

DEPARTMENT OF HEALTH

Statement of Duties

Position Title:	Clinical Coordinator (Facilitator) - Whole of Community Professional Experience Placement (PEP)
Position Number:	Generic
Classification:	Registered Nurse Grade 5
Award/Agreement:	Nurses and Midwives (Tasmanian State Service) Award
Group/Section:	Hospitals South, Hospitals North and Hospitals North West
Position Type:	Fixed-Term/Casual, Part Time/Casual
Location:	South, North, North West
Reports to:	Director of Nursing
Effective Date:	October 2017
Check Type:	Annulled
Check Frequency:	Pre-employment
Essential Requirements:	<p>Registered with the Nursing and Midwifery Board of Australia as a Registered Nurse</p> <p><i>*Registration/licences that are essential requirements of this role must remain current and valid at all times whilst employed in this role and the status of these may be checked at any time during employment. It is the employee's responsibility to ensure that registration/licences remain current and to advise the Employer if their circumstances change. This includes notifying the Employer if a registration/licence is revoked, cancelled or has its conditions altered.</i></p>
Desirable Requirements:	<p>Holds or is working towards relevant Post Graduate qualifications</p> <p>Current Driver's Licence</p>
Position Features:	Travel between rural sites may be a requirement of the role

Note: The above details in relation to Location, Position Type and Work Pattern may differ when this position is advertised – please refer to these details within the actual advert. The remainder of the content of this Statement of Duties applies to all advertised positions.

Primary Purpose:

Coordinate and facilitate the learning and teaching of undergraduate nursing, paramedics and allied health students within a designated rural health environment.

Responsible for providing learning and teaching and social network support.

Coordinate the overall professional experience placements within health care environments and provide direct and indirect support, to undergraduate nursing, paramedics and allied health students and their supervisors/preceptors.

Liaise and negotiate with relevant stakeholders across organisations to enable access to quality learning and teaching support for students and supervisors/preceptors.

Duties:

1. Liaison

- Liaise with staff from the University of Tasmania (UTAS) and staff from national Universities to ensure students fulfil their PEP course requirements.
- Coordinate with Nurse Unit Managers (NUM), Assistant Directors of Nursing (ADON), supervisors/preceptors and healthcare staff to maximise learning opportunities and address PEP learning objectives of students during rural PEP.
- Contribute to recommendations in relation to planning, implementing and evaluating student placements.

2. Support:

- Provide undergraduate nursing, paramedics and allied health students with ongoing professional guidance and mentoring.
- Identify any issues which may impact on individual student performance and associated progression.
- Provide direct and indirect support to students and their supervisors/preceptors in consultation with Professional Experience Placement Unit Coordinators to assist in the development of individual student learning strategies and plans as and when required.
- Demonstrate best practice learning and teaching methodologies.
- Be present and available for students and staff for the duration of the designated professional experience placements.

3. Direct/Indirect Assessment:

- Consistent with the relevant undergraduate student course, the Clinical Coordinator (Facilitator) - Whole of Community PEP (Clinical Coordinator) will liaise with the appropriate University and Professional Experience Placement Unit Coordinator/s in providing indirect student support to maximise PEP learning outcomes and relevant assessment requirements.
- In collaboration with the PEP unit coordinators and supervisors, maintain regular accurate objective feedback and documentation pertaining to student progression, learning goals and achievements.

Other Duties:

4. Actively participate in and contribute to the organisation's Quality & Safety and Work Health & Safety processes, including in the development and implementation of safety systems, improvement initiatives, safeguarding practices for vulnerable people, and related training.
5. The incumbent can expect to be allocated duties, not specifically mentioned in this document, that are within the capacity, qualifications and experience normally expected from persons occupying positions at this classification level.

Key Accountabilities and Responsibilities:

Under the general direction of the appropriate University and Professional Experience Placement Unit Coordinator/s the Clinical Coordinator is responsible for:

- Coordinating, managing, leading and supervising allocated undergraduate students of rural nursing, paramedical and allied health professions.
- Liaising with Professional Experience Placement Unit Coordinators, University of Tasmania and relevant national universities to ensure students' academic progression in practice is monitored. Including having an understanding of course supervision requirements.
- Liaising with NUMs/ADONs/DONs from own practice setting related to overall coordination of the student experience in rural areas, including rostering of students and allocation of supervisors/preceptors.
- Collaborating with local health care organisations in providing guidance and support for rostering of students during PEP.
- Ensuring all students are supervised in practice according to the requirements of the Professional Registration body and workplace guidelines. As such the Clinical Coordinator must be cognizant of individual course supervision requirements.
- Self-professional development and education and accountable for own practice standards.
- Championing a child safe culture that upholds the *National Principles for Child Safe Organisations*. The Department is committed to the safety, wellbeing, and empowerment of all children and young people, and expect all employees to actively participate in and contribute to our rights-based approach to care, including meeting all mandatory reporting obligations.
- Where applicable, exercising delegations in accordance with a range of Acts, Regulations, Awards, administrative authorities and functional arrangements as mandated by Statutory office holders including the Secretary and Head of State Service. The relevant Unit Manager can provide details to the occupant of delegations applicable to this position.
- Complying at all times with policy and protocol requirements, including those relating to mandatory education, training and assessment.

Pre-employment Conditions:

It is the Employee's responsibility to notify an Employer of any new criminal convictions during the course of their employment with the Department.

The Head of the State Service has determined that the person nominated for this job is to satisfy a pre-employment check before taking up the appointment, on promotion or transfer. The following checks are to be conducted:

1. Conviction checks in the following areas:
 - a. crimes of violence
 - b. sex related offences
 - c. serious drug offences
 - d. crimes involving dishonesty
2. Identification check
3. Disciplinary action in previous employment check.

Selection Criteria:

1. Demonstrated high level relevant clinical experience, knowledge and skills with the ability to apply educational principles to motivate students and staff and promote learning and teaching outcomes in healthcare settings.
2. Demonstrated time management and organisational skills including the ability to coordinate learning and teaching of undergraduate health care students in both team and individual working environments.
3. Proven commitment to teamwork together with advanced effective interpersonal skills including written and verbal communication and the ability to lead, manage conflict and work effectively in a multidisciplinary team in the planning and coordination of student clinical placements.
4. Demonstrated ability to contribute to the evaluation and development of quality improvement and nursing research strategies in the practice environment, which supports the implementation of effective change management strategies.
5. Demonstrated knowledge and understanding of clinical risk and its implications for practice including the application of Safety and Quality and Workplace Health & Safety legislation across the clinical setting.

Working Environment:

The Department of Health is committed to improving the health and wellbeing of patients, clients and the Tasmanian community through a sustainable, high quality and safe health system. We value leading with purpose, being creative and innovative, acting with integrity, being accountable and being collegial.

The Department of Health is committed to improving the way we work with vulnerable people, in particular implementing strategies and actions to promote child safety and wellbeing, empower, and prevent harm to children and young people.

The Department upholds the *Australian Charter of Healthcare Rights* in our practice and is committed to the safeguarding and protection of the welfare and rights of all people, particularly those that may be at risk of abuse, neglect, or exploitation. We place emphasis on the provision of culturally safe, respectful, and inclusive care that is responsive to diverse needs.

The Department seeks to provide an environment that supports safe work practices, diversity and respect, including with employment opportunities and ongoing learning and development. We value the diverse backgrounds, skills and contributions of all employees and treat each other and members of the community with respect. We do not tolerate discrimination, harassment or bullying in the workplace. All employees must uphold the *State Service Principles* and *Code of Conduct* which are found in the *State Service Act 2000*. The Department supports the [Consumer and Community Engagement Principles](#).