

## Position Description

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|----------------------------|---|
| Position Title             | Clinical Educator - Allied Health Education   |
| Position Number            | 30028302  |
| Division                   | People and Culture  |
| Department                 | Learning, Education and Development   |
| Enterprise Agreement       | Allied Health Professionals (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2021-2026  |
|                            | Medical Scientists, Pharmacists And Psychologists Victorian Public Sector (Single Interest Employers) Enterprise Agreement 2021-2025  |
| Classification Description | Allied Health Grade 3   |
| Classification Code        | Grade 3 Year 1-4 depending on experience  |
| Reports to                 | Allied Health Education Manager   |
| Management Level           | Non Management  |
| Staff Capability Statement | Please click here for a link to <a href="#">staff capabilities statement</a>  |
| Mandatory Requirements     | <ul style="list-style-type: none"> <li>• National Police Record Check</li> <li>• Registration with Professional Regulatory Body or relevant Professional Association</li> <li>• Drivers Licence</li> <li>• Immunisation Requirements</li> </ul> |

## Bendigo Health

Bendigo Health is a leading regional health service, learn more about us by visiting our website: [Bendigo Health Website - About Bendigo Health](#)

Our organisation is a child safe organisation, committed to the safety and wellbeing of all children and young people. All Aboriginal and Torres Strait Islander adults, children and families will be supported to express and be proud of their culture in an environment that is culturally safe and supported.

## Our Vision

Excellent Care. Every Person. Every Time.

## Our Values

CARING – We care for our community,

PASSIONATE – We are passionate about doing our best,

TRUSTWORTHY - We are open, honest and respectful

## The Position

The Allied Health Discipline Clinical Educator coordinates and leads learning and development for discipline-specific staff and students at Bendigo Health as part of the People and Culture – Learning, Education and Development team. The role supports undergraduate students, graduates, and clinicians across all career stages, working collaboratively within the Allied Health Education team and reporting to the Manager of Allied Health Education, with professional accountability to discipline leadership.

Key responsibilities include identifying learning and development needs with discipline leaders, supporting and supervising students and staff, enhancing the quality and capacity of clinical placements, and delivering high-quality interprofessional education to improve patient safety and care. The role also collaborates with internal and external partners, including education providers and regional health services, to share resources, reduce duplication, and drive continuous improvement in clinical education.

## Responsibilities and Accountabilities

### Key Responsibilities

In close consultation with relevant members of the LEAD team and the relevant allied health discipline, this position's key responsibilities are to:

- Coordinate discipline-specific education activities and contribute to the delivery of interprofessional education activities as directed
- Undertake annual training needs analysis to identify learning and development needs in the discipline
- Collaborate with key stakeholders and other educators for the design, development, implementation and evaluation of:
  - Discipline, allied health and interprofessional learning opportunities
  - Programs and processes that enable the expansion of scope of practice and professional development in allied health disciplines
  - Other learning activities
- Collaborate with the discipline manager and seniors in the provision of effective education and professional development
  - Coordinate the relevant allied health discipline clinical placement program, which includes:
    - Planning for undergraduate placements
    - Supporting orientation and induction
    - Providing discipline-specific and interprofessional educational activities, such as student workshops/tutorials and reflective practice/debriefing sessions
    - Building capacity at a discipline level for clinicians to provide student support and conduct assessments of undergraduate students
    - Supporting students and supervisors with underperforming students, including the implementation of learning and management plans as needed
    - Building and maintaining collaborative relationships with the Bendigo Health Clinical Placements Team and education providers

- Supporting the implementation of the best Practice Clinical Learning Environment (BPCLE) framework
- Contribute to the review, development, implementation and ongoing evaluation of allied health learning and development strategic documents, including the novice to expert trajectory, scope of practice framework, Allied Health Career Blueprint and the Allied Health: Credentialing, competency and capability framework
- Demonstrate accountability for their own professional development
- Act as a mentor and role model
- Represent allied health education on relevant committees and working parties
- Lead / contribute to quality improvement and/or research projects relating to allied health education
- Identify opportunities to enhance discipline-specific and allied health student clinical supervision and support staff clinical supervision training
- Contribute to the development of consistent, enhanced processes across allied health for student, graduate and staff education programs, including planning/needs analysis, promotion, development, delivery, evaluation and reporting

Employees are required to carry out lawful directions outlined above or delegated to them. The work to be performed is set out in this position description and, where relevant, any professional standards and codes of conduct and ethics issued by the relevant professional association.

Further to the key responsibilities outlined in this position description, Allied Health staff are required to demonstrate the capabilities outlined in the Bendigo Health Allied Health Grade Level Capabilities.

## Key Selection Criteria

### Essential

1. A degree in the relevant discipline or equivalent tertiary qualification with the ability to satisfy the requirements of the Bendigo Health Allied Health Credentialing and Professional Standards document, including evidence of eligibility for membership of Discipline specific Professional body or current registration with Australian Health Professionals Regulation Agency.
2. At least 7 years' of clinical experience relevant to discipline.
3. Extensive experience in providing clinical supervision and support to allied health students, graduates and staff.
4. Demonstrated knowledge of factors associated with the provision of high-quality clinical placements, including an understanding of processes relating to the planning and coordination of clinical placements.
5. Demonstrated experience to lead and deliver the professional development and education of others in highly specialised clinical skill and knowledge areas, applying the principles of adult learning and strategies to support adult learning in practice.
6. Demonstrated leadership and knowledge of change management principles and ability to applying these principles in practice through innovation, influence, negotiation and inclusion of key stakeholders.

### Desirable

7. Demonstrated commitment to professional development, preferably with relevant post-graduate qualification relating to clinical education (or willingness to work toward this).
8. Demonstrated time management skills and ability to meet competing demands and deadlines.
9. Demonstrated advanced analytical and communication skills, including report writing skills.
10. Demonstrated emotional intelligence and ability to work flexibly to adapt in an environment of change and continuous improvement.
11. Demonstrated ability to build and sustain positive working relationships and successfully communicate with a diverse range of people at all levels.

## Generic Responsibilities

All Bendigo Health staff are required to:

- Adhere to the **Victorian Government's Code of Conduct**
- Uphold **Occupational Health and Safety** responsibilities, including self-care, safeguarding others, and participating in safety initiatives and reporting.
- Comply with all **Bendigo Health policies and procedures**, including those related to clinical, managerial, and standard work practices.
- Follow **Infection Control** procedures to prevent cross-contamination and ensure the health and safety of all.
- Maintain **strict confidentiality** regarding all organisational, patient, and staff information.
- Engage in **continuous quality improvement** activities aligned with the National Safety and Quality Health Service Standards (NSQHSS).
- Recognise and respect **diversity**, fostering inclusive practices in the workplace and service delivery.

Staff must carry out all lawful and reasonable directions and comply with relevant professional standards and ethical codes.

Safeguard children and young people in our care, by ensuring that your interactions are positive and safe, and report any suspicions or concerns of abuse by any person internal or external to Bendigo Health.

Maintain ability to perform the inherent requirements of this role. Inherent requirements are the essential tasks necessary to perform this role, including reasonable adjustments. Bendigo Health is committed to a safe workplace that supports all employees. The role may require specific physical and cognitive abilities, which can be discussed with the manager during recruitment or at any time. We understand that personal circumstances can change and impact your ability to meet these requirements; additional policies are available to guide you through this process. Please request the relevant procedures for more information.

*All Bendigo Health sites, workplaces and vehicles are smoke free.*

*This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required. Any elements of this document may be changed at Bendigo Health's discretion and activities may be added, removed or amended at any time.*