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|  | Position DescriptionAll Calvary Services |

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| **Position Title:** | Clinical Facilitator (Undergraduate Clinical Students) |
| **Position Number:** |  | **Cost Centre:** | A7046 |
| **Site/Facility:** | Calvary Hobart  |
| **Department:** | Learning & Development |
| **Enterprise Agreement** | Calvary Health Care Tasmania Nursing Staff Enterprise Agreement 2020 |
| **Classification:** | Registered Nurse Level 3 |
| **Reports To:** | Learning & Development Manager  |
| **Date of Preparation:** | July 2016 | **Date Updated:** | October 2021 |
| **Primary Purpose** |
| The Clinical Facilitator actively provides necessary learning opportunities for Undergraduate Health Science Students in designated areas, using a variety of teaching strategies in collaboration with the Learning & Development Manager/Clinical Educator and the Nurse Unit Managers.  |
| Organisational Environment |
| Founded in 1885 by the Sisters of the Little Company of Mary, Calvary is a charitable, not-for-profit, Catholic health care organisation. Our mission is to provide quality, compassionate health care to the most vulnerable, including those reaching the end of their life. With over 18,000 staff and volunteers, we have a national network of 14 Public and Private Hospitals, 72 Residential Care and Retirement Communities and 19 Community Care service centresCalvary continues the mission of the Sisters of the Little Company of Mary, a [mission](https://www.calvarycare.org.au/about/mission-and-values) focused on caring for those who are sick, dying and in need.  We express our values of hospitality, healing, stewardship and respect through “being for others” exemplified by the [Spirit of Calvary](https://www.calvarycare.org.au/about/mission-and-values/) and the example of Venerable [Mary Potter](https://www.calvarycare.org.au/about/heritage/).As an equal opportunity employer, we value diversity and are committed to fostering a workplace that is respectful, welcoming and inclusive where people are supported to draw strengths from their identity, culture and community. We value the integral dignity of each person and we encourage applications from First Nations peoples, people living with a disability, LGBTIQ+ people, people who have come to Australia as migrants or refugees and veterans.Calvary Health Care Hobart incorporates two facilities: Calvary Lenah Valley and Calvary St John’s. |
| Accountabilities and Key Result Areas |
| **People and Culture** * Practice in accordance with Calvary and relevant Government Health policies and procedures, the position description, Code of Conduct and industrial agreements.
* Work in accordance with the mission and vision of Calvary and participate actively in developing a culture that promotes and embeds in practice Calvary’s values of healing, hospitality, stewardship and respect.
* Utilise the national Calvary Supervision Manual and its accompanying resources for each student cohort.
* Accountable for the undergraduate clinical students throughout their placement experience, including supervision, facilitation, implementation, and evaluation of students learning opportunities.
* Consolidate the student’s professional vocabulary and their ‘socialisation’ into a professional role;
* Apply general principles of reflective practice by encouraging students to verbalise and analyse their experiences.
* Develop the communication, clinical reasoning and clinical skills of students.
* Monitor the undergraduate’s ability to meet the Professional Standards appropriate to their discipline.
* Explain student assessment criteria and procedures to students and relevant clinical staff.
* Conduct formative and summative assessment of undergraduate student’s clinical knowledge and practice as required.
* Assist in the provision of opportunities for each student to meet the clinical learning objectives of the program.
* Collaborate with the Clinical/Unit Manager, Learning & Development Manager/Coordinator/Clinical Educator internally, or the appropriate liaison person externally to implement strategies in the management of students deemed at risk.
* Acting as a liaison person between the clinical placement experience venue and the Institution.
* Manage the online Learning Management System (E3 E Learning) and core business systems (Chris 21, Kronos) to ensure all undergraduate (clinical) students training and development activities are recorded for compliance.

**Excellence in Care** * Demonstrate clinical expertise and professional role modelling.
* Identify student learning needs and collaborating with the student to design appropriate learning strategies in response to those needs.
* Facilitate students to apply knowledge and skills and to explore links between theory and practice.
* Brief students regarding their role and responsibilities during clinical placement experience.
* Advocate and negotiate with clinical staff on behalf of students to ensure optimal learning opportunities.
* Evaluating the achievement of the elements of their role as a Clinical Facilitator.
* Providing written reports of student performance as requested by the Academic Coordinator and/or Associate Dean (Teaching & Learning) and/or Clinical Coordinator.
* Assumes additional tasks and responsibilities as requested by the Learning & Development Manager / Coordinator from time to time.
* Ensuring the safety of clients, health care facility staff and students by maintaining safe practice through the appropriate selection and assignment of client case load responsibility in consultation with Clinical venue staff.

**Wise Stewardship** * Ensures that Calvary’s internal and external resources are utilised appropriately
* Responsible for completion of service agreements and the generation of invoices through Finance1 to support remuneration funding model.
* Responsible for the management and maintenance of all clinical facilitation record keeping, and for outlining when applicable the role for reporting, relief and modification.
* Run Calvary core business system reports as required to track compliance trends, and predict revenue and profit.
* Compile data annually showing types of students, the numbers of students hosted and the number of hours of supervision offered at Calvary.

**Service Development and Innovation** * Creates and engenders a spirit of “enquiry” within the team to ensure practice is relevant, contemporary and customer orientated.
* Abide by recommended Infection Control strategies directed at preventing transmission of infection.
* Contribute to the development and maintenance of best practice in Work Health Safety and Welfare culture within the organisation.
* Facilitate the integration of Work Health Safety legislative and policy requirements into management processes as directed by the relevant People Leaders
* Review Work Health Safety Incident Reports as requested and ensure appropriate prevention strategies have been implemented when graduates or undergraduate students are involved.

**W H&S Responsibilities:** * Take reasonable care of own health and safety and the health and safety of others in the workplace;
* Comply with relevant Calvary WHS policies, procedures, work instructions and requests;
* Reports to supervisor any incident or unsafe conditions which come to your attention;
* Observe any additional requirements as outline in Calvary’s WHS Responsibilities, Authority and Accountability Table (published on Calvary Connect intranet)
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| **Key Relationships** |
| Internal: | * Learning and Development Manager
* Learning and Development team
* Clinical Facilitators
* Clinical / Departmental Manager or equivalent
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| External: | * Institution employees -Academic Liaison, Unit Coordinator or Professional Placement Co-coordinator and/or the Academic Coordinator
* Clinical Placement Unit Managers
* WHSE Managers/Coordinators
* Infection Control Managers/Coordinators
* Product Representatives who assist with undergraduate students development
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| Selection Criteria |
| ***Essential:**** AHPRA Registration with a current practising certificate
* Certificate IV in Training & Assessment
* Demonstrated high levels of communication, problem solving, conflict resolution and negotiation skills
* Evidence of facilitating the learning needs of Health Science students (E.g.-Medical, Nursing, Physiotherapy) within their role in a clinical environment.
* Demonstrated the ability to effectively teach and preceptor undergraduate health sciences students.
* Ability to be creative, innovative and flexible when approaching Clinical facilitation issues
* Minimum of 3 years’ post graduate clinical experience in relevant specialist field(s) of health care.
* Working knowledge of Microsoft Office including Excel and Publisher
* Evidence of Covid-19 Vaccination

***Desirable:**** Relevant post graduate qualifications in relevant area(s) of expertise and/or education
* Expert knowledge of computerised systems and products relevant to the position
* Skilled at using different Online Learning and Communication Systems
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| Approvals  |
| Job Holder’s signature: | Date: |
| Manager’s signature: | Date: |