

POSITION DESCRIPTION

POSITION TITLE:	Clinical Education Coordinator
ORGANISATION DIVISION:	Education, Membership and Marketing
WORK LOCATION:	Carlton
EMPLOYMENT TYPE:	0.8 to full time
RESPONSIBLE TO:	Head of Education
DATE OF LAST REVIEW:	January 2020

1. THE AUSTRALIAN COLLEGE OF OPTOMETRY

The Australian College of Optometry's (ACO) Vision is to achieve world leading eye health outcomes for all and its Mission is to improve the eye health and well-being of communities through innovation, partnership and leadership in:

Clinical optometry services - providing high quality public health eye care for communities in need and leading best practice;

Research - undertaking high impact internationally recognised research to improve the understanding of vision science and eye care; and

Education - providing best practice clinical learning pathways for optometrists from pre-registration through to professional practice.

The ACO's work is led by the following values and principles:

- We deeply **care** about eye health;
- Everything we do drives this **purpose**;
- Mutual **respect** guides our expectations;
- We foster excellence through **collaboration** with our patients, partners and teams;
- Our commitment to **innovation** pushes us to question and find better ways;
- We **deliver** what we promise to patients, partners and each other.

2. POSITION SUMMARY

The Education, Membership and Marketing division is responsible for providing professional development and education for the optometry profession; driving the marketing and communication activities for the whole organisation; and supporting a membership of over 1000 practicing and student optometrists. The Clinical Education Coordinator will be a key member of the team providing both clinical and administrative support to the development and provision of the ACO's education and CPD program.

3. KEY RESPONSIBILITIES

Specific responsibilities of the role:

- Support ACO's Mission to create innovative education
- Support the Education, Membership and Marketing Division by researching, developing and planning CPD events (i.e. lectures, workshops, short courses, conference and webinars, using a variety of education modalities)
- Responsible for the administration of ACO certificate courses, including communication with candidates; moderating on-line forums; clinical placement coordination; exam coordination; and content review
- Administer ACO's online learning management system (LMS) for both CPD events and certificate courses
- Liaise with speakers, committee members and other key stakeholders
- Support development and coordination of the annual ACO conference
- Provide clinical advice to the team to assist in the development and management of programs and education activities
- Collect and analyse feedback to contribute to continuous improvement processes
- Assist in the development of marketing materials
- Recruitment of clinical assistants and demonstration patients for clinical workshops
- Organise equipment (clinical and AV), facilities, handouts and evaluation forms and other items as required for education events
- Identify CPD points, as applicable to each event, in accordance with Optometry Board of Australia requirements and their New Zealand equivalent
- Assist with obtaining sponsorship for CPD and other resources
- Preparation of reports as required to Head of Education and the Director of Education, Membership and Marketing
- Other duties as required

This role does require some out of hours and weekend work.

4. KEY SELECTION CRITERIA

Qualifications

- A degree or Optometry Council of Australia and New Zealand certification that allows registration to practice optometry and prescribe therapeutic medicines in Australia.

Knowledge and Experience

- Demonstrated broad clinical experience
- A strong interest in the area of optometry professional development and education
- Highly developed verbal and written communication skills
- Excellent interpersonal skills and able to build positive working relationships
- Highly developed organizational and time management skills with the ability to prioritise tasks and meet time lines

- Proficient in the use of Microsoft Office (Word, Powerpoint, Excel, Outlook) and a willingness to learn and apply new technologies
- Good problem solving skills, sound judgement and a demonstrated use of initiative
- Ability to work independently as well as work effectively as part of a small team, display a cooperative and collaborative approach to others

Desirable

- Public speaking experience
- Demonstrated experience using a Learning Management System

5. ENVIRONMENTAL, HEALTH & SAFETY RESPONSIBILITIES

All ACO staff are responsible for observing and practicing safe work practices and procedures, including:

- taking reasonable care for the safety of self and others
- ensuring that any hazardous conditions, near misses and injuries are reported immediately to a supervisor
- seeking guidance for all new or modified work procedures
- participating in meetings, training and other health and safety activities
- wearing personal protective equipment as provided
- using equipment in compliance with relevant guidelines, without wilful interference or misuse
- adopting work practices that support OHS programs.

6. ORGANISATIONAL RELATIONSHIPS

Reports to:	Head of Education
Direct reports:	No direct reports
Internal Liaisons:	Director of Education, Membership and Marketing Course Co-ordinator Marketing Co-ordinator Membership Co-ordinator Administration Assistants Other ACO staff
External Liaisons:	Speakers, course participants, sponsors, committee members