3 Leads of the medical program.
- Network with other clinical placement staff on a regular basis and ensure that all student timetabling is current.
- Coordinate, book rooms and liaise with clinical facilitators for seminars and workshops in Years 3 & 4 as required.

- Support for the induction of medical students to relevant clinical placement site.
- Liaise with other University elements, including academic and administrative staff in order to contribute towards the efficient and effective operation of the School.
- Responsibility for day to day operations e.g. tutorial rooms, orientation materials, maintenance and development of School databases and records, preparing agendas, minutes and other correspondence where relevant.
- Organise assessment in conjunction with School and clinical site staff.
- 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](#).