



# Gold Coast Health **LEAP** Program

## Digital Learning and Support Intern

Robina Health Precinct

**An opportunity exists in the Digital Training Team. You'll be supervised by Samantha Mills, Senior Training Coordinator.**

### About Gold Coast Health

Gold Coast Health (GCH) is one of Queensland's largest healthcare services. We operate three hospitals and many community facilities, all focused on delivering high-quality, patient-centred care. Our team is passionate about making a positive impact on the lives of our patients and the community.

### About the LEAP Program

The Learning Experience Academic Placement (LEAP) program offers non-clinical internships for students who want to:

- Gain real-world experience in healthcare (without needing a clinical background)
- Work on meaningful projects that make a difference
- Explore career pathways in a dynamic and growing industry

### About the Team

We are the Digital Training Team, within the division of Digital Health and Innovation Division. Our core role is to deliver training and end-user support to all staffing streams (Medical, Nursing/Midwifery, Allied Health and Administration) on the use of clinical systems including the integrated electronic Medical Record (ieMR).

### About the Role/Project

The Digital Training Intern will assist the team across a variety of tasks including:

- Support Trainers with teaching-related activities (e.g. prepare class resources and handouts, manage class sign-in and attendance marking in the Learning Management System (LMS)).

- Assist in the provision of end-user support (e.g. help develop infographics and quick reference guides about clinical systems, identify suitable metadata for guides to aid searchability, assist with email queries including room booking requests).
- Complete a project across the 12 weeks, involving (a) the creation of a training course catalogue for upload to the statewide training portal, and (b) updating of training attendance records on this same online portal.
- Optional tasks depending on student interest: training data analysis, post-training feedback analysis, auditing and organising existing resources for knowledge management, shadowing trainers and observing training delivery.

## What we are looking for

We're looking for someone who:

- Has strong computer literacy, clear written and verbal communication skills.
- Is proactive with high attention to detail.
- Is interested in education or learning and development.

## Area of Study

While not exclusively limited to, this opportunity would be best suited to students studying:

- Education
- IT – Information Technology, Multimedia, Software Development, Computing/Programming

## Requirements and Time Commitment

**Placement:** 1 day per week for 12 weeks (14 September to 04 December 2026)

**Eligibility:** Must be enrolled at a tertiary institution (university or TAFE)

**Insurance:** Indemnity insurance form from your university required before starting

*\*Please note the time commitment may be negotiated to align with semester dates for academic credit where possible.*

## Accessibility

At Gold Coast Health, we value and celebrate the diversity of our employees and are dedicated to creating a workforce that reflects the diverse community we serve. Our Diversity and Inclusion team is always available to provide support and guidance to all employees and will promptly facilitate reasonable adjustments upon request.

## How to Apply

Submit your application to your University Work Integrated Learning (WIL) Coordinator / Career Development Team or directly via the [Gold Coast Health Careers Page](#).

In your application include:

- Current resume
- Contact details of 2 referees
- Academic transcript
- Cover letter (no more than 1-2 pages) outlining what you hope to gain from the experience.

**Applications close: Midnight on Sunday, 12th July 2026.**

Please note: Shortlisted candidates will be contacted by a private phone number or via email.