

NOTES

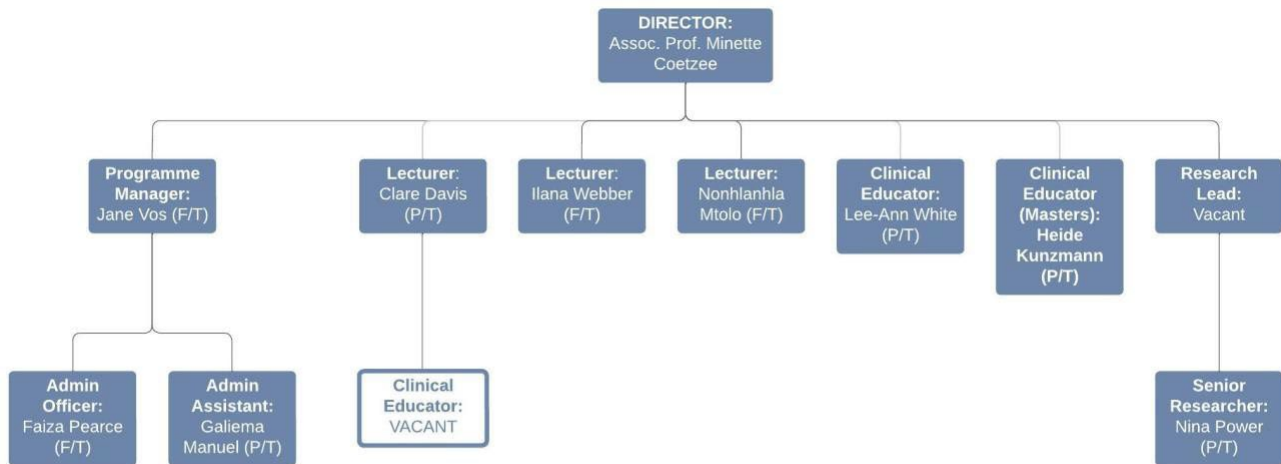
- Forms must be downloaded from the UCT website: <http://forms.uct.ac.za/forms.htm>
- This form serves as a template for the writing of position descriptions.
- A copy of this form is kept by the line manager and the position holder.

POSITION DETAILS

Position title	Clinical Educator		
Job title (HR Business Partner to provide)			
Position grade (if known)	Clinical Educator	Date last graded (if known)	
Academic faculty / PASS department	Faculty of Health Sciences		
Academic department / PASS unit	Department of Paediatrics and Child Health		
Division / section	Children’s Nursing Development Unit		
Date of compilation	1/7/2024		

ORGANOGRAM

(Adjust as necessary. Include line manager, line manager’s manager, all subordinates and colleagues. Include position grades)



The Harry Crossley Children's Nursing Development Unit - August 2024

PURPOSE

The main purpose of this position is:

- To support development and delivery of short courses in the *'Essentials of Nursing Children' suite*
- To facilitate online teaching and learning of short course nurse participants
- To assist with enhancing clinical competence in children’s nursing care and participate in the evaluation of current clinical programmes
- To contribute as appropriate to the Children’s nursing community, locally and in the region.

CONTENT

Key performance areas		% of time spent	Inputs (Responsibilities / activities / processes/ methods used)	Outputs (Expected results)
E.g.	General and office administration	25%	<p>Takes, types up and distributes minutes and agendas for monthly departmental meeting.</p> <p>Greets visitors, enquires as to the nature of their visit and directs them to the appropriate staff member.</p>	<p>All staff members receive an electronic copy of accurate minutes and agendas, in the departmental template/format, a week before the meeting.</p> <p>Visitors are directed to appropriate staff member in a professional and efficient manner.</p>
1	<p>Clinical Education and supervision</p> <p>Contributes to clinical teaching and learning of students participating in 'Essentials of Nursing Children' courses, in various ways including development of materials for the teaching and learning platform, facilitating and supporting development of clinical knowledge and competence and providing supervision of students in clinical situations</p>	65	<ul style="list-style-type: none"> • Participates in development of online learning materials and the building weekly lessons on the UCT learning management system • Supports students as they enrol onto and initially navigate the online learning platform. • Prepares and checks functionality of weekly lessons prior to these going live to participants. • Provides ongoing educational support and encouragement throughout the course • Fully assess student's assignments and provides rapid feedback within the agreed timeframe • Provides additional assistance with other courses in the suite • Plays an active role in programme review 	<p>Successful course delivery - consistent student support and assessment, and completion of two cohorts of students per year</p>
2	<p>Enhancement of Competence and learning</p> <p>Actively enhances competence and learning in the practice of children's nursing and facilitated electronic learning platforms by engaging with new evidence in clinical education and practice</p>	10	<ul style="list-style-type: none"> • Participates in evaluation research of the 'Essentials in Nursing Children' short course suite • Actively keeps up to date with new evidence in children's nursing practice and incorporates new evidence into teaching and learning • Engages with learning opportunities available related to online teaching and learning • Engages with relevant and recent journal articles and contributes to course and clinical conversations. • Attends departmental clinical meetings and webinars 	<p>Active participation in programme evaluation</p> <p>Actively involved in keeping short course content up to date</p>

3	<p>Management, Leadership & Administration</p> <p>Contribution by active participation in the Harry Crossley Children's Nursing Development Unit – (Teaching and Scholarship Unit) management and administration</p>	15	<ul style="list-style-type: none"> • Plays active role in short course recruitment and application processes and communication • Plays active role in academic administration of short courses including liaison with the Continuing Education Unit, marking of assignments and the provision of feedback, and writing progress reports. • Monitors participation and follows up with students where necessary. • Attends regular Unit meetings • Keeps 'Essentials of Nursing Children' Team Lead up to date with student progress and highlights any concerns. Prepares short course VULA/Amathuba sites for next courses • Actively participates in Unit and departmental activities • Contributes to Unit Social media communication 	<p>Effectively managed two short course cohorts per year</p> <p>Actively participated in Unit activities and administration</p>
4	<p>Social Responsiveness</p> <p>Active involvement in Paediatric Nursing community by participation and contribution and extending expert knowledge in quarterly Children's Nursing Educator Forum, and other regional and national for a as appropriate</p>	10	<ul style="list-style-type: none"> • Actively contributes to creating and sustaining partnerships in the clinical and academic settings to facilitate student enrolment, student learning experience and improve health and nursing care. • Identifies possible opportunities for collaborative links between activities and projects on a ward-based level and activities on the child nursing education and research agenda. • Actively participates in professional and academic fora and shares opportunities for similar engagement by students 	<p>Evidence of identifying possible collaborations and partnerships.</p> <p>Evidence of active personal and student engagement with professional and academic fora.</p>

MINIMUM REQUIREMENTS

Minimum qualifications	<ul style="list-style-type: none"> Registration with the South African Nursing Council as Professional Registered Nurse Postgraduate qualification or equivalent discipline specific clinical certification in wound care management 			
Minimum experience (type and years)	<ul style="list-style-type: none"> Evidence of recent and regular engagement with clinical service delivery At least 3 years' experience of clinical nursing in paediatrics. Evidence of facilitating on-line teaching and learning Evidence of ongoing involvement in research and project management with demonstrable outputs 			
Skills	<ul style="list-style-type: none"> Competent in teaching and learning facilitation Competent in clinical nursing skills particularly wound care Information and communication skills Thinking and problem-solving skills Communication and self-directed learning skills Ability to use technology to access, manage, integrate, and evaluate information; construct new knowledge; and communicate with others effectively Able to communicate in at least two Western Cape languages- English; Xhosa or Afrikaans 			
Knowledge	<ul style="list-style-type: none"> Full range of children's nursing care - theoretical and practical. Functional knowledge of facilitating Teaching and Learning – facilitation and support. 			
Professional registration or license requirements	SANC registered nurse			
Other requirements (If the position requires the handling of cash or finances, other requirements must include 'Ability to handle cash or finances'.)	The position requires active engagement with participants and clinicians who are mid-career registered nurses and other professionals in online and face-to-face teaching, and in clinical practice settings. It therefore requires maintained levels of energy and the ability to consistently maintain a high productivity level, as well as stress tolerance and the ability to cope under pressure or in potentially distressing situations, including when dealing with distressed students, children and parents.			
Competencies (Refer to UCT Competency Framework)	Competence	Level	Competence	Level
	Analytical Thinking / Problem Solving	2	Creativity & Innovation	2
	Building Interpersonal Relationships	2	Developing Others	2
	Student Service & Support	2	Planning & Organising / Work Management	2
	Communication	2	Teamwork / Collaboration	2
	Conceptual Thinking	2	University Awareness	2

SCOPE OF RESPONSIBILITY

Functions responsible for	Course convenorship including participating in design with responsibility for planning, delivery and assessment of related course and other teaching, in ways that are fully aligned to the rest of the Essentials for Nursing Children suite. Responsible for providing student support and coaching and tracking student learning- online and face to face. Full participation in programme evaluation and additional CNDU and DPCH activities.
Amount and kind of supervision received	Collaborative supervision and support from the Programme convenor as well as CNDU director with scheduled monthly line manager meeting
Amount and kind of supervision exercised	Supervision of cohorts of up to 25 course participants per course
Decisions which can be made	Decisions about course delivery, and delivery and nature of clinical support and coaching aligned with overall course - calendar and schedule.
Decisions which must be referred	Programme content, clinical participant changes and unexpected changes, proposed tracking and process changes

CONTACTS AND RELATIONSHIPS

Internal to UCT	Immediate team in unit; Department of Paediatrics and Child Health
External to UCT	Nursing management at Red Cross Children's Hospital; Worcester, Ceres Hospital and subdistrict