

## **ROLES & RESPONSIBILITIES OF DIVISIONAL TUTOR**

### **Graduate Certificate in Nursing (General Practice)**

#### **Overall Responsibility:**

- To provide tutorial support, marking and feedback to students enrolled in courses from the Graduate Certificate in Nursing as provided by the Division

#### **Reports to:**

- Coordinator of Practice Nursing at Division
- Coordinator - ADGP

#### **Liases with:**

- Students enrolled in specific courses for which tutorial work is provided
- Coordinator of Practice Nursing in Division
- Coordinator - ADGP
- Graduate Certificate in Nursing (General Practice) Coordinator at University of Sunshine Coast

#### **Specifications:**

- Qualifications, knowledge and skills commensurate with the provision of tutorial services in each individual course
- Demonstrate knowledge of subject area in course

#### **Responsibilities:**

- Provide face-to-face tutorials at workshops (if required)
- Provide timely assistance to students via face-to-face, phone and email consultations
- Mark submitted assignments and provide supportive and constructive feedback
- Return marked assignments in a timely fashion (within 2 weeks)
- Maintain results register and submit collated and graded results to Division Coordinator
- Communicate with all students by email on a regular basis as required
- Distribute course evaluation and provide report of collated results (in consultation with Division Program Coordinator)
- Regularly liaise with Division program Coordinator
- Liaise with tutors in other Divisions as required
- Liaise with ADGP as required

#### **Relevant experience could include either or both of the following:**

- Adult Education Experience
- Nursing Experience

#### **Other experience which could be suitable:**

- Teaching
- General Practice administration or clinical practice