POSITION DESCRIPTION

Position Title	**Allied Health Clinical Educator**
Reports to (Title)	**Director of Allied Health**
Group Director/ Chief	**Group Director Nursing, Education & Allied Health**
Department	**Allied Health**
Position Location	**183 Wattletree Road, Malvern** **+ Other Cabrini Sites & Monash University Frankston**
Award/Agreement	**Salary & Conditions in accordance with Contract of Employment**
Delegation of Authority Level	

Position Summary & Role Purpose

The Allied Health Clinical Educator fosters a culture of commitment to learning and teaching and assists the transfer of knowledge and skills from tertiary and higher education programs to the clinical setting. The Allied Health Clinical Educator is responsible for the delivery of the Allied Health Student Program for Allied Health professionals and Allied Health Assistants. The Allied Health Clinical Educator acts as a central liaison for placement providers, administrative staff and Allied Health staff facilitating students to ensure adequate orientation and supervision during clinical placements.

The Allied Health Clinical Educator collaborates with members of the Clinical Education team to inform learning resources utilised within the student and staff professional development programs. The Allied Health Clinical Educator also supports the delivery of the Clinical Education Program to support staff in developing the knowledge and skills associated with clinical teaching.

Note: This role is a co-funded role, in partnership with Monash University, and as such includes specific duties related to Monash University Physiotherapy School (education) and must be held by a Physiotherapist *(see Appendix A for additional information)*

Key Result Areas

1. Key Responsibilities, Outcomes and Activities

1.1 Leadership and management

- Collaborate with the Allied Health Heads of Department and Service Managers, student coordinators, clinical supervisors and administrative staff to plan Allied Health student placements and identify issues impacting the student program.
- Orientation and support for new clinical supervisors
- Liaise with tertiary and higher education providers to build relationships and promote collaboration between the academic and clinical settings
- Represents Allied Health within the education department and ensures education and learning considerations for staff within these services is incorporated
- Promotes excellence in care through professional leadership, role modelling and use of best evidence to inform practice

1.2 Operational Responsibilities

- Oversee Allied health placement planning across sites and services at Cabrini
- Liaise with tertiary and higher education providers to maintain scheduling of clinical placements, student rosters and student orientation requirements in alignment with workforce plans
- Foster the development and maintenance of student programs with partnering external providers
- Ensure provision of educational resources for students and staff reflects current evidence-based practice in accordance with Cabrini guidelines, protocols and policies and the NSQHS Standards
- Facilitate the allocation of students to the appropriate clinical supervisor
- Support clinical supervisors to manage complex student matters, including co-assessment, providing feedback, and managing or escalating work health and safety concerns and fitness-to-practise issues.
- Moderate, update and evaluate eLearning activities
- Facilitate information and/or education sessions outlining program content (internally and externally)
- Administer and analyse student experience surveys
- Contributes to and supports the professional development of the allied health team including interprofessional education
- Oversee Safe Moves (or equivalent) training
- Work with the Monash University Physiotherapy School in a range of education related tasks based at the Monash University Peninsula Campus Monash (see Appendix A for details)
- Respond to organisational and operational need within the scope of the role classification

1.3 Resource Management

- Adherence to the Cabrini codes of professional conduct, code of ethics, standards of practice and competencies, Mission, Values and Vision, and the Behaviours that Matter

1.4 Contributes to the achievement of professional expertise for self and direct reports through:

- Maintenance of ongoing personal professional development / continuing education
- Personal application of the Cabrini performance management framework
- Identifying, encouraging and monitoring the continuing development of others within a learning culture.

2. Work Health and Safety **PLEASE DO NOT CHANGE**

Cabrini is committed to providing facilities and services which minimise the risk of physical and psychosocial harm to our workforce, patients, residents, clients and visitors, so far as is reasonably practicable.

To achieve this, managers are required to implement, in consultation with their employees, the components of Cabrini's work health and safety management systems (the collection of policies, procedures, guidelines, other related documents and resources) to control the hazards that their employees, and any other person exposed to the work they do, may face. The WHS management system enshrines a risk management approach to managing hazards. For any hazards not explicitly covered in the WHS management system, managers are required to assess and control hazards as outlined in the WHS Risk Management Procedure.

Employees are responsible to work in a way that protects their own health and safety and that of others who may be affected by their actions. This includes following the policies and procedures from the WHS management system that apply to their work, any local processes and instructions from their manager regarding how work is to be performed. Employees are responsible to report hazards, incidents and injuries to their manager.

The Cabrini WHS Department facilitate the ongoing development and review of the WHS management system, build the capability of managers to assess and manage wellbeing, hazards, incidents and injuries and provide advice and support in the management of these areas.

The Cabrini Work Health and Safety Responsibilities Procedure defines the responsibilities of employees at all levels of the organisation – Chief Executive; Group Directors; General Managers; Managers; those with specified work health and safety responsibilities; and all other employees. Please refer to the procedure for more details of the responsibilities associated with your role.

3. Safety and Quality PLEASE DO NOT CHANGE

It is the responsibility of all staff at Cabrini to ensure that they provide safe high quality care to our patients, residents and service users. Safe care means accepting individual and shared responsibility as well as compliance with the Cabrini policies and protocols by all staff.

4. Child Safety PLEASE DO NOT CHANGE

Cabrini complies with the Victorian Child Safe Standards, as updated in 2022. All children who come to Cabrini have a right to feel and be safe. Cabrini policies and practices aim to keep children safe from harm. All Cabrini staff must comply with all policies as amended from time to time including the following:

- Child safe organisational framework
- Child safety code of conduct
- Child safety reporting policy and procedure

Organisational Relationships

- Reports directly to the Director of Allied Health
- Maintains a close collaborative working relationship with Director of Education, Allied Health Heads, and Ambulatory service managers, clinical supervisors and administrative staff

Committee Membership

The Allied Health Clinical Educator will participate as a member of the following committees:

- Relevant external committees as a representative of Cabrini
- As directed by the Director of Allied Health
-

Staff Development

The Allied Health Clinical Educator will demonstrate a commitment to personal and professional development of self and staff by:

- Participating in professional development programs
- Maintaining own skills and knowledge
- Remaining up to date with contemporary human resources practices
- Contributing to the Cabrini professional development program as required
- Participating in performance reviews in accordance with Cabrini policy

Key Competencies

The Allied Health Clinical Educator must demonstrate the following requirements:

ESSENTIAL

Educational/Vocational

- Qualification in Physiotherapy recognised for registration with AHPRA
- Certificate IV Training and Assessment or equivalent (or working towards)
- Post-graduate training in health professional education (*desirable*).

Registration

- Registration with AHPRA (Physiotherapy)

Experience

- Recent experience in an education role, including adult teaching and learning principles, learner assessment, education evaluation and delivery of feedback for learning
- Recent experience in the supervision and assessment of Physiotherapy students
- Ability to engage and maintain relationships with stakeholders particularly primary University partners
- Broad clinical experience in hospital-based physiotherapy

Knowledge

- Sound knowledge of the National Safety and Quality health Service Standards and evidence-based practice related to area of expertise
- Principles of teaching and learning
- Working knowledge of University partner student placement processes

Conditions of Employment

Salary and conditions in accordance with the Cabrini Contract of Employment / Employment Agreement

Cabrini Mission, Values and Behaviours that Matter

Our mission

WHO WE ARE
We are a Catholic healthcare service inspired by the spirit and vision of Mother Cabrini and the Missionary Sisters of the Sacred Heart of Jesus.

WHAT WE BELIEVE
We are a community of care, reaching out with compassion, integrity, courage and respect to all we serve.

WHAT WE DO
We provide excellence in all of our services and work to identify and meet unmet need.

Our values

Our values form the base of our mission, are built around what we believe and drive how we act. They are drawn from Mother Cabrini's life and reflect her heart, her spirit, her conviction and her approach.

Compassion
Our drive to care is not just a professional duty to provide excellent quality care but is born of a heartfelt compassion for those in need, motivated by God's love for all people.

- We care deeply about each and every person we serve
- We respond willingly and positively to help meet the needs of those around us
- We put people first as we look to provide extra support and care, beyond our professional duties
- We promote a sense of belonging and community.

Integrity
We believe in the power of hope to transform people's lives and remain faithful to the bold healing mission and legacy of Mother Cabrini.

- We remain true to our beliefs at all times – our mission and values are non-negotiable
- We are welcoming, hospitable and find comfort and motivation in the context of God's all-inclusive love
- We look for the good in each other and recognise each person's contribution as we work together to provide the best possible experience for our patients, residents and their families
- We are honest and reliable, making decisions that are consistent with our mission and taking responsibility for our own actions.

Courage
We have the strength, determination, vision and conviction to continue the work of Mother Cabrini and the Missionary Sisters.

- We care for the whole person – spiritually, physically and emotionally – creating an environment of hope and healing
- We rise up to challenges and opportunities, meeting them with an open mind and a positive attitude
- We maintain the courage of our convictions and express our values through our actions
- We continually look beyond our current services to help support and engage with those who are marginalised.

Respect
We believe that every person is worthy of the utmost respect and the best possible healthcare. We know that our resources are entrusted to us to use for the benefit of others.

- We uphold the worth and dignity of all people, regardless of gender, race, age, ability and social position and treat them with courtesy, respect, equality and justice
- We respect ourselves, our colleagues and the excellence of the services we deliver
- We identify and respond to emerging healthcare needs in our community
- We manage our resources wisely and actively seek to minimise our impact on the environment.

Behaviours that matter

Our values are displayed in the way in which we behave in every interaction – with each other, with our patients and residents, with their families and carers, and with visitors and other customers.

The behaviours that matter have been identified through consultation with staff. They are the minimum standard expected for all who work at Cabrini (employees, volunteers and accredited staff). They describe the organisational culture that we think is fundamental to our mission to "provide excellence in all of our services".

Unacceptable behaviours have also been identified and described as follows. These behaviours are inconsistent with our values, have a detrimental effect on others and prevent us from achieving our mission and quality goals. If you experience or witness these behaviours, please speak up. If you are unable to address the issue yourself, advise your manager, another senior member of staff or People and Culture.

We are committed to safety and quality:

Behaviours that matter	Unacceptable behaviours
We put patient/resident safety first	We are careless, impulsive or take unnecessary risks that may cause harm to patients/residents
We ask questions to understand the problem	We jump to conclusions and look for someone to blame
We admit when we make a mistake and seek a solution	We try to cover up or make excuses for mistakes
We look for opportunities to improve our care and services	We resist or sabotage change
We speak up when we see behaviour that is inconsistent with our values	We encourage or participate in poor behaviour

We are here to provide service:

Behaviours that matter	Unacceptable behaviours
We greet everyone warmly	We are rude or discourteous
We are always kind and caring	We are arrogant or demeaning
We give our full attention to the person speaking to us	We are distracted, impatient or dismissive
We communicate openly, sensitively and in a timely manner	We are dominating, abrupt or sarcastic

We work together to achieve the best outcome:

Behaviours that matter	Unacceptable behaviours
We are quick to offer help without waiting to be asked	We refuse to help even when it is clearly required
We share information readily to promote the best care and services	We withhold information or are competitive to the detriment of others
We do as we say we will	We are unreliable or inconsistent
We encourage and support each other	We berate or humiliate others
We give praise for a job well done	We are excessively critical or devalue the contributions of others

We exhibit a positive attitude:

Behaviours that matter	Unacceptable behaviours
We approach our day with energy and enthusiasm	We are negative or apathetic
We look for the best in people	We are judgemental and put others down
We take pride in our personal appearance	We look dishevelled, dirty or have offensive personal odour

We want to build a just and sustainable community:

Behaviours that matter	Unacceptable behaviours
We treat each other fairly	We are hostile or abuse our power
We use our resources responsibly	We are wasteful or extravagant
We consider the environmental impact of all we do	We are thoughtless or careless

APPROVAL

The above statements are intended to describe the general nature and level of work being performed by the incumbent of this role. This document may be revised or updated at any time in line with role, and/or organisational changes. Any such changes will be communicated with the appointed person.

I certify that this position description is an accurate description of the responsibilities assigned to the role

4/9/2026

Authorised: _____ _____

(Group Director Nursing, Education & Allied Health) **Date**

Appendix A - Monash University shared educator role

This is a co-funded role. Part of this role will be based at Monash University, Frankston. This will be an average of 0.1 FTE across the year, but the hours allocated will fluctuate depending on the university semester schedule and per direction of the Director of Allied Health at Cabrini.

Specific duties (operational) required of the role *will* include:

- Coordination and facilitation of clinical education support for Monash University physiotherapy students undertaking clinical placements at Cabrini Health
- Act as the primary coordinating liaison (where available) to proactively engage with Monash University physiotherapy staff regarding physiotherapy student clinical education at Cabrini Health
- Lead quality assurance / improvement activities focused on evaluating and/or improving the student experience of Monash University Physiotherapy clinical placements at Cabrini Health

Specific duties (operational) required of the role *may* include:

- Active contribution to clinical educator workshops
- Active participation and contribution to various student activities and assessments including but not limited to tutorials, practicals, workshops, lectures/seminars, assignments, clinical simulation activities, practical and theoretical examinations (subject to clinical expertise)
- Assist the design and delivery of pre-clinical support activities aimed at effectively preparing students for clinical placements (examples of such topics include team work, interprofessional communication)
- Input and contribution to the development of Monash University Physiotherapy clinical educator support resources
- Engagement with research projects of relevance to the shared educator capabilities / interests / capacity (where appropriate)
- Other negotiated tasks as appropriate

Strategic collaborative elements of the role:

- Advocate for evidence based clinical education and an optimal student experience at Cabrini Health
- Collaborative development and delivery of education and training as well as the provision of mentoring/coaching for physiotherapists who hold student supervisory roles at Cabrini Health to support Monash University Physiotherapy students.
- Active contribution to research, innovation and quality improvement initiatives in physiotherapy education, assessment and work-integrated learning placements with the support of appropriately skilled staff able to support such initiatives.
- Continued leadership and innovation in clinical partnership placement models.

Note: The Cabrini Allied Health Educator will be employed by Cabrini Health during all components of this role including Monash teaching and therefore operate under Cabrini Health Professionals EBA. The Cabrini Allied Health Educator will not be eligible for any Monash University service entitlements.