

POSITION DESCRIPTION

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POSITION TITLE:	Chiropractic Associate Clinical Supervisors		
FACULTY/OFFICE:	Science	DEPT:	Chiropractic
REPORTS TO (Supervisor title):	Director of Clinics		
AUTHOR NAME:	Rosemary Giuriato		
POSITION NUMBER:	21513	HEW LEVEL:	5
APPROVED BY:		DATE:	

A POSITION PURPOSE

To assist with supervision and support for the clinical application of pre-professional training of currently enrolled students in the Master of Chiropractic degree.

B PRIMARY ACCOUNTABILITIES

Provide support for intern pre-professional training

- Assist students to prepare for assessments through provision of practice sessions with patient assessment and treatment routines and case history revision as required;
- Provide guidance in the application of skills in accordance with the program curriculum;
- Provide guidance on recording and maintenance of patient records;
- Ensure students adhere to Clinic policies, processes, practices and guidelines;
- Provide advice to students on clinical and other matters affecting student performance;

Develop expertise in assessing standards of clinical practice required of interns through familiarity with curriculum and observation of Clinical Supervisors;

Assist with clinical competency assessments and examinations.

Maintain online data records relating to student attendance, assessments, unit requirements, and report any issues as required.

Contribute to ensuring clinic premises, equipment and resources are kept in presentable and workable order including reporting maintenance and repairs requirements and low stores of consumables.

Attend staff meetings as required.

Assist with organisation of and participate in clinical practice promotional activities.

Undertake other duties within the staff member's level of competence as required.

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C REPORTING RELATIONSHIPS

The Chiropractic Associate Clinical Supervisors report to the Clinic Director. No positions report to the Chiropractic Associate Clinical Supervisors.

D ORGANISATIONAL RELATIONSHIPS AND IMPACTS

The Associate Clinical Supervisors work 4 hour shifts at the Clinics, placement locations and field work sites. Performance of the supervisors impacts on professional skills development of each student, on the reputation of our clinics and outplacement services, our ability to source new clients for our students to train with, and on the reputation of our graduates in the community.

E SUPERVISION AND INDEPENDENCE

The Associate Clinical Supervisors work with Clinical Supervisors on a day to day basis. They are expected to work independently on assigned tasks.

F PROBLEM SOLVING AND JUDGEMENT

Problem solving and judgement are required to:

- Ensure treatments routines and documentation are correct during practice for assessments;
- Identify issues with student performance and provide appropriate feedback;
- Evaluate student progress and development as clinicians and determine if they are ready to undertake assessments and exams;
- Exercise appropriate levels of discretion and confidentiality with student and patient information;

G RECOURSE TO HIGHER LEVEL

The Associate Clinical Supervisors consult with the Clinical Supervisor and Director of Clinics regarding student progress and student issues which may impact on the University. The Clinical Supervisors have recourse to the Clinic Operations Manager (Chiropractic Practice) for issues relating to rostering, equipment repairs, security and maintenance etc.

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H QUALIFICATIONS AND SKILLS

- Current Australian registration to practice chiropractic with a minimum of one year varied clinical experience as a registered Chiropractor;
- Excellent written, verbal and interpersonal skills to ensure effective communication with patients, students and staff;
- Ability to maintain appropriate student and patient confidentiality;
- Excellent record keeping skills;
- Ability to work both independently and in teams;
- X-Ray licence with relevant training classification or willingness to undertake appropriate training to obtain this;
- Experience with computerised systems and willingness to learn new applications;
- Current NSW driver's licence (desirable);
- Experience working within a tertiary or training environment (desirable).