

CASUAL DUTIES STATEMENT

POSITION TITLE:	Audiologist Clinical Instructor
ACCOUNTABLE TO:	Clinical Services Director – Audiology
CLASSIFICATION:	Health Professional, Level 2 (HPSS Award 2020)
EMPLOYMENT TYPE:	Casual

The Organisation

Melbourne Teaching Health Clinics' (MTHC) vision is: *"To be recognised as an innovative, international leader in the provision of Teaching Health Clinics."* Our ambition is that Melbourne Teaching Health Clinics will be the pre-eminent provider of student clinical placements; these placements being in general (regional) medical practice, dentistry, audiology, speech pathology, optometry and psychology and through the provision of professionally supported clinical sessions in private practice settings.

Melbourne Teaching Health Clinics was established by the University of Melbourne to operate and manage teaching health clinics that provide students at the University with world class clinical training as a core component of their studies. The organisation also provides continuing professional development training to persons working in the area of health care provision, facilitates research into health outcomes and provides patients with quality health services.

Shepparton Medical Centre (SMC), Melbourne Dental Clinic (MDC) and Melbourne Audiology and Speech Pathology Clinic (ASPC) are the teaching health clinics currently operating under the Melbourne Teaching Health Clinics umbrella.

Shepparton Medical Centre is a general-practice-centred, multi-disciplinary teaching clinic with aims to improve the health of patients, enabling teaching, learning and research for our clinicians and advancing sustainable growth.

Melbourne Dental Clinic was established by the University of Melbourne in 2013 to provide excellence in clinical education for the next generation of dental professionals and increase access to comprehensive dental care for members of the public.

The University of Melbourne Audiology Clinic was established over 40 years ago to provide high quality clinical placement opportunities for Master of Clinical Audiology students. In 2015 the University of Melbourne Speech Pathology Clinic was created to support the growing University of Melbourne Master of Speech Pathology program. Today the clinics offer a broad range of speech pathology services, hearing and balance assessments and aural rehabilitation for children and adults. The clinics are committed to meeting the communication needs of members of the public, utilising the latest evidenced based care models.

Melbourne Teaching Health Clinics is an organisation of accomplished and committed people striving to achieve its Mission: *"To provide sustainable, high quality, comprehensive clinical training and patient care for the University of Melbourne and the wider community."*

Position Summary

The role of the Audiologist Clinical Instructor is to support the provision of outstanding Hearing Services to the patients of the Audiology and Speech Pathology Clinic and clinical supervision to Health Sciences students. The position will be required to provide clinical supervision to students and provide best-practice clinical care to patients.

Qualifications and Experience

- A master's degree in clinical Audiology or equivalent with relevant experience in clinical practice
- Eligible for membership of the Audiology Australia with clinical certification
- Sound Patient management and interpersonal skills with the ability to communicate with a diverse group of clientele and stakeholders
- Previous experience in clinical teaching and or training, or a desire/willingness to teach
- Well-developed communication skills with a demonstrated ability to build and maintain effective and productive relationships with a wide range of internal and external stakeholders
- Flexibility and openness to new ideas and change with an ability to be innovative and provide creative solutions
- Well-developed organisational and time management skills with an ability to work independently
- Strong computer skills including all MS Office products

Key Accountabilities

Students <ul style="list-style-type: none">• Carry out clinical supervision of graduate students as scheduled• Liaising with Lead Audiologist on clinical and operational matters• Assisting students in clinical treatment of Audiology and Speech Pathology Clinic's patients as required• Assisting students with documentation to meet billing requirements
Patients <ul style="list-style-type: none">• Provide direct quality patient care in accordance with Audiology and Speech Pathology Clinic's clinical standards and policies• Undertake clinical activities in audiology including; to paediatric hearing assessment (potentially including both behavioural and auditory evoked potential testing) and vestibular testing, adult hearing assessment/rehabilitation (including hearing aid fitting and evaluation)• Partner with patients, carers and others to improve the safety and quality of patient care• Maintain a professional approach in relation to work duties including the provision of quality patient service• Maintain and process patient records in accordance with AWH Clinical Record Standards and the <i>Health Records Act 2002</i>
Marketing and Promotion <ul style="list-style-type: none">• Promoting Audiology and Speech Pathology Clinic services to patients
General <ul style="list-style-type: none">• Maintaining staff and patient confidentiality at all times• Ensure a high level of personal presentation is maintained when client facing and on the clinic floor• Maintaining skills to enhance organisational capability, culture and services• Ensure practice is aligned with overall Melbourne Teaching Health Clinics and Department of Audiology and Speech Pathology philosophies and standards both clinically and professionally• Carry out other responsibilities as directed

Key Relationships (Internal and External)

- Audiology Clinic Staff
- School of Health Sciences Students
- Department of Audiology Teaching Team
- Melbourne Teaching Health Clinics Senior Management Team

Special Requirements

The Melbourne Teaching Health Clinics are separate but affiliated companies of the University of Melbourne. The role may be required to provide additional on-site support to these clinics.

Melbourne Teaching Health Clinics Values

We foster a values-based culture of innovation and creativity to enhance the teaching performance of the Melbourne Teaching Health Clinics and to achieve excellence in patient and student outcomes.

We invest in developing the careers and wellbeing of our students and staff and expect all our leaders to live our values of:

- Be ethical
- Be accountable
- Be collaborative
- Be compassionate

Occupational Health and Safety (OH&S) Responsibilities

The Melbourne Teaching Health Clinics has policies and procedures which comply with the *Occupational Health and Safety Act 2004*, which require all staff to contribute to the maintaining of a safe and healthy workplace.

All staff members are required to exercise their duty of care and:

- Take reasonable care for their own safety, as well as for others in the workplace who can be affected by their actions;
- Refrain from misusing or damaging any equipment which is provided to protect or enhance the health and safety of staff;
- Comply with legitimate requests from Melbourne Teaching Health Clinics which are in accordance with published policies and/or OHS legislation;
- Ensure they do not knowingly place other staff at risk through their actions;
- Report incidents and potential health and safety risks to their OHS Representative in a timely and appropriate manner;
- Host visitors and/or contractors at the campus in a manner consistent with the requirements of the OHS policy.

Diversity and Inclusivity Statement

Melbourne Teaching Health Clinics are committed to a diverse and inclusive workforce free from all forms of discrimination. We actively work to remove barriers to ensure all employees enjoy full participation in the workplace and encourage applications from diverse backgrounds. We adopt our diversity and inclusivity policies from the University of Melbourne and can be viewed at <https://staff.unimelb.edu.au/diversity-inclusion>.

Document Control

Date Developed:	Developed and Reviewed By:
March 2021	General Manager, Operations and Finance People and Culture Advisor