



Job ad reference:	H10HL01395
Role title:	Coordinator (Oral Health Programs)
Status:	Temporary Full Time and Part Time positions available up to 12 months, hours negotiable.
Unit/Branch:	Oral Health Clinical Education and Training Queensland
Division/District:	Workforce Planning and Coordination Branch Policy Strategy and Resourcing Division
Location:	Herston
Classification level:	HP4
Salary level:	\$3241.00 - \$3487.30 Per Fortnight (full time) \$42.64 - \$45.88 Per Hour (part time)
Closing date:	Monday, 1 February 2010 Applications will remain current for the duration of the vacancy.
Contact:	Suzette Porter
Telephone:	(07) 3131 6859
Email application:	Job_vacancy@health.qld.gov.au
Fax application:	(07) 3170 4244
Post application:	Recruitment Services – Corporate and Statewide Locked Mail Bag 7004 Chermside Centre CHERMSIDE QLD 4032

About our organisation

Queensland Health's mission is 'creating dependable health care and better health for all Queenslanders'. Within the context of this organisation, there are **four core values** that guide our behaviour:

- **Caring for People:** Demonstrating commitment and consideration for people in the way we work.
- **Leadership:** We all have a role to play in leadership by communicating a vision, taking responsibility and building trust among colleagues. Queensland Health applies the National Health Service (NHS) Leadership Qualities Framework.
- **Respect:** Showing due regard for the feelings and rights of others.
- **Integrity:** Using official positions and power properly.

Purpose of role

- To provide leadership and undertake the strategic coordination of current and new oral health initiatives in order to progress the delivery of clinical education for students, new graduates and undergraduates.

Staffing and budget responsibilities

- Responsible for reporting on project budgets.

Key accountabilities

- Fulfil the accountabilities of this role in accordance with Queensland Health's core values, as outlined above.

- Develop, coordinate and conduct education programs for new graduates working in Queensland Health including Children and Adolescent Oral Health Services, Community Oral Health Services and health promotion.
- Provide education and student education sessions to undergraduate oral health therapists at nominated universities, including clinical placement strategies.
- Provide support for mentors and supervisors of new graduates across the state.
- Monitor the progress of new graduates, assess their clinical education and training needs and develop strategies and new initiatives to provide and support individual needs.

Leadership

- Administer, control and direct asset management and financial management for projects which this position manages.
- Develop policies and procedures for clinical supervision of new graduates and oral health therapy students.
- Monitor the impact of Oral Health Clinical Education and Training Queensland Unit projects on patient services, workforce development, clinical education and research capacity and clinical education culture and quality.

Communication / Team participation

- Provide general advice to professional and operational supervisors regarding oral health clinical education and training initiatives, capacity and results across all oral health disciplines operating within the State and on national and international trends.
- Provide input to the development of clinical education and training that enhances continued service delivery for oral health therapists.
- Actively develop effective ongoing relationships and communication pathways within oral health and with other relevant stakeholders across sectors to influence the outcomes for clinical education and training.
- Participate in staff development, performance appraisal and team development activities as a member of the Oral Health Clinical Education and Training Queensland Unit.

Qualifications/Professional registration/Other requirements

- The successful applicant must have a tertiary qualification or equivalent in an eligible Oral Health Professional discipline. The successful applicant must be eligible for registration with the relevant professional Registration Board of Queensland.

Key skill requirements/competencies

- Demonstrated advanced level of knowledge, expertise and skill in Oral Health Therapy.
- Ability to apply well-developed skills required to build and maintain appropriate relationships with team members, clients and stakeholders.
- Demonstrated high level oral communication skills, including the ability to consult, communicate and negotiate with external stakeholders; and written communication skills to prepare educational packages.
- Experience in developing and providing clinical education services to students, new graduates and undergraduates.

How to apply

Please provide the following information for the panel to assess your suitability:

- **A short response** (maximum 1–2 pages) on how your experience, abilities, knowledge and personal qualities would enable you to achieve the key accountabilities and meet the key skill requirements.
- **Your current CV or resume, including referees.** Referees should have a thorough knowledge of your work performance and conduct, and it is preferable to include your current/immediate past supervisor. Referees will only be contacted with your consent.
- **Application form.**

About Clinical Education and Training Queensland (ClinEdQ)

Clinical Education and Training Queensland (ClinEdQ) has been established within Queensland Health to ensure a more coordinated approach to clinical education and training across the health professions. Our aim is to improve the efficiency and effectiveness of clinical education and training to meet the future healthcare needs of the people of Queensland. ClinEdQ will achieve this by leading innovation and collaboration to develop best practice learning frameworks for health. ClinEdQ comprises a number of units:

To find out more about Queensland Health, visit www.health.qld.gov.au

1. Queensland Nursing and Midwifery Clinical Education and Training Unit;
2. Queensland Allied Health Clinical Education and Training Unit;
3. Queensland Oral Health Clinical Education and Training Unit;
4. Queensland Medical Education and Training Unit; and
5. Queensland Clinical Education and Training Support Services.

The establishment of an overarching body within Corporate Office will allow the streams of medicine, nursing and midwifery, allied health and oral health to pull together existing clinical education and training resources under the one reporting structure. It will also enable a new multi-professional approach to high level management and coordination of clinical education and training to be implemented in Queensland.

Pre-Employment screening

Pre-employment screening, including a criminal history check, may be undertaken on persons recommended for employment. Please refer to the Information Package for Applicants for details of employment screening and other employment requirements.