

POSITION DESCRIPTION

Position Title	Course Coordinator – Bachelor of Nursing
Position No	16307
Department	Nursing
Faculty/Centre	Health Science, Youth & Community Studies
Classification	Higher Ed. Course Leader (H.EDC1 to H.EDC4)
Salary Range	\$109,548 p.a. to \$117,190 p.a. pro rata
Prepared By	Dean, Health Science, Youth & Community Studies
Date	August 2019
Reference No	
Approved By	Associate Director, Human Resources
Primary Objectives of Position	<ol style="list-style-type: none"> 1. Provide academic coordination and leadership in relation to the ongoing development and implementation of the Bachelor of Nursing program. 2. Provide leadership and management of students and junior faculty within the Bachelor of Nursing program. 3. Coordinate and facilitate effective cross-functional teaching teams to support the delivery of integrated curricula. 4. Develop, implement and facilitate contemporary teaching methodologies which support integrative learning. 5. Encourage and facilitate a culture of ongoing professional development, research and scholarly inquiry within the Faculty. 6. Take a leadership role in developing and maintaining effective relationships and partnerships with industry, professional bodies and the wider community. 7. Ensure quality assurance, course accreditation, and re-accreditation requirements are met at a high standard. 8. Contribute to the growth and development of nursing programs at Holmesglen.
Manager/Supervisor	Dean – Faculty of Health Science, Youth & Community Studies.

	Head of School - Nursing
Role Of Subordinates (Where Applicable)	Lecturers within undergraduate nursing programs report to the Undergraduate Coordinator – Nursing in relation to academic matters.
Internal Communication Requirements	<ul style="list-style-type: none"> ▪ Dean ▪ Head of School ▪ Clinical Chair (Healthworkforce & Simulation) ▪ Lecturers ▪ Administrative staff ▪ Laboratory support staff ▪ Student Services ▪ International Centre ▪ Library staff ▪ Students and prospective students
External Communication Requirements	<ul style="list-style-type: none"> ▪ Industry partners ▪ Professional bodies / associations ▪ Universities and VET providers ▪ NMBA ▪ AHPRA ▪ ANMAC ▪ TEQSA ▪ Health care providers
Specific Accountabilities	<ol style="list-style-type: none"> 1. Advise the Head of School and Dean in relation the recruitment and selection of high quality teaching and support staff and assist in the recruiting process for undergraduate nursing programs. 2. Establish and facilitate cross-functional teaching teams: <ul style="list-style-type: none"> - Set up and facilitate regular (weekly or fortnightly) meetings throughout each semester. - Ensure effective and supportive communication processes are established. - Establish and maintain an integrative educational approach across the BN curriculum - Facilitate planning and review workshops as appropriate.

3. Assist the Head of School in the establishment of a course timetables.
4. Assist the Head of School with performance reviews of Bachelor of Nursing staff.
5. Establish and maintain a program to recruit and support 'Junior Faculty' and Clinical Manager
6. Develop and update course information and clinical placement information booklets in collaboration with the teaching team and Clinical Manager.
7. Oversee and contribute to the development and ongoing monitoring of high quality course materials.
8. Lead and participate in the further development and implementation of undergraduate nursing curriculum.
9. Implement evidence based contemporary teaching, learning and assessment strategies to ensure optimal student learning outcomes are achieved and integrated learning themes are embedded within the degree.
10. Promote and encourage flexible learning, weekend and other modes of delivery to meet client needs, including on-line delivery and on-line support where appropriate.
11. Ensure effective monitoring and evaluation of all subject areas in compliance with Holmesglen continual improvement policies and accreditation requirements.
12. Work collaboratively with the Head of School, Dean and teaching team members to address any issues arising from course and subject evaluations in an effective and timely manner.
13. Embed and implement strategies for early identification and effective management of 'at-risk' students across all year levels within the program.
14. Participate in the Faculty Academic Committee.
15. Provide reports to the above Committee as requested by the Chair.
16. Liaise and work with the Clinical Manager & Undergraduate Coordinator – Student Experience & Junior Faculty in relation to:
 - Clinical Supervisor and Preceptor orientation and professional development.
 - Clinical placement requirements for undergraduate nursing students.
 - Student issues arising from clinical placement.
17. Foster and facilitate a culture of scholarship and free intellectual inquiry within the Faculty.
18. Actively engage in applied research and innovation activities.

19. Participate in ongoing professional development as agreed in annual Performance Development Plan.
20. Assist the Head of School in the planning of professional development activities for staff teaching within undergraduate nursing programs.
21. Lead the process of student selection and enrolment for undergraduate nursing.
22. Provide counselling and support to students in relation to course advice and academic progress.
23. Plan coordinate and monitor regular course meetings to enable effective planning, monitoring and evaluation to occur.
24. Develop and maintain effective procedures to monitor attendance, assessment and final resulting.
25. Assist the Dean and Head of School in maintaining a sound working relationship with the AHPRA, NMBA, ANMAC and TEQSA.
26. Ensure the ongoing ability of undergraduate nursing at Holmesglen to meet current and future industry needs through:
 - Assisting in the facilitation of the Course Advisory Committees and the Industry Reference Groups.
 - Maintaining professional knowledge through the relevant literature, conferences and faculty practice.
27. In conjunction with the Dean and Head of School, prepare documentation for new course approval and accreditation, both internal and external.
28. Act in accordance with Holmesglen's safety policies and procedures to ensure your work area and its occupants comply with relevant OH&S legislation.
29. Ensure the Faculty/Department is compliant with Holmesglen's policy and procedure in relation to the Child Safety Standards.
30. Ensure compliance with the requirements of the Holmesglen Management System, legislation and relevant external bodies.
31. Support the Institute's Strategic Plan and Vision and work to ensure that all activities align to the Institute's commitment to quality.

Qualifications**Minimum**

Relevant higher degree.

Registered, or eligible for registration, as a Registered nurse in Australia.

Preferred

Relevant PhD (or demonstrated progress towards)

Tertiary adult education / teaching qualification.

Knowledge

- Demonstrated understanding of contemporary tertiary teaching and learning methodologies.
- Comprehensive knowledge of contemporary issues in nursing and health care.

Experience

- Significant relevant experience in teaching and administration at an undergraduate level.
- Demonstrated experience in the development, delivery and evaluation of undergraduate nursing curricula.
- Substantial relevant clinical experience.

Preferred

- Extensive broad-based acute nursing experience.
- Demonstrated ability to incorporate simulation as a learning methodology within a nursing curriculum and a sound understanding of the underpinning educational theory.
- Capacity to develop and implement on-line learning activities.
- Research & publication track record.
- Active involvement in relevant committees and / or board structures.

Skills

- High level communication and interpersonal skills.
- Demonstrated ability to build and effectively lead and manage teaching teams.
- Excellent organisational and project management skills.
- Demonstrated ability to develop high quality teaching / learning materials within a contemporary curriculum framework.
- Demonstrated excellence in teaching within undergraduate nursing programs.
- Ability to actively engage with, develop and maintain effective relationships with key industry stakeholders,

Key Selection Criteria

- professional associations and other education institutions.
 - Ability to work towards defined vision and organisational strategic goals.
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1. Significant relevant experience in teaching and administration within undergraduate nursing programs.
 2. Demonstrated experience in the effective and organised development, delivery and evaluation of quality undergraduate nursing curriculum.
 3. Demonstrated understanding of contemporary tertiary teaching and learning methodologies.
 4. Demonstrated excellence in teaching within undergraduate nursing programs.
 5. Substantial relevant clinical experience and a comprehensive knowledge of contemporary issues in nursing and health care. (A broad-based acute care background would be an advantage).
 6. High level communication and interpersonal skills with the demonstrated ability to build and effectively lead and manage teaching teams.
 7. Demonstrated interest and activity related to research and scholarship.
 8. Ability to actively engage with, develop and maintain effective relationships with key industry stakeholders, professional associations and other education institutions

Note

- The Incumbent may be required to perform his/her duties at any campus or location controlled by Holmesglen Institute or elsewhere as directed.
- Holmesglen is a child safe organisation. This position requires a valid Victorian Employee Working with Children check.