FLINDERS UNIVERSITY
FACULTY OF HEALTH SCIENCES

SCHOOL OF NURSING & MIDWIFERY

STRUCTURE OF THE SCHOOL OF NURSING & MIDWIFERY

1 PREAMBLE

The School of Nursing and Midwifery has endorsed a structural framework that underpins the core business of the School in a way that promotes a clear and open process of communication and identifies lines of authority in the management of the School. The structure is underpinned by values of inclusion, consultation and accountability in the School’s decision-making processes.

Other documents to be considered in conjunction with this include:

- Mission Statement
- Strategic Plan
- School Handbook
- Business Plan (to be completed)
- A Guide to Clinical Practice

In an endeavour to maintain currency, the document will be reviewed annually. However, should any approved major changes occur between reviews, there will be amendment at the time.

2 MANAGEMENT POSITIONS WITHIN THE SCHOOL

2.1 Dean of School

The Dean of the School shall be a member of the academic staff of the School appointed by the Vice-Chancellor in accordance with University Policy on the Appointment of Heads of Academic Organisational Units (AOU’s). The Dean shall be selected from the full-time academic staff at Level C or above within the School of Nursing & Midwifery.

The selection process for the position of Dean, shall be as follows:

- School Board to establish an appointments committee, chaired by the Executive Dean of the Faculty.

- Composition of the appointments committee will follow University policy guidelines identified in the Appointment Policy Staff Posts.
• The appointments committee will develop criteria for the post based on Faculty and University criteria for comparable positions. These criteria will be ratified by School Board prior to proceeding.

• There will be a call for applications from eligible academic staff of the School. Applicants must address the formulated criteria.

• The appointments committee will interview candidates who meet the criteria. If applicants are required to give a seminar or undertake some other activity they must be given advance notice at the appropriate time.

• The Chair of the appointments committee will forward the recommendation of the committee to the Vice-Chancellor for endorsement and to School Board for information.

The Dean is responsible to the Executive Dean of the Faculty, and through that individual to the Vice-Chancellor and the University Council and is accountable to School Board for the School of Nursing & Midwifery’s function and activities.

In addition to contributing to the teaching and research activities of the School, the Dean is expected to provide organisational leadership, to allocate and manage the School’s financial, physical and human resources; to represent the School within the Faculty, the University, the profession and the wider community; to facilitate planning within the School and to contribute as a key member of the Faculty’s management group. The role of Dean also carries responsibilities for academic supervision of staff within the School.

The Dean as both a member and Chair of the School Executive shall administer the School to fulfill duties required by the University.

The Dean will advise the Executive Committee of matters relating to the administration and functioning of the School.

See Appendix 1 for Role Statement.

2.2 Associate Deans

The Associate Dean (Academic Programs), Associate Dean (Research), Associate Dean (Higher Degree Programs), Associate Dean (Practice Development), and the Associate Dean (International) shall be appointed on the recommendation of the Appointments Committee, based on agreed processes.

The Associate Deans share responsibility with the Dean for the supervision of the academic staff of the School. As such the position carries the status of Deputy Head of an Academic Organisational Unit.
(AOU) within the University, and the appointment to the position is made by the Vice-Chancellor in accordance with University Policy on Methods of Appointment of Heads of Academic Organisational Units.

Each appointment shall be for a period of three years with the exception of the Associate Dean (International). The Associate Dean (International) will be a 5 year appointment due to the requirements of the position in establishing and maintaining international relations.

The terms of the Associate Dean (Research) and Associate Dean (Higher Degree Programs) will be concurrent.

An Associate Dean shall be selected from full-time academic staff at Level C or above within the School of Nursing & Midwifery.

The selection process for an Associate Dean position shall be as follows:

- The Executive Dean of the Faculty, in consultation with the Dean of the School to establish an appointments committee, chaired by the Executive Dean.

- Composition of the appointments committee will follow University policy guidelines identified in the Appointment Policy.

- The appointments committee will develop criteria for the post based on Faculty and University criteria for comparable positions. These criteria will be ratified by School Board prior to proceeding.

- There will be a call for applications from eligible academic staff of the School. Applicants must address the formulated criteria.

- The appointments committee will interview candidates who meet the criteria. Should there be only one candidate, the Chair, in consultation with the Committee, will decide on whether to interview. If applicants are required to give a seminar or undertake some other activity they must be given advance notice at the appropriate time.

- The Chair of the appointments committee will forward the recommendation of the committee to the Vice-Chancellor for endorsement and to School Board for information.

The Associate Deans are members of the School Board and Executive, Public Relations & Marketing Committee, Dean’s Advisory Committee and International Advisory Committee and will work with the School Executive in day to day decision-making in the administration of the School.
The Dean will nominate one of the five Associate Deans to act as Dean in the Dean’s absence.

2.2.1 Associate Dean (Academic Programs)

In addition to contributing to the teaching and research activities of the School, the Associate Dean (Academic Programs) assists the Dean in the planning, direction and development of the School’s academic programs, and exercises a primary role in the management of academic and student related matters within the School.

The Associate Dean (Academic Programs) is a member of the School Executive and shares responsibility with the Dean and other members of the School Executive for day to day decision-making in the administration of the School. The Program Coordinators are responsible to the Dean through the Associate Dean (Academic Programs).

The Associate Dean (Academic Programs) will chair the following School Committees:

Programs Management Group (committee to meet and establish Terms of Reference
Board of Studies (Undergraduate Programs)
Board of Studies (Graduate Programs)
Examinations Board (Undergraduate Programs)
Examinations Board (Graduate Programs)

and will be a member of:

School Course Advisory Committee
Faculty Board
Faculty Teaching & Learning Committee
International Programs Advisory Committee
Public Relations & Marketing Committee
Executive Committee
Dean’s Advisory Committee

See Appendix 2 for Role Statement

2.2.2 Associate Dean (Higher Degree Programs)

In addition to contributing to the teaching and research activities of the School, the Associate Dean (Higher Degree Programs) assists in the planning, direction and development of the School’s Higher Degree (MSc and PhD) including student recruitment, academic counselling and progress. The Associate Dean (Higher Degree Programs) will represent the School at Faculty
and University level in Higher Degree matters and be a member of:

Faculty Higher Degree Committee
Executive Committee
Board of Studies (Graduate Programs)
International Programs Advisory Committee
Public Relations & Marketing Committee
Dean’s Advisory Committee

See Appendix 3 for Role Statement

2.2.3 Associate Dean (Research)

The Associate Dean Research is to provide leadership and vision in achieving the School’s strategic goals in relation to research and for participation and collaboration in evolving Faculty and University research structures. The Associate Dean Research is responsible for facilitating the research activities of academic staff, postgraduate research students in the School and research visitors to the School. The Associate Dean (Research) leads the HUB which is the nucleus for a strong nursing and midwifery research focus; especially in relation to emerging models of health care and prevention and the crucial role of nurses and midwives in achieving improved population health outcomes.

The Associate Dean (Research) will:

Chair the Research Committee of the School
Represent the School at Faculty and University level in research matters and be a member of:

Board of Studies (Graduate Programs)
Executive Committee
International Programs Advisory Committee
Public Relations & Marketing Committee
Dean’s Advisory Committee

See Appendix 4 for Role Statement

2.2.4 Associate Dean (Practice Development)

In addition to contributing to the teaching and research activities of the School, the Associate Dean (Practice Development) assists in the planning, development and implementation of nursing and midwifery practice development and establishes and maintains strong linkages at the state and national level with external agencies and members of the health care sector involved with professional practice issues.
The Associate Dean (Practice Development) is a member of the School Executive and shares responsibility with the Dean and other members of the School Executive for day to day decision-making in the administration of the School.

The Associate Dean (Practice Development) will chair the Practice Development Committee and shall provide support and advice on practice development within the School through the following activities:

- Faculty Board
- Executive Committee
- Public Relations & Marketing Committee
- International Programs Advisory Committee
- Dean’s Advisory Committee

See Appendix 5 for Role Statement.

2.2.5 Associate Dean (International)

In addition to contributing to the teaching and research activities of the School, the Associate Dean (International) assists in the planning, direction and development of the School’s international programs, and in the implementation of the educational objectives of the School within the financial parameters determined by the Faculty. The Associate Dean (International) exercises a primary role in the management of international, academic and student related matters within the School.

The Associate Dean (International) will chair the School’s International Advisory Committee, and at the direction of the Head of Faculty, chairs the Faculty International Programs Committee, and is a member of:

- Faculty International Program Committee
- Board of Studies (Undergraduate Programs)
- Board of Studies (Graduate Programs)
- Executive Committee
- Course Advisory Committee
- Public Relations & Marketing Committee
- Dean’s Advisory Group

See Appendix 6 for Role Statement.

2.3 Executive Officer
The Executive Officer is responsible for taking leadership of and responsibility for, the development of the general staff in the School. The focus of this role is to achieve and maintain best practice administrative services, processes and systems to support the academic programs and activities of the School. The Executive Officer will be a member of:

Executive Committee
EdICT
Public Relations & Marketing Committee

See Appendix 7 for Role Statement.

2.4 Course Coordinators

In addition to contributing to the teaching and research activities of the School, the role of the course coordinator is to carry out administrative responsibilities within the School to support academic programs. Course Coordinators are responsible to the Dean and the Executive through the Associate Dean (Academic Programs) and will report to the Program Management Group in matters related to the administration of the undergraduate and postgraduate programs and the Associate Dean (Practice Development) in matters related to clinical education.

The Course Coordinators shall be appointed by the School Board on the recommendation of the Appointments Committee based on agreed processes.

Each appointment shall be for a period of three years with the exception of the Course Coordinator for the Graduate Diploma in Mental Health.

The Course Coordinators shall be full-time academic staff members at Level C or above within the School of Nursing & Midwifery with the exception of the Course Coordinator for the Graduate Diploma in Mental Health.

The Course Coordinator position for the Graduate Diploma in Mental Health Nursing is a fixed term part time position currently filled through the University’s selection process.

The selection process for a Course Coordinator position shall be as follows:

- School Board to establish an appointments committee, chaired by the Dean of School.
- Composition of the appointments committee will follow University policy guidelines identified the Appointment Policy.
• The appointments committee will develop criteria for the post based on Faculty and University criteria for comparable positions. These criteria will be ratified by School Board prior to proceeding.

• There will be a call for applications from eligible academic staff of the School. Applicants must address the formulated criteria.

• The appointments committee will interview candidates who meet the criteria. If applicants are required to give a seminar or undertake some other activity they must be given advance notice at the appropriate time.

The Chair of the appointments committee will forward the recommendation of the committee to School Board for information.

2.4.1 Course Coordinator (Undergraduate Programs)

The Course Coordinator (Undergraduate Programs) is a member of the Board of Studies: Undergraduate Programs and will manage curriculum and evaluation matters relating to undergraduate programs that she/he coordinates.

The Course Coordinator (Undergraduate Programs) is also a member of the Examinations Board (Undergraduate Programs) and the Course Advisory Committee.

The Course Coordinator (Undergraduate Programs) assists the Associate Dean (Academic Programs) with all undergraduate matters, eg, enrolment, change of course, and academic progress for the academic program they coordinate.

Topic and Year Coordinators will report to the Course Coordinator (Undergraduate Programs) who will manage their activities.

See Appendix 8 for Role Statement
2.4.2 **Course Coordinator (Graduate Programs)**

The Course Coordinator (Graduate Programs) is a member of the Board of Studies (Graduate Programs) and provides leadership in the management of curriculum and evaluation matters relating to graduate programs. The Course Coordinator (Graduate Programs) is also a member of the Examinations Board (Graduate Programs), the Course Advisory Committee and the Faculty Higher Degrees Committee.

The Course Coordinator (Graduate Programs) liaises and consults with the relevant specialist stream coordinators and Associate Deans on matters which impact on graduate programs and manages the activities of the Topic Coordinators.

*See Appendix 9 for Role Statement.*

2.4.3 **Course Coordinator (Midwifery Programs)**

The coordination of the Midwifery program is to be advised.

2.4.4 **Topic Coordinators**

Topic Coordinators ensure that the objectives of the academic programs are met through the proper administration of the topic(s) for which they are responsible. Topic Coordinators are accountable to the Course Coordinator for the conduct of their topic(s).

*See Appendix 10 for Role Statement*

2.4.5 **Year Coordinators**

**Proposal for 1st, 2nd and 3rd year coordinators for the undergraduate BN**

It is proposed to formalise the position of year coordinators in the undergraduate BN. This program has grown significantly over the past 2 years. There are now approximately 1,000 students (800 EFTSU) in this program. The program is also diverse with 5 major streams. The largest of these is the 3rd year pre-registration program but also includes graduate entry, BN for RN, double degree and re-entry.

It is important for the careers of academics that these roles in course administration provide opportunities for the achievement of academic profiles in the areas of administration. These
positions will provide extra possibilities for staff in this domain. It is also important that individuals who hold these positions are able to perform against the other domains of the profile. To this end these roles must be managed, and with the increasing demands placed on the undergraduate coordinator, the role of year coordinators will ensure a distribution of work in the management of the undergraduate program.

The year coordinators will work with the undergraduate program coordinator to ensure effective delivery and quality maintenance of the program. The year coordinators will be responsible for a range of activities and will work closely with the coordinator and topic coordinators to:

- ensure articulation of content within and between topics in that year in collaboration with topic coordinators;
- ensure workable timing of assessments within semesters in the year;
- decide on clinical exemption;
- promote topic evaluations;
- ensure topic materials are ready in the appropriate time frames, including off-shore programs;
- other responsibilities as identified to enhance program delivery.
Selection of year coordinators
It is proposed to select each year coordinator from the topic coordinators for that year by mutual agreement and in consultation with the program coordinator and the Associate Dean (Academic Programs). The position will be held for a period of 12 months with the option to extend.

Year Coordinators will be able to act for the program coordinator during periods of absence.

See Appendix 11 for Role Statement

2.5 Stream Coordinator

Stream Coordinators ensure that the objectives of the academic programs are met through the proper administration of the stream(s) for which they are responsible. Stream Coordinators are accountable to the Course Coordinator (Graduate Programs) for the conduct of their stream.

See Appendix 12 for Role Statement

2.6 Coordinator (Honours Program)

In addition to contributing to the overall teaching and research activities within the School, the Coordinator (Honours Program) carries out coordination and evaluation and undertakes administrative responsibilities related to this program.

The Coordinator (Honours Program) is responsible to the Dean and Executive through the Associate Dean (Academic Programs) on all matters related to the Honours program

See Appendix 13 for Role Statement

2.7 Coordinator (Dedicated Education Unit) (DEU)

In addition to contributing to the teaching and research activities of the School, the Coordinator (DEU) carries out administrative responsibilities within the School to support academic programs.

The focus of the Coordinator (DEU) is to negotiate new DEUs and work closely with the Clinical Placement Administrator position to coordinate clinical placements in both block placements and DEUs.

The Coordinator (DEU) is responsible to the Associate Dean (Practice Development), through the relevant Coordinators, who will report to Executive on matters relating to the administration of clinical
placements and where there are program issues, through the relevant Coordinator and Associate Dean.

The Coordinator (DEU) is a member of the Practice Development Committee.

See Appendix 14 for Role Statement.

2.8 Coordinator (Rural and Remote)

In addition to contributing to the teaching and research activities of the School, the Coordinator (Rural and Remote Education) carries out administrative responsibilities within the School to support academic programs.

The focus of the Coordinator (Rural and Remote Education) is to negotiate and monitor the effectiveness of clinical placements in rural and remote health care venues, and to identify necessary student supports for the period of clinical placement. The Coordinator (Rural and Remote Education) liaises with the Clinical Placement Coordinator and Course Coordinators of the BN and BN/BHSc as required, on all matters affecting clinical placement of undergraduate students in rural and remote venues, including public relations, recruitment, selection and preparation of students, organisation and facilitation of clinical experience and evaluation.

The Coordinator (Rural and Remote Education) is responsible to the Associate Dean (Academic Programs), the Associate Dean (Practice Development) and Associate Dean (International) who will report to Executive on matters relating to the administration of rural and remote student placements.

The Coordinator (Rural and Remote Education) is a member of the Practice Development Committee and the Undergraduate Board of Studies.

See Appendix 15 for Role Statement.

3 RESEARCH IN THE SCHOOL

The School of Nursing and Midwifery, Flinders University is committed to the facilitation of nurses and midwives to think, learn, lead and link. Underpinning this vision is the strategic pursuit of research that is relevant to the health needs of the community, is of international excellence and encompasses research led learning and teaching of the highest quality. Such research will be achieved by vigorously seeking and fostering research questions and opportunities through:

- keeping abreast of contemporary research development in the health context,
• developing a critical mass of researchers who use the range of methodologies required for quality health research,

• developing community, multidisciplinary and clinical research partnerships to advance and facilitate opportunities for collaborative research and research translation,

• promoting collaborative research with interstate and overseas tertiary and other research organisations,

• providing a forum and support for research training and development,

• developing a mentoring program to recruit and develop novice researchers and strengthen existing research teams and programs,

• increasing research training opportunities and completions for undergraduate and post graduate research students,

• fostering a strategic approach to publication that results in an increase in the quality and quantity and citations for such,

• monitoring and improving the rate of research through this School being cited in the research inquiries of others,

• building cross interdisciplinary research teams,

• building and assisting research teams to write quality grant submissions and tenders that increase rate of success.

3.1 The Health Research Hub (Health Underpinning our Business)

Purpose: The Hub will provide a contemporary system and framework for the coordination and management of the School’s strategic research activities, and thereby assist the School’s researchers achieve the capacity to undertake and promote effective multidisciplinary research and research translation.

The Hub will:

• strategically coordinate this School’s research to complement the goals of the Faculty of Health Sciences, Institute of Health and Medical Research (FIHMR), the wider University and external partners and groups,

• identify where health related research monies are being invested locally, nationally and internationally,
• provide support to further strengthen and sustain the School’s existing areas of research success,

• monitor the School’s research and research translation and training performance against national and international benchmarks,

• foster high quality multidisciplinary research as well as that specific to nursing and midwifery,

• act as a conduit for the nursing and midwifery contribution to key research areas and activities for which the Faculty has a commitment.

Leadership of the Hub is given by the Associate Dean (Research), who is advised by the Research Committee, other researchers and key staff within the School who lead and contribute to specifically focussed research groups.

The Associate Dean (Research) in conjunction with the Hub Coordinator and Research Associate plans and coordinates the ongoing development, implementation and evaluation of research activities within the School.

The Associate Dean (Research) in conjunction with the Hub Coordinator and Research Associate plans, coordinates and evaluates promotion, marketing and other related activities.
4 UNITS/AREAS OF THE SCHOOL

4.1 Corporate Services

Corporate Services provide a diverse range of administrative functions to the School's teaching, marketing and professional activities including:

- clinical placements;
- financial, physical resource and accounts management;
- administration and project assistance to management staff of the School;
- continuing education and general public relations coordination;
- assignment coordination;
- distance education administration;
- human resources management;
- executive support to the major committees of the School.

Corporate Services staff also provide an advisory function to both staff and students in many areas listed above.

4.2 Flexible Education Unit

The Flexible Education Unit assists academic staff to plan, develop and deliver a wide range of effective student learning resources, especially WebCT-based resources by:

- providing advice and assistance for WebCT, print, multimedia, audio and video production;
- assisting lecturers in selecting the most appropriate means of delivering their material;
- advising on writing and structuring of learning material;
- providing support for the development and production of learning package components (such as topic information booklets, study plans, study guides and readings).

4.3 Science and Nursing Skills Laboratories

The Science and Nursing Skills Laboratories provide a broad range of administrative and technical functions to support the teaching and research activities of the Faculty of Health Sciences, the School of Education and the School of Nursing & Midwifery.

Staff from these units/areas will be required to participate in School meetings and represent the School on relevant committees within the Faculty and University.
5 SCHOOL BOARD

The School Board is established by the Faculty Board as the major academic decision-making body of the School.

The School Board may establish and determine the membership and terms of reference of its committees.

The School Board may meet four times a year, twice per semester. If there is sufficient business, additional meetings will be scheduled.

5.1 Membership

Chair: Dean of School

Executive Dean/Deputy Executive Dean (ex officio).

All full-time and fractional-time academic staff of the School who hold a continuing, convertible or fixed-term appointment and are classified in accordance with the academic classification levels A-E or research staff whose salaries are tied to the academic classification levels.

All persons who have been granted full academic status within the School.

At least one and not more than eight members of the general staff of the School, elected by and from the general staff of the School for a term of two years.

Not less than seven student members of which there are four undergraduate students (at least two of whom are to be enrolled in the Bachelor of Nursing and one from the Bachelor of Midwifery), two research higher degree students and one postgraduate coursework student.

Such other members as may be appointed by the Faculty Board on the recommendation of the Board of the School, including persons from outside the University, eg, representing affiliated institutions, professional bodies, industry etc.

Faculty Registrar (non voting).

5.2 Terms of Reference

As a sub-committee of Faculty Board, the School Board shall in accordance with the standing policies of Flinders University:

- act as an advisory body to the Dean in the management of the School;
• advise the Faculty Board on matters of general policy and procedure as they affect the School in areas such as strategic planning, financial management, legislative compliance etc.;

• contribute to the development of academic policies of the University and Faculty by providing advice to the Faculty Board through the Faculty Teaching and Learning Committee;

• recommend to the Head of Faculty on the process for the appointment of the Dean of School;

• provide a forum for the dissemination of information on matters of interest to the School;

• be responsible for the conduct of the academic programs and courses of study offered by the School;

• consider proposals for new and revised courses and programs of study and to make recommendations to the Faculty Board on their acceptability;

• consider proposals for new topics and variations to existing topics, and within policies agreed by the University and/or Faculty, exercise delegated authority to approve such proposals;

• receive Course Review reports and to advise Faculty Board on action taken with respect to the recommendations contained in those reports;

• exercise any other powers and functions delegated to it by the Faculty Board.

6 COMMITTEES OF SCHOOL BOARD

6.1 Executive Committee

The School Executive Committee reports to School Board and is charged with the day to day decision-making of the School. In event of the absence of School policy the Executive Committee shall have the power to co-opt members as required and to establish working parties.

Amongst its other responsibilities, the School Executive Committee will have oversight of workload distribution as a resource issue for the School.

6.1.1 Membership

Dean (Chair)
Associate Dean (Academic Programs)
6.1.2 Terms of Reference

To administer the School in relation to policy as determined by University and School Board.

To delegate responsibilities as required by the University and by School Board policy.

To ensure that clear lines of responsibility and accountability are maintained.

6.2 Dean’s Advisory Committee

To meet bi-monthly – (terms of reference to be determined).

It is noted that the Professors and the Associate Professors do not visibly appear in the School Structure Document nor do they appear anywhere in the management structure of the School. As there is clear responsibility for Professors to take part in administrative affairs of the Faculty and because of the role these key staff members have in the core business of the School and their relations within industry it was felt that there should be a visible and active opportunity provided for the Professors to participate in School business through being advisers to the Dean on matters associated to their portfolios and fields in the form of the Deans Advisory Committee.

6.2.1 Membership

Dean (Chair)
Professors of School
Associate Professors of School
Associate Dean (Academic Programs)
Associate Dean (Higher Degree Programs)
Associate Dean (International)
Associate Dean (Practice Development)
Associate Dean (Research)

6.3 Boards of Studies

There is a Board of Studies for the undergraduate programs and a Board of Studies for graduate programs. The Boards of Studies shall report to the School Board. Each Board of Studies may establish a curriculum committee to meet as required and deal with curriculum issues such as:
• Topic review and development
• Curriculum review and development
• Staff development in relation to teaching and curriculum

The Associate Dean (Academic Programs) will chair both Boards of Studies.

6.3.1 Board of Studies: Undergraduate Programs

Membership
Associate Dean (Academic Programs) (Chair)
Dean (ex-officio)
Course Coordinators of undergraduate programs, including
Bachelor of Health Sciences Coordinator (DEU)
Coordinator (Honours Program)
Coordinator (Midwifery Programs)
Two Academic Staff members elected from staff who teach in
the undergraduate programs
Associate Dean (International)
Two Student Representatives

Elected academic staff members and student representatives on
the Board of Studies: Undergraduate Programs, shall hold
office for a two year and one year term respectively.

Terms of Reference

The Board of Studies: Undergraduate Programs is a committee
of the School Board and is responsible for ensuring excellence
of education, research and practice which is reflected in the
undergraduate programs. The Board of Studies:
Undergraduate Programs shall monitor the administration of
undergraduate programs in all modes of delivery in the School
of Nursing & Midwifery through:

• providing advice to Faculty Board, through the Teaching
  and Learning Committee and School Board, in all matters
  affecting policy on undergraduate programs offered by the
  School of Nursing & Midwifery;

• planning for the development and delivery of programs
  which will ensure the availability of expert nursing care in
  all areas of the local and international community;

• planning the intake levels of students into the
  undergraduate programs;

• facilitating articulation with other programs offered by the
School;

- advise the School Board on all policy relating to the undergraduate programs;

- overview all matters relating to admission of students; granting of status to students, enrolment of students; approving of marks and review of student progress;

- review statutes, schedules, curriculum, syllabus and topics and making recommendations directly to the Board of the School of Nursing & Midwifery;

- approve the timetable, integration of sequences of topics and articulation of major study areas within the programs;

- evaluate the undergraduate programs;

- develop a plan for the effective marketing of the undergraduate programs of the School at the local, national and international levels;

The Board of Studies: Undergraduate Programs shall perform other duties relating to the degree as may be directed by the School Board;

The Board of Studies: Undergraduate Programs shall report to the School its recommendations and decisions.

6.3.2 Board of Studies: Graduate Programs

Membership
Associate Dean (Academic Programs) (Chair)
Dean (ex officio)
Associate Dean (Research)
Associate Dean (Higher Degree Programs)
Course Coordinator (Graduate Programs)
Course Coordinator (Midwifery Programs)
Course Coordinator (Graduate Diploma in Mental Health Nursing
Associate Dean (International)
A member of academic staff coordinating a specialty stream in the Graduate Certificate
Two members of the academic staff elected from staff teaching in graduate programs
A representative from FMC Nursing and Midwifery Education and Research
A representative from Women’s and Childrens’ Hospital Centre for Continuing Education
Three student representatives
Elected staff and student members of the Board of Studies: Graduate Programs shall hold office for periods of two years and one year respectively.

Terms of Reference

To advise Faculty Board, through the Teaching and Learning Committee and School Board on all matters affecting policy on graduate programs (by coursework) offered by the School.

To monitor the implementation and administration of graduate coursework programs in all modes of delivery. (Administration of these programs will be in accordance with the rule governing the administration of the Graduate Certificate in Health attached to Statute 7.1 and Rules 20 and 21 attached to Statute 7.3.)

To act on behalf of the Faculty Board in all policy matters relating to:

- admission and approval of candidature;
- granting of status;
- enrolment of graduate students;
- approval of course work programs;
- changes in candidates status;
- transfer of enrolled students between courses;
- extension, intermission or termination.

To review syllabus, topics, statutes and rules relating to the graduate coursework programs and recommend changes in the curricula and, consequently, rules and statutes to the School Board.

- To conduct evaluation of all topics offered and monitor the quality of all aspects of course implementation in the area of graduate programs (by coursework).

- To facilitate the articulation of the graduate coursework programs with the undergraduate programs.

- Other matters relating to development of graduate coursework programs and student issues.

- To develop a plan for the effective marketing of the graduate programs of the School at the local, national and international levels.
6.3.3 Program Management Group

Terms of Reference to be determined.

Membership
Associate Dean (Academic Programs) (Chair)
Course Coordinator (Undergraduate Programs)
Course Coordinator (Graduate Programs)
Course Coordinator (Midwifery Programs)
Course Coordinator (Graduate Diploma in Mental Health Nursing)

6.4 Practice Development Committee

The Committee is a subcommittee of School Board. The principal responsibility will be to manage the School’s practice-related activities and will be chaired by the Associate Dean (Practice Development)

Terms of Reference
• Responsible for monitoring the administration of the School’s practice related activities.
• Responsible for reviewing the effectiveness of the School’s practice related activities.
• Provide advice to the School on all matters affecting policy regarding its practice related activities.
• Provide advice to the School on the effective management of its practice related resources.
• Provide clear vision for the future development and implementation of models of clinical education and practice related activities offered by the School.
• Provide advice to the School on the development of teaching, learning, scholarship and research as it relates to practice.
• Provide advice to the School on quality assurance in relation to teaching and learning professional practice.
• Develop policy and review existing policy on the School’s practice related activities.
• Develop a plan for the effective marketing of the School’s practice related activities.
• Facilitate the development of interactive and dynamic relationships between faculty, the broader community and health care providers on all things related to practice.
• Provide a forum for the exchange of ideas regarding the School’s practice related activities.
• Contribute to practice development through innovation.
• Respond to and influence policy on practice development issues.

Membership
Associate Dean (Practice Development) (Chair)
3-5 representatives elected from the Principal Academics of which one member must be involved in postgraduate clinical teaching
2 student representatives (preferably one Nursing and one Midwifery)

Ex Officio Membership
Coordinator (Graduate Diploma in Mental Health Nursing)
Coordinator (Midwifery Programs)
Coordinator (DEU)
Coordinator (Rural and Remote)

6.5 Research Committee

The Research Committee is a subcommittee of School Board, and is chaired by the Associate Dean (Research). It aims to provide links with the Faculty of Health Sciences Institute of Health and Medical Research and Board of Research to enable the views of the Board and wider Faculty to be considered, and good information flow to result.

Terms of Reference

The School of Nursing & Midwifery’s Strategic Plan is to pursue research of international excellence and research-led learning and teaching, and clinical practice, of the highest quality; and to vigorously seek research opportunities through leadership and being abreast of contemporary research development.

The goal is therefore to enhance research activities and opportunities for scholarship in the School of Nursing & Midwifery by:

• contributing to research leadership and enabling the School to set strategic directions in conjunction with the wider University, the profession and key bodies,

• giving high priority to initiating and maintaining links with the FIHMR and other relevant Flinders Institutes, and University research organizations,

• giving high priority to initiating and maintaining links with designated Areas of Strategic Research Activity (ASRI’s) within the University,

• promoting a research culture that supports suitable research directions and activities by the School,

• identifying ways in which School funding and resources might be directed towards, and used to maintain, further develop and support research,
• facilitating the dissemination of information between FIHMR other relevant Flinders Institutes, ASRI’s and University research organizations, and Honours and higher degree candidates,

• identifying, establishing and maintaining infrastructures to support and sustain research development, implementation and translation by the School,

• identifying, stimulating, facilitating and responding to research opportunities with research agencies, industry, institutions and communities.

6.5.1 Membership

Associate Dean (Research) (Chair)
Associate Dean (Higher Degree Programs)
Coordinator (Honours Programs)
Coordinator (Postgraduate Programs)
4 elected academic staff representatives, all actively involved in research and at least one to be at the professorial level and one from the Midwifery teaching team
1 elected Honours and Research Higher Degree student
Dean (ex-öfficio)
1 nominated representative of the FIHMR (ex officio)
Research Associate (HUB) (ex officio)
Administrative support is given by the HUB Coordinator

Co-option of other members may be made by the Associate Dean (Research) following a majority consensus of the elected members of the committee.
The minutes of the committee will be accessible to all members of the School community.

6.6 Course Advisory Committee

The Course Advisory Committee shall function as an advisory body to the School and all of its courses. Responses from the Course Advisory Committee will be sought in times of development, review and evaluation of awards.

6.6.1 Membership

Dean (Chair)
Associate Dean (Academic Programs)
Associate Dean (Practice Development)
Associate Dean (International)
Course Coordinator (Undergraduate Programs)
Course Coordinator (Graduate Programs)
Course Coordinator (Midwifery Programs)
Coordinator (Honours Program)
Course Coordinator (Graduate Diploma in Mental Health Nursing)
Student Representatives – 1 undergraduate, 1 postgraduate
Representatives from Health Care Agencies
Representatives from Professional Organisations
Representatives from Consumers

6.6.2 Terms of Reference

- To advise the School of Nursing & Midwifery on community and professional needs, to inform nursing and midwifery education and research for the future.
- To advise the School of Nursing & Midwifery on course directions in response to professional and community needs in context to the social, political and economic climate.
- To enable the development of a dynamic interactive relationship between faculty and the broader community and health care professions.

7 International Programs Advisory Committee

7.1 The International Programs Advisory Committee is a subcommittee of School Board and has been formed to assist the Associate Dean (International) in the administration of International Programs.

7.1.1 Terms of Reference

Terms of Reference to be determined by the committee members.

7.1.2 Membership

Dean
Associate Dean (International) (Chair)
Associate Dean: Academic Programs
Associate Dean: Practice Development
Associate Dean: Research and Higher Degrees
Resources Officer (SONM)
Project Officer, International

8 Public Relations & Marketing Committee

8.1 The Marketing Committee is a subcommittee of the Board of the School of Nursing & Midwifery and also reports to the Executive
Committee. The Committee will meet at least quarterly, reporting regularly to the Board, and to the Executive Committee, as required. The purpose of the Marketing Committee is to identify and develop effective and competitive strategies to market the School to local, national and international forums.

8.1.1 Terms of Reference

The Marketing Committee will:
• in consultation with the Board, identify key achievements and valued attributes of the School that will be used in developing our public image
• working with Executive Committee, help to establish strategic course offerings to advantage the School
• create and coordinate the School’s advertising program for courses
• working with Executive Committee, promote the research endeavours of the School
• oversee the development of effective publicity materials (such as displays, advertisements, web materials, and mailings) to support the School’s marketing initiatives and make those materials available as needed to representatives of the School
• foster supportive relationships between the School and its alumni, the professional field and the School’s clinical partners
• devise protocols and procedures to help create a professional, competent and open impression of the School for students and visitors

8.1.2 Membership

Dean
Associate Dean (International)
Associate Dean (Academic Programs)
Associate Dean (Research)
Associate Dean (Practice Development)
Associate Dean (Higher Degree Programs)
School Executive Officer
Resources Officer (SONM)
Representative from the FEU
1 general staff member
up to 2 academic staff members
9 EdICT Advisory Committee

The committee’s name is Education, Information and Communications Technology Advisory Committee, abbreviated to EdICT Advisory Committee.

Purpose of the Committee

The EdICT Advisory Committee is a principal forum for the discussion of issues relating to the use of information and communications technologies (ICTs), particularly WebCT, within the School of Nursing & Midwifery. The Committee monitors, informs and makes recommendations to School Board and Executive Committee regarding all aspects related to the use of ICTs in the School including the facilitation of discussion within the School and between the School, Faculty, and the wider University. The underlying premise of the Committee is that technology is to support the primary ‘business’ of teaching and learning within the School.

Terms of reference

The EdICT Advisory Committee will:

- in consultation with School staff and students, articulate a clear, comprehensive and coherent vision of the use of the flexible education within the School as it relates to ICTs;
- review initiatives, practices and trends in flexible education within Flinders University and the tertiary sector in order to identify implications and opportunities for the School;
- assist the School in setting strategic priorities in the use of ICTs in course delivery, including ensuring that use is integrated where appropriate within courses and reviewing the potential of some courses (or components of courses) to be delivered fully online for students studying at a distance;
- identify staffing, technical infrastructure and training requirements for the use of ICTs and provide guidance in the implementation of processes and structures within the School to facilitate flexible teaching and learning, including making recommendations regarding budget and staff development needs;
- facilitate discussions on the changing nature of higher education associated with flexible education and the impact of these changes on the relationships between staff and students;
- develop strategies for handling workload issues associated with the use of ICTs for students and academic and general staff;
- regularly review and evaluate the use of ICTs within the curriculum;
- ensure that the School effectively markets its flexible education coursework;
- investigate funding sources for special projects and/or research in relation to education and ICTs.
Membership
The Committee membership will consist of:

- Associate Dean: Academic & member of Faculty Teaching & Learning Committee
- Web Manager
- undergraduate academic representative
- postgraduate academic representative
- undergraduate student representative
- postgraduate student representative
- Flexible Education Unit Consulting Editors
- School Executive Officer
- Corporate Services representative
- Ex-Officio Advisor (Education Designer-Flexible Delivery, Staff Development and Training Unit)

Ad hoc members, either staff or students, may be invited to work on the Committee with limited terms if and when required.

Accountability
The EdICT Advisory Committee will be accountable to School Board and the Executive Committee and will report to School Board on a regular basis as required.

10 GLOSSARY

Award: The qualification (Bachelor Degree, Graduate Diploma or Master Degree) conferred upon a student following the successful completion of a course.

Course: A program of study leading to a degree or diploma.

Bachelor Degree: The basic (first) undergraduate degree available to a student.

Postgraduate degree/graduate diploma: Taken after completing an undergraduate degree.

Program: An approved combination of topics.

Topic: A prescribed amount of academic work for which a final grade is recorded.

Wider Community: The University, the Nursing Profession, Industry and the Public.
APPENDIX 1

FLINDERS UNIVERSITY
FACULTY OF HEALTH SCIENCES

DEAN: SCHOOL OF NURSING & MIDWIFERY
POSITION DESCRIPTION

GENERAL

The School of Nursing & Midwifery and the School of Medicine constitute the Faculty of Health Sciences.

The position of Dean in the School of Nursing & Midwifery is a full time post and will be offered for a term of three years, renewable. It will be filled internally from within the School of Nursing & Midwifery. It carries with it, appointment as a Deputy Head of the Faculty of Health Sciences. Full time members of the academic staff of the School who hold appointments at Senior Lecturer (Level C) or above which extend to or beyond June 2005, and who meet the selection criteria, are eligible to be considered. Further details about eligibility for appointment are provided within the University’s policy on appointment of Heads of Academic Organisational Units (http://www.flinders.edu.au/ppmanual/staff/aouappointment.html).

The primary duties will be to maintain and develop the teaching, research, professional and community activities of the School through the effective management of the human, financial and physical resources provided.

The Dean is responsible to the Head of Faculty, and through that individual to the Vice Chancellor and the University Council.

The Dean may be called upon from time to time to chair Faculty committees, and to serve the Faculty as representative on University committees.

The person appointed will have the opportunity to pursue a personal, professional or research interest within defined time limits.

MAIN RESPONSIBILITIES (DUTY STATEMENT)

The responsibilities of a Head of AOU are described in the document ‘Heads of Academic Organisational Units’ (http://www.flinders.edu.au/ppmanual/staff/headsaou.html).

In this context, the Dean will be expected to:

1. exercise general superintendence and co-ordination of the academic and administrative affairs of the School;
provide leadership and initiative in the planning and development of the School;

formulate and implement School policy;

implement the policies of the Faculty and the University in so far as they apply to the School;

manage the School’s budget;

coordinate and facilitate teaching and research programs within and beyond the School;

administer staff and services of the School;

oversee the performance of Associate Deans and through them exercise superintendence of academic and general staff;

chair Boards and committees of the School as appropriate;

represent the School within the Faculty, the University, and at state and national levels;

within the School of Nursing & Midwifery to be responsible for

- student academic affairs;
- pastoral care of students and staff;
- public relations within the University and in the community beyond it;

undertake external activities appropriate for the standing and development of the School.
APPENDIX 2

Flinders University
Faculty of Health Sciences

SCHOOL OF NURSING & MIDWIFERY

ROLE STATEMENT FOR THE
ASSOCIATE DEAN (ACADEMIC PROGRAMS)

The Associate Dean (Academic Programs) is responsible to the Dean.

In addition to contributing to the teaching and research activities of the School, the Associate Dean (Academic Programs) assists in the planning, direction and development of the School’s academic programs, and exercises a primary role in the management of academic and student related matters within the School.

The Associate Dean (Academic Programs) is a member of the School Executive and shares responsibility with the Dean and other members of the School Executive for day to day decision-making in the administration of the School. The Course Coordinators are responsible to the Dean through the Associate Dean (Academic Programs).

The Associate Dean (Academic Programs) shares responsibility with the Dean and the other Associate Deans for the supervision of the academic staff of the School. As such the position carries the status of Deputy Head of an Academic Organisational Unit (AOU) within the University, and the appointment to the position is made by the Vice-Chancellor in accordance with University Policy on the Appointment of Heads of Academic Organisational Units (AOU’s).

The particular responsibilities of the position of Associate Dean (Academic Programs) in the School of Nursing and Midwifery are summarised below:

In the School

- Exercise leadership within the School of Nursing and Midwifery for matters involving the School’s academic programs.
- Chair the Boards of Studies and the Examinations Boards of the School.
- Develop and implement the strategies which aim for high quality and excellence in all of the School’s academic programs.
- Maintain a high level of communication and information flow regarding academic programs in the School and Faculty.
- Work closely with and support the activities of the Dean and the other Associate Deans in decision-making bodies both within and outside the School.
- Supervise relevant programs in the School so that accreditation, regulatory and industry requirements are met.
- Manage student issues that arise in relation to the University’s Student Related Policies and Procedures.
• Identify and advise the Dean of academic and student-related issues that require School policies to be formulated.
• Share responsibility for the supervision and performance management of academic staff.
• As one of the Associate Deans in the School, act for the Dean in her/his absence as and when required.
• Initiate and guide course development and review.
• Ensure the update of the School web page on academic program matters.
• Where necessary develop and maintain teamwork through staff participation and decentralized decision making practices.

In the Faculty

• Represent the School on Faculty Committees, and in particular the Faculty Teaching and Learning Committee.
• Act as Co-Chair of the Faculty Student Progress Committee.

In the University

• To represent the School and Faculty on committees, especially relating to academic and student matters.
• To work closely with the University Staff Development Unit in relation to required staff development relevant to the School’s academic programs.

In the professional health sector

• Assist the School in maintaining strong linkages on both a state and national level with external agencies and members of the health care sector involved with professional issues.
• Assist in the development of new directions and collaborations in promoting the School.
APPENDIX 3

FLINDERS UNIVERSITY
FACULTY OF HEALTH SCIENCES

SCHOOL OF NURSING & MIDWIFERY

ROLE STATEMENT FOR THE
ASSOCIATE DEAN (HIGHER DEGREE PROGRAMS)

• To assist and advise the Dean on all issues relating to research higher degree students (PhD and Research Masters) in the School.

• Provision of timely, accurate and sensitive advice to students and supervisors and any other interested parties concerning any matters relating to the School’s research high degree programs.

• Overall management of the School’s research higher degree programs including:
  - coordination of the biannual research week, higher degree student induction program and any other higher degree student workshops;
  - assist the Chair, Faculty of Health Sciences (FHS) Higher Degrees Committee (HDC) in coordinating the annual Faculty Research Student presentations;
  - student recruitment, academic progress and counseling;
  - provision of advice to students and supervisors about Annual Reviews of Progress and report annually about the Reviews to FHS HDC;
  - maintain an updated email list of all research higher degree students and supervisors in the School and use the list to disseminate relevant information;
  - assist in the development and maintenance and updating of the School’s research higher degree web pages;
  - liaise with the Chair, FHS HDC in relation to strategic planning, annual Key Accountability Measures and all other matters concerning the management of research higher degrees;
  - liaise with higher degree student organisations;
  - provision of reports where appropriate to School Board and School Executive relating to higher degree student matters;
  - be a trained Contact Officer or Conciliator under the University’s Conciliation and Arbitration procedures;
- participation in the annual ranking within the School and Faculty for postgraduate research higher degree scholarships;

- leadership of developments for improvements and refinements of the School’s research higher degree student programs;

- work closely with the Associate Dean (Research) to ensure a unified approach to research management in the School across staff and higher degree students;

- maintain a regular forum for supervisors to enable dissemination of all issues relevant to candidates;

- provision of advice to students and supervisors about Research Student Maintenance, including liaison with relevant Institute administrative staff;

- actively encourage higher degree student contribution to the Research Training Scheme by publication.

• Representation of the School on committees relevant to the management of research higher degrees, including:

  - Faculty of Health Sciences Higher Degrees Committee;

  - Flinders University Scholarships Committee;

• Be responsible for the supervision of academic staff and provide academic and administrative leadership.
APPENDIX 4

FLINDERS UNIVERSITY
FACULTY OF HEALTH SCIENCES

SCHOOL OF NURSING & MIDWIFERY

ROLE STATEMENT FOR THE
ASSOCIATE DEAN (RESEARCH)

Roles and Responsibilities

The Associate Dean (Research) is to provide leadership and vision in achieving the School’s strategic goals in relation to research and is responsible for facilitating the research activities of academic staff, postgraduate research students in the School and research visitors to the School. The appointment will be for three years.

In the School

- Assist and advise the Dean on all issues related to the School’s research activity;
- Provide information and advice on opportunities for gaining research funding for projects;
- Assist in building research capacity in the School and where appropriate, build research teams from available researchers to meet particular research needs;
- More fully identify and utilize the research potential of the School;
- Facilitate the development of research directions that mesh with the School, Faculty and University’s strategic plans;
- Convene the School’s Research Committee;
- Head the School’s Health Research Hub (Health Underpinning Our Business);
- Work to secure adequate and continuing infrastructure for the School/H from its research activity;
- Work closely with the School’s high standing researchers to identify, create and facilitate opportunities for research activity;
- Provide reports where appropriate to School Board and School Executive relating the School’s research activity;
- Coordinate the School’s Research Seminar Series (to be developed) and assist with the development and maintenance of the School’s research related web pages;
- Liaise with relevant personnel in relation to strategic planning, public relations and marketing, business planning and other matters concerning the management of the School’s research activity;
- Assist in the benchmarking of the School’s research activity with other institutions – quality improvement and quality control measures;
- Act as a focal point for matters pertaining to research – eg field external inquiries; collect and disseminate research material to members of the School where necessary;
• Represent the School on internal and external committees/bodies and other forums relevant to the management of the School’s research activity;
• Participate as a member of the School Executive and Strategic Planning Committee and other appropriate committees;
• Work closely with the Associate Dean (Higher Degrees) to ensure a unified approach to research management in the School across staff and higher degree students;
• Manage all research data collections (eg DEST, FUSA) as required by the University;
• Plan and coordinate the activities of the Research Support Unit staff (formerly the Research Education Unit);
• Develop postdoctoral opportunities for nursing research within the School, drawing on the resources of the Flinders Institute, the NHMRC and other funding bodies;
• Maintain a database of School funding applications and outcomes.

In the wider research community

• Develop and implement communication strategies to promote the School’s research capability both nationally and internationally;
• Develop and support research alliances and partnerships with high quality research institutions; industry partners nationally and internationally.

It is noted that there is some overlap with these roles, and that representation at School level will also be representation at University and wider research community levels in some instances.
APPENDIX 5

FLINDERS UNIVERSITY
FACULTY OF HEALTH SCIENCES

SCHOOL OF NURSING & MIDWIFERY

ROLE STATEMENT FOR THE
ASSOCIATE DEAN (PRACTICE DEVELOPMENT)

In the School

• To exercise leadership within the School of Nursing and Midwifery for matters involving nursing and midwifery practice development.

• To work closely with and support the activities of the Dean and other Associate Deans in decision making bodies both within and outside the School.

• Provide advice to the School’s academic programs concerning their relevance to the health service and to clinical practice.

• Foster and evaluate innovations in clinical practice.

• To initiate and guide the development of clinical teaching within the School.

• Share responsibility for the supervision of academic staff, and is specifically responsible for PTT in clinical venues.

• Maintain high level of communication and information flow regarding practice issues in the School and Faculty.

• As one of the Associate Deans of the School, act for the Dean in his/her absence as and when required.

• Ensure the update of the School web page on practice development matters.

In the Faculty

• Represent the School on Faculty committees as required.

In the University

• To represent the School on committees especially relating to policies governing student placements for practice/field work.

• To encourage greater co-operation across the university amongst those degree programs that share common concerns about practice based education.
• To work closely with the University Staff Development Unit in relation to clinical preceptor education/staff development.

**In the professional health sector**

• To develop and maintain learning environments with external agencies that promote effective clinical and learning initiatives in the workplace.

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APPENDIX 6

FLINDERS UNIVERSITY
FACULTY OF HEALTH SCIENCES
SCHOOL OF NURSING & MIDWIFERY

ROLE STATEMENT FOR THE
ASSOCIATE DEAN (INTERNATIONAL)

The Associate Dean (International) is responsible to the Dean. The appointment will be for five years.

In the School

• Exercise leadership and management within the School of Nursing & Midwifery for international activities.
• Work closely with and support the activities of the Dean and other Associate Deans in the decision-making bodies within and outside the School.
• To provide a clear vision for international activities, including preparation and implementation of the School’s International Strategic Plan.
• Provide advice to the Dean and School concerning international matters such as market opportunities, resource implications and feasibility of projects, curricula suitable for international markets, policy and international student matters.
• Oversee the development, implementation, evaluation and quality assurance of the School’s international programs and projects.
• Liaise with the Dean in relation to international budget matters and manage the international budget.
• Be responsible for the supervision of academic staff and provide academic and administrative leadership.

In the University

• Represent the School on committees especially relating to international activities
• Liaise with the International Office, the International Student Support Unit, Staff Development Unit and other relevant University departments.

In the international sector

• Establish and maintain linkages with relevant state, national and international agencies.
• Establish and maintain international relationships, partnerships, collaborations, networks and strategic alliances.
• Develop an understanding of the international context (political, social, cultural, economic and professional) in which the School/Faculty/University operates.
• To take responsibility for the negotiation and development of contractual arrangements.
• Assist in the development of new directions and collaborations in promoting the School.
APPENDIX 7

FLINDERS UNIVERSITY
FACULTY OF HEALTH SCIENCES

SCHOOL OF NURSING & MIDWIFERY

ROLE STATEMENT FOR THE EXECUTIVE OFFICER

The incumbent is responsible for taking leadership of and responsibility for the smooth administration of the School. The focus of this role is to achieve and maintain best practice administrative services, processes and systems to support the academic programs and activities of the School.

Responsibilities include:

- Overall supervision and development of the general staff in the School
- Ensuring the provision of quality customer service and oversight of the School administrative office and technical areas
- Providing executive level support to committees and ad hoc working parties
- Oversight of the development, documentation, implementation and continual improvement of the School’s administrative processes and systems
- Oversight of administrative and technical support to the core business activities, as defined by the strategic directions of the School
- Oversight of resource administration including human resource management
- Coordination of the general staff review and planning processes
- Oversight of activities relating to continuing education programs, university information and open days and advertising
- Oversight of the School’s marketing direction and activities ensuring alignment with the School’s marketing objectives
In addition to contributing to the teaching and research activities of the School, the Course Coordinator (Undergraduate Programs) carries out administrative responsibilities within the School to support academic programs.

The Course Coordinator (Undergraduate Programs) is responsible to the Dean and Executive through the Associate Dean (Academic Programs) and will report to Executive on matters related to the administration of the undergraduate programs.

The Course Coordinator (Undergraduate Programs) is a member of the Board of Studies: Undergraduate Programs and assists the Associate Dean (Academic Programs) in managing curriculum and evaluation matters relating to undergraduate programs. The Course Coordinator (Undergraduate Programs) is also a member of the Examinations Board (Undergraduate Programs) and the Course Advisory Committee.

The Course Coordinator (Undergraduate Programs) manages all undergraduate student matters, eg, enrolment, change of course and academic progress.

The Course Coordinator (Undergraduate Programs) liaises with the Topic and Year Coordinators who are accountable to the Course Coordinator (Undergraduate Programs) for the management of their topics/year, the Course Coordinator (Graduate Programs) and the Associate Dean (Academic Programs) on matters which impact on undergraduate programs.
APPENDIX 9

FACULTY OF HEALTH SCIENCES

SCHOOL OF NURSING & MIDWIFERY

ROLE STATEMENT FOR THE COURSE COORDINATOR (GRADUATE PROGRAMS)

In addition to contributing to the teaching and research activities of the School, the Course Coordinator (Graduate Programs) carries out administrative responsibilities within the School to support academic programs.

The Course Coordinator (Graduate Programs) is responsible to the Dean and Executive through the Associate Dean (Academic Programs). The incumbent will report to the Program Management Group on matters related to the administration of the graduate programs and the Associate Dean (Practice Development) in matters related to clinical education. The incumbent will report to the Chair of the Board of Studies (Graduate Programs) on matters related to the administration of the graduate programs.

The Course Coordinator (Graduate Programs) is a member of the Board of Studies (Graduate Programs) and provides leadership in the management of curriculum and evaluation matters relating to graduate programs. The Course Coordinator (Graduate Programs) is also a member of the Examinations Board (Graduate Programs), the Course Advisory Committee and the Faculty Higher Degrees Committee.

The Course Coordinator (Graduate Programs) manages all post-graduate student matters, eg, enrolment, course advice and direction and review of progress.

The Course Coordinator (Graduate Programs) liaises and consults with the relevant specialist stream coordinators and Associate Deans on matters which impact on graduate programs and manages the activities of the Topic Coordinators.
APPENDIX 10

FLINDERS UNIVERSITY

FACULTY OF HEALTH SCIENCES

SCHOOL OF NURSING & MIDWIFERY

ROLE STATEMENT FOR THE TOPIC COORDINATOR

Purpose

Topic Coordinators in the School of Nursing and Midwifery ensure that the objectives of the academic programs are met through the proper administration of the topic(s) for which they are responsible. Topic Coordinators are accountable to the Course Coordinator for the conduct of their topic(s) and have the following responsibilities:

To the Teaching Team:

• Advise the Course Coordinator of the staffing requirements for the topic prior to commencement of teaching weeks; negotiate adequate staffing for the topic in the classroom/laboratory/DEU through liaison with the Course Coordinator, Clinical Coordinator, other topic coordinators;
• Ensure the flow of up to date information to Course Coordinator, between topics and among topic teaching team; hold regular team meetings; attend regular Topic Coordinator meetings called by the Course Coordinator;
• Advise and assist team members in their teaching duties; suggest areas for staff development to the Course Coordinator;
• Where appropriate ensure that teachers in Norway are fully informed and part of the communication loop.

To students:

• Ensure that materials are complete and accurate and available for students/staff at least six weeks before teaching semester begins;
• Ensure that there is a flow of up to date information to students;
• Monitor student progress (through members of the teaching team); ensure that the spread of final grades in the topic is fair and justifiable;
• Ensure that students who require additional assistance are identified and monitored;
• Ensure that DEU placements are appropriate for the topic and advise the clinical coordinator about appropriate placement of students;
• Approve extensions for assignments as per School of Nursing and Midwifery policy; ensure that the teaching team is aware of and implements School and University policies in relation to student progress;
• Ensure efficient management of student related issues in collaboration with the Course Coordinator and when appropriate, the Associate Dean.
To the School:

• Monitor the conduct and evaluation of the topic (using SET and other forms of evaluation);
• Advise the Course Coordinator of the adequacy of staffing levels and staff conduct in the topic at the end of the semester;
• Initiate curriculum development and staff development when necessary and in conjunction with all other topics through the Course Coordinator.

Process of selection and appointment

A Topic Coordinator is an academic staff member who holds a one year or more appointment and can demonstrate academic leadership by virtue of the following attributes:

• Management skills – task and people management;
• Knowledge of university policies and their effects; on students progress and teaching activities;
• Experience in curriculum development and an overview of the course program;
• Teaching experience in topic area
• Facilitate flexible delivery and teaching innovations of, and by the team teaching the topic.

The Topic Coordinator will be selected and appointed, at least one semester before the commencement of the topic, for a two semester period by the Course Coordinator and the Topic Teaching team. Workload (time allocation) will be negotiated with the Head of Department in the usual way.

A new Topic Coordinator is to be appointed before the end of the term of the current Topic Coordinator. Each current Topic Coordinator will ensure that the process of appointment of a new Topic Coordinator will occur before the completion of their term.
ROLE STATEMENT FOR YEAR COORDINATORS

Year Coordinators in the School of Nursing and Midwifery ensure that objectives of each year of the Bachelor of Nursing program are met through the proper administration of topics within that year and in sequence with other years of the program.

Year Coordinators are accountable to the Course Coordinator for the management of their year and will have the following responsibilities:

- work closely with topic coordinators
- ensure articulation of content within and between topics in that year
- ensure student assessments within topics are coordinated with respect to submission dates ie so that there is an even spread of assessment during the semester and assessment weeks
- promote topic evaluations
- ensure topic materials are ready within prescribed time lines
- other responsibilities as identified to enhance program delivery
- support students as necessary
- advise subsequent year coordinators of students at risk
- collect information from relevant staff in relation to student prizes
- attend topic coordinator meetings called by the course coordinator
- monitor and evaluate the curriculum year and report to the course coordinator on identified needs of curriculum development or revision

Process of selection and appointment

A Year Coordinator is an academic staff member who holds a one year or more appointment and can demonstrate academic leadership by virtue of the following attributes:

- Management skills – task and people management;
- Knowledge of university policies and their effects; on students progress and teaching activities;
- Experience in curriculum development and an overview of the course program;
- Teaching experience in topic area
- Facilitate flexible delivery and teaching innovations of, and by the team teaching the topic.
The Year Coordinator will be selected and appointed, at least one semester before the commencement of the topic, for a two semester period by the Course Coordinator and the Topic Teaching team. Workload (time allocation) will be negotiated with the Head of Department in the usual way.

A new Year Coordinator is to be appointed before the end of the term of the current Year Coordinator. Each current Year Coordinator will ensure that the process of appointment of a new Year Coordinator will occur before the completion of their term.
APPENDIX 12

FLINDERS UNIVERSITY

FACULTY OF HEALTH SCIENCES
SCHOOL OF NURSING & MIDWIFERY

ROLE STATEMENT FOR THE
STREAM COORDINATOR

Purpose

Stream Coordinators in the School of Nursing & Midwifery ensure that the objectives of the academic programs are met through the proper administration of the stream(s) for which they are responsible. Stream Coordinators are accountable to the Course Coordinator (Graduate Programs) for the conduct of their stream and have the following responsibilities:

To the Teaching Team:

- Advise the Course Coordinator (Graduate Programs) of the staffing requirements for the stream prior to commencement of teaching weeks; following discussions on staffing needs negotiate adequate staffing for the stream through liaison with the stream coordinators;
- Ensure the flow of up to date information to the Course Coordinator (Graduate Programs), between streams and among stream teaching team; hold regular team meetings; attend regular Stream Coordinator meetings called by the Course Coordinator (Graduate Programs);
- Where appropriate ensure that off campus lecturers are fully informed and kept with the communication loop regarding stream issues.

To students:

- Ensure that materials are complete and accurate and available for students/staff before teaching semester begins;
- Ensure that there is a flow of up to date information related to study/activities associated with the topic to students;
- Monitor student progress (through members of the teaching team);
- Ensure that the spread of final grades in the topic is fair and justifiable;
- Ensure that students who require additional assistance are identified and monitored;
- Ensure that clinical placements are appropriate for the stream and provide feedback to the clinical coordinator where relevant;
- Ensure that the teaching team is aware of and implements School and University policies in relation to student progress;
• Ensure efficient management of student related issues in collaboration with the Course Coordinator (Graduate Programs) and when appropriate, the Associate Dean.
APPENDIX 13

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ROLE STATEMENT FOR THE COORDINATOR (HONOURS PROGRAM)

In addition to contributing to the overall teaching and research activities within the School, the Coordinator (Honours Program) carries out coordination and evaluation and undertakes administrative responsibilities related to this program.

The Coordinator (Honours Program) is responsible to the Dean and Executive through the Associate Dean (Academic Programs) on all matters related to the Honours program.

The Coordinator (Honours Program) is a member of the Board of Studies: Undergraduate Programs and supports the Associate Dean (Academic Programs) in recruiting students and implementing and managing curriculum relating to the School’s Honours program. The Coordinator (Honours Program) is also a member of the Faculty of Health Sciences Higher Degrees Committee, the School Research Committee and the Course Advisory Committee.

The Coordinator (Honours Program) manages all Honours student matters, eg, academic counselling, enrolment, change of course and academic progress and supports the students’ supervisors to ensure timely completions.

The Coordinator (Honours Program) liaises with the Course Coordinator (Undergraduate Programs) and the Associate Deans (Academic Programs), (Research) and (Higher Degree Programs) on matters which impact on the Honours program.
APPENDIX 14

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ROLE STATEMENT FOR THE COORDINATOR (DEU)

In addition to contributing to the teaching and research activities of the School, the Coordinator (DEU) carries out administrative responsibilities within the School to support academic programs.

The focus of the Coordinator (DEU) is to negotiate new DEUs and work closely with the Clinical Placement Administrator position to coordinate clinical placements in both block placements and DEUs.

The Coordinator (DEU) is responsible to the Associate Dean (Practice Development), through the relevant Coordinators, who will report to Executive on matters relating to the administration of clinical placements and where there are program issues, through the relevant Coordinator and Associate Dean.

The Coordinator (DEU) is a member of the Practice Development Committee.

The Coordinator (DEU) is responsible for:

- Coordinating the placement of Principal and Associate Academics
- Maintaining formal and informal communications with all DEUs and key staff within the School
- Chairing DEU meetings twice each semester
- Organising introductory and advanced DEU workshops each semester
- Evaluating on an annual basis, formally and informally, the DEUs from a student, clinician and academic perspective; evaluating block placements
- Promoting the philosophy and concept of the DEU model to professionals outside the School
- Attending clinical placement meetings with the Clinical Placement Administrator and the University of SA Clinical Placement Coordinator
APPENDIX 15

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ROLE STATEMENT FOR THE
COORDINATOR (RURAL AND REMOTE EDUCATION)

In addition to contributing to the teaching and research activities of the School, the Coordinator (Rural and Remote Education) carries out administrative responsibilities within the School to support academic programs.

The focus of the Coordinator (Rural and Remote Education) is to negotiate and monitor the effectiveness of clinical placements in rural and remote health care venues, and to identify necessary student supports for the period of clinical placement. The Coordinator (Rural and Remote Education) liaises with the Clinical Placement Coordinator and Course Coordinators of the BN and BN/BHSc as required, on all matters affecting clinical placement of undergraduate students in rural and remote venues, including public relations, recruitment, selection and preparation of students, organisation and facilitation of clinical experience and evaluation.

The Coordinator (Rural and Remote Education) is responsible to the Associate Dean (Academic Programs), the Associate Dean (Practice Development) and Associate Dean (International) who will report to Executive on matters relating to the administration of rural and remote student placements.

The Coordinator (Rural and Remote Education) is a member of the Practice Development Committee and the Undergraduate Board of Studies.

The Coordinator (Rural and Remote Education) is responsible for:

- coordinating academic and clinical aspects of rural and remote placements
- promoting rural and remote clinical placement opportunities amongst undergraduates
- organising information sessions for students
- ensuring the annual updating of the School’s Rural and Remote web pages and links
- conducting pre-clinical sessions and facilitating orientation programs for students attending rural and remote placements
- monitoring students’ academic and clinical progress during rural and remote placements
- communicating with clinical preceptors and other staff in rural and remote health services regarding topic requirements, students’ preparation, progress and assessment
- working closely with relevant Topic Coordinators in years 2 and 3 regarding topic and option topic requirements, academic progress and assessment arrangements
• liaising with on and off campus services regarding student preparation, immunisation, accommodation and travel arrangements
• attending clinical placement planning meetings annually with Course Coordinators and University of SA clinical placement staff to determine available venues
• evaluating annually the effectiveness and suitability of rural and remote placements used, making any changes required and negotiating new opportunities
• exploring public relations opportunities within and outside the School and making approved visits to rural and remote areas as necessary
• attending to any other issues relevant to rural and remote education in the School of Nursing & Midwifery