

Statement of Duties

Position Title: Clinical Facilitator – Professional Experience Placement	Position Number: 519260	Effective Date: February 2013
Group and Unit: Tasmanian Health Service (THS) – Launceston General Hospital (LGH)		
Section: Nursing Services	Location: North	
Award: Nurses and Midwives (Tasmanian State Service)	Position Status: Permanent	
	Position Type: Full Time	
Level: Grade 5	Classification: Registered Nurse	
Reports To: Executive Director of Nursing (EDON)		
Check Type: Annulled	Check Frequency: Pre-employment	

Focus of Duties:

Coordinate and facilitate the learning and teaching of undergraduate students of nursing within a designated clinical practice setting. The Clinical Facilitator – Professional Experience Placement (PEP) University of Tasmania (UTAS) will be responsible for coordinating the overall professional experience placement with in the clinical practice setting and providing direct support, instruction and supervision of undergraduate student nurses. The Clinical Facilitator – PEP will be required to assess student nurses, liaise and negotiate with relevant stakeholders and provide guidance and support to both students and their allocated nurse preceptors.

Duties:

1. Liaison

- Liaise with UTAS School of Nursing and Midwifery (SNM) staff to ensure the curriculum is delivered effectively.
- Liaise with Nurse Unit Managers (NUM) and clinical staff to identify learning needs of individual students.
- Collaborate and liaise with relevant staff to ensure that each student has appropriate learning experience to meet the aims of the unit and course.
- Consult with THS-North and UTAS staff and contribute to recommendations in relation to planning, implementing and evaluating student placements.

2. Support:

- Provide undergraduate students of nursing with ongoing professional guidance and mentoring.
- Identify any issues which may impact on individual student performance and associated progression.

- Provide students with one-on-one clinical supervision and to develop individual student learning strategies and plans.
- Demonstrate best practice learning and teaching methodologies.
- Be present and available for students and staff for the duration of the designated professional experience placement.

3. Assessment:

- Consistent with national competency standards for the registered nurse, undertake in-practice assessment of undergraduate student nurses according to requirements as stated in the unit outline.
- Maintain regular accurate objective feedback and documentation pertaining to student progression, learning goals and achievements.
- In conjunction with academic staff from the SNM, organise and participate in relevant formative and summative processes in those units with a Clinical Facilitator-PEP focus.

4. Other Duties:

- Actively participate in and contribute to the organisation's Quality & Safety and Work Health & Safety processes, including the development and implementation of safety systems, improvement initiatives and related training, ensuring that quality and safety improvement processes are in place and acted upon.
- 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.

Scope of Work Performed:

- Responsible for the coordination, management, leadership and supervision of allocated undergraduate students of nursing.
- Responsible to liaise with Academic Facilitators SNM as to student's progress and performance management.
- Responsible for liaising with NUM's of relevant clinical practice setting as to overall coordination of the Clinical Facilitator – PEP including rostering of students and allocation of Preceptors.
- Responsible for own professional development and education and accountable for own practice standards.
- Comply at all times with THS policy and protocol requirements, in particular those relating to mandatory education, training and assessment.

Essential Requirements:

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 of any new criminal convictions and/or if a registration/licence is revoked, cancelled or has its conditions altered.

- Registered with the Nursing and Midwifery Board of Australia.
- 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.

Desirable Requirements:

- Holds or is working towards relevant Post Graduate qualifications.

Selection Criteria:

1. Highly developed clinical management knowledge and skills, knowledge of and experience in the application of educational principles and the ability to contribute to the review and development of policies and procedures relevant to the practice setting.
2. Demonstrated ability to organise, coordinate, implement and evaluate professional experience placements.
3. Demonstrated communication and interpersonal skills and ability to work with the NUM's, Clinical Nurse Educator (CNE's) and Nurse Preceptor/s of the clinical practice setting.
4. Demonstrated highly developed leadership, communication, interpersonal problem solving and decision making skills with the ability to work with and ensure effective partnerships with internal and external stakeholders.
5. Demonstrated understanding of School of Nursing & Midwifery curriculum and associated unit/s learning objectives.

Working Environment:

The Department of Health (DoH) and Tasmanian Health Service (THS) are committed to improving the health and wellbeing of patients, clients and the Tasmanian community through a sustainable, high quality and safe health and human services system, and value leading with purpose, being creative and innovative, acting with integrity, being accountable and being collegial.

State Service Principles and Code of Conduct: The minimum responsibilities required of officers and employees of the State Service are contained in the *State Service Act 2000*. The State Service Principles at Sections 7 and 8 outline both the way that employment is managed in the State Service and the standards expected of those who work in the State Service. The Code of Conduct at Section 9 reinforces and upholds the Principles by establishing standards of behaviour and conduct that apply to all employees and officers, including Heads of Agencies. Officers and employees who are found to have breached the Code of Conduct may have sanctions imposed.

The *State Service Act 2000* and the Employment Directions can be found on the State Service Management Office's website at <http://www.dpac.tas.gov.au/divisions/ssmo>

Fraud Management: The Department of Health and Tasmanian Health Service have a zero tolerance to fraud. Officers and employees must be aware of, and comply with, their Agency's fraud prevention policy and procedure and it is the responsibility of all officers and employees to report any suspected fraudulent activity to their Director or line manager, the Director HR Management and Strategy or to the Manager Internal Audit. The DoH and THS are committed to minimising the occurrence of fraud through the development, implementation and regular review of fraud prevention, detection and response strategies, and are conscious of the need to protect employees who advise management of suspected fraudulent activity from reprisal or harassment, and to comply with its obligations under the *Public Interest Disclosure Act 2002*. Any matter determined to be of a fraudulent nature will be followed up and appropriate action will be taken. This may include having sanctions imposed under the *State Service Act 2000*.

Delegations: This position may exercise delegations in accordance with a range of Acts, Regulations, Awards, administrative authorities and functional arrangements mandated by Statutory office holders including the Secretary. The relevant Unit Manager can provide details to the occupant of delegations applicable to this position. The DoH and THS have a zero tolerance in relation to fraud and in exercising any delegations attached to this role the occupant is responsible for the detection and prevention of fraud, misappropriation and other irregularities, and for ensuring that all officers and employees are aware of their Agency's fraud policy and reporting procedures.

Blood borne viruses and immunisation: Health Care Workers (as defined by DoH and THS policy) with the Department of Health and Tasmanian Health Service are expected to comply with their Agency's policies and procedures relating to blood borne viruses and immunisation, including against Hepatitis B. Depending on the level of risk associated with their duties, Health Care Workers may be required to demonstrate current immunity, previous seroconversion to Hepatitis B or immunity following vaccination.

Records and Confidentiality: Officers and employees of the Department of Health and the Tasmanian Health Service are responsible and accountable for making proper records. Confidentiality must be maintained at all times and information must not be accessed or destroyed without proper authority.

Smoke-free: The Department of Health and the Tasmanian Health Service are smoke-free work environments. Smoking is prohibited in all State Government workplaces, including vehicles and vessels.