

Position Description

Position Title	Clinical Learning Support
Position Number	30011467
Division	People & Culture
Department	Learning, Education and Development
Enterprise Agreement	Health and Allied Services, Managers and Administrative Workers
Classification Description	Administrative G2 L1-L5
Classification Code	HS2 – HS21
Reports to	Director Learning, Education and Development and Manager Allied Health Education
Management Level	Non Management
Staff Capability Statement	Please click here for a link to staff capabilities statement

Bendigo Health

With more than 4,500 staff and volunteers and covering an area a quarter of the size of Victoria, Bendigo Health, is an expanding regional health service offering the advantages of city life combined with the beauty and freedom that comes from living in a regional area.

Bendigo Health is a 700 bed service that treats more than 45,000 inpatients, triages more than 65,000 emergency attendees and welcomes more than 1,600 new born babies in a year. In addition more than 15,000 operations are performed in our operating theatres and more than 100,000 occasions of services are provided in our clinics to outpatients.

The organisation provides services in emergency, maternity, women's health, medical imaging, pathology, rehabilitation, community services, residential aged care, psychiatric care, community dental, hospice/palliative care, cardiology, cancer services and renal dialysis to the people of the Loddon Mallee region.

With our main campus based in Bendigo, our services extend throughout the Loddon Mallee with sites in areas such as Mildura, Echuca, Swan Hill, Kyneton and Castlemaine.

Demand on services is increasing rapidly with Bendigo being one of Victoria's fastest growing regional cities.

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

All staff at Bendigo Health should have, or aspire to the personal qualities, knowledge and skills as described in the Bendigo Health Staff Capabilities Statement. Refer to link at top of page.

The People & Culture Division

Consistent with our long tradition of staff development and education, and a vision of a world class workforce, the People and Culture division encompasses workforce planning and resourcing, occupational health and safety, organisational development, payroll services, medical workforce unit, and learning, education and development.

The Learning Education and Development Team

The Learning, Education and Development Team is responsible for defining and progressing the strategic direction of learning, education and development at Bendigo Health. Through a collaborative inter-professional approach, the team coordinate and/or provide clinical learning and development opportunities for clinicians, students and trainees. Such opportunities enable continued advancement from Novice to Expert, from the first clinical placement as an undergraduate to the day of retirement or resignation. The team work in partnership with internal and external stakeholders to ensure learning and development opportunities are relevant, innovative, contemporary, and evidence based.

The Position

All staff at Bendigo Health should have, or aspire to the personal qualities, knowledge and skills as described in the Bendigo Health Staff Capabilities Statement. Refer to link at top of page.

As part of Learning, Education and Development within People and Culture, the Clinical Learning Support

- Contributes to the coordination and management of clinical placements for undergraduate health professional students and clinical learners
- Works closely with the Director Learning, Education and Development, Clinical Education Managers, Clinical Placement Coordinator and others to provide Learning, Education and Development administrative support

Responsibilities and Accountabilities

Key Responsibilities

- Coordinate clinical placement activities
- Liaise with key stakeholders to negotiate agreements and placement capacity for all education partners ensuring compliance with legislation and DHHS Guidelines
- Manage administrative requirements within Placeright®
- Contribute to the coordination and reporting of clinical placement activity
- Ensure timely and accurate records are maintained

- Contribute to activities, projects and reporting aligned to the Best Practice Clinical Learning Environment Framework
- Work with the Clinical Placement Coordinator to review and update policies, protocols and guidelines related to clinical placements
- Prepare financial accounts / budget reconciliations, financial reports and payroll record keeping
- Identify and implement opportunities to improve administrative systems and processes related to clinical learning and development activities
- Prepare and process reports, letters, agendas minutes and other documentation for Learning, Education and Development programs and activities.
- Other duties as required to support the Learning, Education and Development Unit.

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.

Generic Responsibilities

Code of Conduct - The Victorian Government's Code of Conduct is binding on all Bendigo Health staff. Contravention of a provision in the code may constitute misconduct and/ or regarded as a breach of the employee's employment agreement and will be dealt with under the organisations Counselling and Disciplinary Action Policy.

Compliance with policies and procedures - All Bendigo Health's policies and procedures are set out in its clinical and managerial policy manuals located on the intranet under PROMPT and in hard copy. All staff must ensure they comply with policies, procedures and standard ways of work practices when carrying out their work. Any breach in compliance may result in disciplinary action.

Occupational Health and Safety - Every staff member has the responsibility to take reasonable care of their own health and safety and the safety of others, to cooperate with Bendigo Health's OH&S policies and to participate in appropriate safety education and evaluation activities. All staff are expected to participate in reporting any health, safety and wellbeing issues. Any breach in compliance may result in disciplinary action.

Infection Control - Every staff member has the responsibility to minimise incidents of infection/ cross infection of residents, staff, visitors and the general public. All staff must adhere to the policies and procedures as set out in Bendigo Health's infection control manuals. Any breach in compliance may result in disciplinary action.

Confidentiality - All information concerning Bendigo Health, its patients, clients, residents and staff should remain strictly confidential. Any unauthorised disclosure of such information may result in disciplinary action.

Quality Improvement - Bendigo Health is dedicated to improving the quality and safety of health services by providing care within the following domains of quality: Consumer Participation, Clinical Effectiveness, Effective Workforce and Risk Management. As a result, we apply the concept of the quality cycle for all our quality activities, initiatives and projects thereby ensuring the best possible care and treatment results are achieved. The underlying principle of the cycle is that an activity is not complete until evaluation shows that it has been effective and reached the desired outcome. As a Bendigo Health employee you have a

responsibility to participate in and commit to ongoing quality improvement activities using the framework of the NSQHSS (National Safety and Quality Health Service Standards).

Diversity – Each person has a right to high-quality health care and opportunities regardless of diversity factors, which might include aspects such as cultural, ethnic, linguistic, religious background, gender, sexual orientation, age and socio-economic status. Every staff member has a responsibility to recognise and respect diversity. Inclusiveness improves our service to our community and promotes engagement amongst staff.

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Key Selection Criteria

Essential

1. Extensive experience in office administration procedures, including expertise with invoicing and onboarding procedures.
2. Proficiency with Microsoft Office Programs and other IT systems and software such as survey platforms and Placeright.
3. Demonstrated experience analysing data with the ability to produce a variety of reports outlining key findings and provide recommendations.
4. Ability to work as part of a team, as well as to work independently, and successfully build and maintain strategic relationships.
5. Excellent organisational skills with a proven ability to manage multiple tasks, maintain strong attention to detail and work to set timeframes / deadlines.
6. Demonstrated capacity to identify, develop and improve effective process improvements.
7. Flexibility to operate in an environment of change and continuous improvement.
8. A personal approach which is positive, enthusiastic, friendly and helpful.

Desirable

9. Experience in supporting the coordination of learning and development programs.
10. Experience working in a public health environment and understanding of clinical placements and learning and development frameworks.

Mandatory Requirements

National Police Record Check A current and satisfactory National Police Record Check must be completed by all new staff prior to commencement at Bendigo Health.

Immunisation As a health provider dedicated to providing quality patient care, we all need to be aware of the critical importance of infection control. Each staff member has a responsibility to comply with Bendigo Health's Staff Immunisation Policy and various infection control policy and procedures. All staff are required to provide evidence of vaccinations prior to commencement at Bendigo Health

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.