**UTS Position Description**

**UTS: HUMAN RESOURCES**

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<th>Position Title</th>
<th>Clinical Facilitator</th>
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**POSITION PURPOSE**

A clinical facilitator is a registered nurse, involved in current nursing practice, who is engaged to facilitate student learning in an off campus clinical setting and / or on campus setting. The clinical facilitator will assist the students to develop the knowledge, attributes and skills necessary for practice within the clinical environment as a beginning level registered nurse. The clinical facilitator will act as a professional role model for students and is responsible for maintaining positive relationships with health care agencies to enhance the learning experience.

**ENVIRONMENT AND DIMENSIONS**

The Faculty of Health is known nationally and internationally as a leader in education and research in nursing, midwifery and health. Our practice-oriented courses are highly regarded by industry and we are recognised for our performance in quality teaching, learning and research. Our extensive research work is supported by a number of externally competitive grants such as NHMRC and ARC.

Our teaching and learning is centred on our unique Learning Futures framework, which encourages an active learning approach and results in Graduate Attributes that are highly sought after by employers. A long-standing partner of health professions, UTS: Health engages in Health Services and Practice research that informs policy and improves practice both in Australia and overseas.

The Faculty is based in the UTS campus in Broadway and Kuring-gai, with activities uniting at expanded facilities at the Broadway campus from the start of 2016.

**RELATIONSHIPS**

**Supervision**

This position reports to the Area Clinical Facilitator Coordinator (ACFC) and/or the Director of Clinical Practice.

**Collaboration and Communication**

Director of Clinical Practice
Area Clinical Facilitator Coordinator (ACFC)
Students
Clinical Practice Unit
Other Clinical Facilitators

**External**

Staff from health facilities
Staff from health-related organisations
Professional bodies
MAJOR RESPONSIBILITIES

The Clinical Nurse Facilitator’s major responsibilities include:

- responsibility and accountability for the facilitation of optimal ongoing learning opportunities and facilitation of clinical knowledge and skill development of undergraduate nursing students undertaking clinical placements
- assessing and assisting undergraduate nursing students in attaining competency in nursing procedures and achieve set clinical learning objectives as outlined in their subject outline
- conducting and completion of formative assessment, summative assessments and instituting learning support plans as required
- collaborating and working collegially with all parties involved in the process of placements; to be an ambassador on behalf of UTS

Additional Clinical Facilitator responsibilities include but are not limited to:-

TEACHING AND LEARNING / EDUCATIONAL DEVELOPMENT

- Facilitate formal and informal learning opportunities for the student to meet the theoretical and clinical objectives of the subject in the placement setting
- Demonstrate clinical expertise and professional role modelling in the placement setting
- Support the student in the development of critical thinking skills
- Identify ethical and legal aspects of nursing practice in the clinical setting
- Facilitate students to meet NMBA competency standards for the registered nurse
- Maintain and promote the standards and policies of the Faculty of Health
- Assist students to develop skills in reflection and self-evaluation, and evidence based clinical practice
- Monitor and evaluate student performance throughout the clinical placement, using Faculty approved clinical performance assessment tools and stated learning objectives
- Provide prompt and constructive verbal and written feedback both formative and summative, about student performance to the student, Director of Clinical Practice and subject coordinator.
- Seek specific feedback from health care facility/ service staff relating to students’ clinical performance
- Attend team meetings, clinical facilitator workshops and other professional development activities
- Undertake evaluation of their own performance
RESEARCH AND SCHOLARSHIP

- Maintain knowledge of current research and practice development in the relevant area of clinical expertise

ADMINISTRATION, MANAGEMENT AND LEADERSHIP

- Attendance and participation in clinical briefings, debriefings and continuing education programs offered by the Faculty for clinical facilitators
- Develop collaborative relationships with health care facilities through pre-clinical visits, participation in facility based orientation and other activities as required
- Provide each placement site with contact details using the 'Facilitator calling card' prior to/on commencement of placement, and remain accessible via mobile phone and email throughout placement duration
- Make pre-placement contact with students
- Where appropriate, provide a facilitation visiting schedule for facilities outside of a hospital environment
- Ensure the safety of patient and students through the appropriate selection and assignment of clinical case responsibility
- Respond promptly and professionally to the concerns and needs of students and staff in the health care facility and refer to appropriate faculty staff members when required
- Document all relevant information regarding student assessment, incident reports or issues which relate to the clinical placement
- Ensure documentation of student performance is completed accurately on the required forms and returned to the faculty within a set time period
- Completion of time-sheets, placement attendance summaries and submission of these is completed within a set time-period
- Implement Learning Support Plans, in consultation with Area Clinical Facilitator Coordinator (ACFC), to address students under performance in areas such as professional behaviour, communication, provision and coordination of care, knowledge and critical thinking. Complete required documentation accurately in accordance with the Faculty process and submit these within a set time-period

POSITION CHALLENGES

This Clinical Facilitator facilitates the assessment of student clinical placement in external Facilities e.g. hospitals, childcare centres and NGOs, and is required to perform their role with minimal supervision. This will require flexibility, ability to assess and make good judgments and utilise critical thinking skills to manage student learning at different levels and working with Facility staff to obtain feedback on student performance.

AUTHORITY

The Clinical Facilitator is expected to act autonomously under the broad direction of the Area Clinical Facilitator Coordinator (ACFC) and Director of Clinical Practice, and within rules and guidelines set by the Faculty, the university and Facilities.
HEALTH AND SAFETY

- Take reasonable care of, and cooperate with actions taken to protect the health and safety of both themselves and others and follow specific health and safety procedures as directed.
- Thoroughly understand the UTS Health & Safety Management System, and how to implement the UTS Health and Safety Policy and related risk management programs that apply to the area of responsibility.
- Understand the major hazards, risks profile, compliance requirements and correct safe work procedures in their area of responsibility, including the reporting of hazards and incidents.

RECORDS MANAGEMENT

- Create and collect records that document the incumbent’s activities.
- Ensure records are captured into the official record keeping system.
- Manage records consistent with university procedures.
SELECTION CRITERIA
UTS:HUMAN RESOURCES

POSITION: Clinical Facilitator
FACULTY/UNIT: Faculty of Health

Skills and Attributes

- Effective communication and interpersonal skills with the ability to interact effectively with students, a range of staff at various levels across the UTS Faculty of Health and the Facilities providing clinical placements.
- Demonstrated ability to work autonomously under broad direction, be self-motivated, take initiative and exercise good judgment and critical thinking skills
- Demonstrated excellence in the tact and diplomacy necessary to deal with issues and interactions with students and Facility staff
- Adaptable and flexible with a high customer and quality service focus
- Ability to complete documentation of student performance accurately on the required forms and return to the faculty within a set time period
- The ability to work independently and use his/her own initiative.
- Good computer literacy (particularly in Word and UTS systems)
- Demonstrated active engagement in contemporary professional practice activities
- Demonstration of clinical expertise and professional role modeling
- Excellent time management skills
- The ability to maintain patient, student and university confidentiality

Knowledge

- Knowledge of the National Competency Standards for Registered Nurses / Midwives and Australian Nurse Teacher Professional Practice Standards
- Actively engage in contemporary professional practice activities

Experience

- A minimum of at least 3 years post registration clinical experience as a Registered Nurse
- Proof of current or recent clinical experience, with a minimum of 40 hours clinical work in the last 12 months
- Previous experience in a similar role is desirable
- A demonstrated ability to provide professional / clinical education

Qualifications

- Current unrestricted registration with AHPRA as a Registered Nurse
- National Police Clearance , Working With Children Check, up to date immunisations as specified by NSW Health
- Certificate IV Workplace Training and Assessment or Graduate Certificate in Clinical education (or equivalent) will be an advantage
- Unrestricted drivers licence and own car if undertaking placements across multiple sites
- Ready access to computer and mobile phone