



## POSITION DESCRIPTION

<b>POSITION:</b>	<b>Clinical Co-ordinator – Faculty of Health</b>
<b>REPORTS TO:</b>	<b>Associate Dean</b>
<b>DIRECT REPORTS:</b>	<b>Nil</b>
<b>EMPLOYMENT TYPE:</b>	<b>Tenured – Full time</b>
<b>DELEGATIONS:</b>	<b>Nil</b>

## FUNCTIONAL RELATIONSHIPS

### Internal

Academic/Programmes Leaders  
Practice Paper Co-ordinators  
Clinical Laboratory Manager  
Faculty staff  
Senior Management Team  
Financial Services Team  
Property Services

### External

Programme Advisory Committees  
Clinical Partners offering student placements  
Employers in relevant industries and professions  
External monitors and moderators  
Other tertiary providers  
Networks, stakeholders and communities  
Own professional groups/bodies

## STATEMENT

The core purpose of Whitireia is to build futures with our students and communities and all employees' roles are expected to incorporate and reflect Te Tiriti o Waitangi, the Vision and Values/Principles of Whitireia:

**Vision** - Whitireia will lead and illuminate its communities through tertiary education

**Te Tiriti o Waitangi** - Take all practical steps to create and maintain a culturally sensitive environment for staff, students and other persons. Where appropriate attend training about Te Tiriti o Waitangi and/or biculturalism

**Whitireia Values** - Demonstrate professional practices that reflect the Whitireia values and principles

## CHANGES TO THIS POSITION DESCRIPTION

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## **POSITION PURPOSE**

The purpose of this position is to co-ordinate the provision of quality clinical teaching and learning experiences across the suite of health (nursing and paramedic) programmes offered within the Faculty of Health, to enable students to gain an understanding of, and to succeed in accordance with the values of Whitireia Community Polytechnic.

## **PRINCIPAL ACCOUNTABILITIES**

### **Quality Teaching Programmes**

Provide students with appropriate, quality clinical placements throughout their programme.

Ensure clinical environments are well informed about clinical learning requirements for students.

Provide clinical providers with access information and support relating to student clinical placements.

Work with clinicians to identify appropriate preceptorship in clinical setting.

Ensure preceptorship training is provided.

Ensure agreements with clinical providers are established and maintained.

Ensure regular liaison meetings with appropriate programme staff are held.

Ensure clinical evaluations are initiated, reviewed and improvements are identified and actioned.

Ensure clinical placement access negotiation is successfully completed in a timely manner for each programme.

### **Information and Documentation**

Ensure accurate and complete clinical grids for all student placements are available and maintained.

Ensure clinical providers are informed in a timely manner of student commencement.

Ensure students are provided with accurate and timely information relevant to clinical experience.

Assist in monitoring and management of financial matters including reviewing and allocating clinical invoices for payment.

Ensure documentation related to internal and external quality management has been provided fully, accurately and within the agreed timeframe.

Provide accurate and timely information and/or documentation as required.

Participate in and produce research outcomes as required.

Maintain relevant and appropriate programme documentation for administrative purposes and according to the Public Records Act 2005 requirements.

### **Faculty Contribution and Team Support**

Identify opportunities, contribute, develop and implement ideas to improve systems and processes.

Attend and contribute to Faculty meetings.

Ensure all policy and legal requirements are adhered to.

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Participate in a global committee(s) as required.

### **Programme Development and Marketing**

Contribute to the continuous improvement of teaching and learning programmes

Ensure industry/professional knowledge is current and reflected in role.

### **Health and Safety**

Take all practical steps to create and maintain a safe and healthy environment for employees, students and other persons.

## **PERSON SPECIFICATION**

### **Qualifications/Experience**

#### **Essential:**

Registered Nurse with current Practicing Certificate

An understanding of the unique nature of the suite of nursing and health programmes within the Faculty of Health, and have the skills and knowledge to contribute to their delivery and development

Excellent verbal and written communication skills

Skilled in using Word and Excel

#### **Desirable:**

Postgraduate Qualification in relevant subject and willing to work towards Masters

Previous teaching experience

Project Management skills/qualification

Ability to engage in research activities

### **Personal Attributes**

- Enthusiasm
- Able to be flexible
- Open minded
- Willingness to learn

## **COMPETENCIES**

Competencies are grouped into three main areas:

**Personal Capability (self)** - how an individual conducts themselves at work

**Effective Relationships** - relating to an individual's interpersonal behaviours

**Effective Practices** - how an individual undertakes and completes their work.

The following generic competencies apply to all employees:

### **Personal Capability**

Demonstrates strategic focus	<ul style="list-style-type: none"><li>• Demonstrates and applies knowledge of the connections between the broader tertiary education environment, and the strategic directions, goals and policies of Whitireia and applies these in practice</li><li>• Contributes to developing and implementing practical strategies with/for our communities Participates in the broader professional and cultural life of the organisation</li></ul>
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Upholds organisational values	<ul style="list-style-type: none"> <li>• Implements te Tiriti o Waitangi, Whitireia values, Code of Ethics and Code of Conduct in everyday practice</li> <li>• Demonstrates openness to, communicates with, and relates appropriately to diverse cultural needs and viewpoints</li> <li>• Uses culturally appropriate processes and protocols in the work context</li> </ul>
Focuses on outcomes	<ul style="list-style-type: none"> <li>• Performs tasks to achieve the outcomes and outputs of the position</li> <li>• Assesses the impact and implications of own performance on the organisation</li> </ul>
Participates actively in self evaluation, review and professional development	<ul style="list-style-type: none"> <li>• Critically reflects on work and uses feedback to identify strengths and areas for development</li> <li>• Pursues opportunities to engage in professional development to enhance expertise and practice</li> <li>• Maintains and develops capability to work with diverse communities and external industry and professional networks</li> </ul>

### **Effective Relationships**

Demonstrates Student/Customer/ Stakeholder Focus	<ul style="list-style-type: none"> <li>• Identifies and responds appropriately to the diverse needs of students and other internal and external customers /stakeholders</li> <li>• Maintains appropriate behaviour and boundaries as described in Whitireia policies, including Health &amp; Safety, Code of Conduct</li> </ul>
Establishes effective relationships	<ul style="list-style-type: none"> <li>• Listens actively to and considers the ideas and opinions of others</li> <li>• Communicates ideas and information in language style and medium appropriate to the intended audience</li> <li>• Develops and maintains effective working relationships both within and outside the organisation to achieve agreed outcomes</li> </ul>
Works collaboratively in team	<ul style="list-style-type: none"> <li>• Participates in planning achieving and evaluating team goals and purpose</li> <li>• Shares information, knowledge and skills that enhance team/organisational function</li> <li>• Identifies organisational opportunities and promotes these effectively to others</li> <li>• Encourages organisational learning approach</li> <li>• Takes leadership role in areas of expertise to achieve organisational goals</li> </ul>

### **Effective practices**

Manages work to meet outcomes	<ul style="list-style-type: none"> <li>• Develops and implements a plan with clear steps to achieve required position outcomes</li> <li>• Follows up to determine the effectiveness of actions</li> <li>• Uses and manages information to be well informed and keep effective work records</li> <li>• Gives and receives appropriate and effective feedback</li> <li>• Evaluates activities (using a range of feedback) for continuous improvement based on changing circumstances and information</li> </ul>
Applies solution strategies to problems	<ul style="list-style-type: none"> <li>• Balances the outcome requirements with relevant people needs</li> <li>• Uses professional judgement and evidence to anticipate potential issues and produce workable solutions a range of problems</li> <li>• Works with differences to reach a shared agreement</li> <li>• Manages conflict and gains clear agreement and commitment from others</li> <li>• Contributes solutions to systems where appropriate</li> </ul>

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Uses organisations systems	<ul style="list-style-type: none"> <li>• Operates effectively within the policy framework and legislative obligations</li> <li>• Uses organisation's and team's systems, policies and processes</li> <li>• Uses Whitireia resources effectively efficiently and sustainably</li> </ul>
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The following generic computer literacy competencies apply to all employees

**Effective Practices**

Whitireia specific skills	<p><i>Health and Safety</i></p> <ul style="list-style-type: none"> <li>• Demonstrates an understanding of ergonomic principles for computer workstations</li> </ul> <p><i>Whitireia Intranet</i></p> <ul style="list-style-type: none"> <li>• Demonstrates familiarity with the Intranet and the types of information that can be accessed</li> </ul> <p><i>Whitireia Network</i></p> <ul style="list-style-type: none"> <li>• Demonstrates familiarity with the Network including logging in and permissions</li> </ul>
Software competencies	<p><i>File Management</i></p> <ul style="list-style-type: none"> <li>• Understands the organisational structure and, using the Whitireia document creation guidelines and file naming convention, correctly stores documents (using taxonomy) in appropriate location</li> </ul> <p><i>Email</i></p> <ul style="list-style-type: none"> <li>• Uses the email system to a proficient standard</li> </ul> <p><i>Outlook calendar and scheduling</i></p> <ul style="list-style-type: none"> <li>• Uses the calendar effectively</li> </ul> <p><i>Internet</i></p> <ul style="list-style-type: none"> <li>• Utilises the internet efficiently as position requires</li> </ul>
Microsoft Office suite competencies	<p><i>Word</i></p> <ul style="list-style-type: none"> <li>• Produces documents using a range of setup, text and paragraph options. Understands the different print and save options.</li> </ul> <p><i>Excel</i></p> <ul style="list-style-type: none"> <li>• Produces spreadsheets using a range of setup, data formatting, simple formulae and charts and understands the different print and save options</li> </ul> <p><i>Powerpoint</i></p> <ul style="list-style-type: none"> <li>• Creates presentations and understands the different print and save options</li> </ul>
Multi function devices (MFDs)	<p><i>Printing and Photocopying</i></p> <ul style="list-style-type: none"> <li>• Uses MFDs to photocopy, print, scan and fax documents and can replace the ink cartridge and clear jams</li> </ul>

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