

# EOI PROFESSIONAL EXPERIENCE FACILITATOR



## Job No. 4457

*The University of Newcastle is an equal opportunity employer committed to equity, diversity and social inclusion. Women and Aboriginal and Torres Strait Islander candidates are particularly encouraged to apply.*

- Sessional Professional Experience Facilitator
- Located at Callaghan and/or Ourimbah Campuses, and from July 2021 (Subject to ANMAC approval) our new campus at Central Coast (co-located with Gosford Hospital).
- Deliver an exceptional student experience within the School of Nursing & Midwifery

The Faculty of Health and Medicine is an innovative and dynamic research-intensive faculty which is passionate about excellence, equity and engagement globally and regionally.

The School of Nursing and Midwifery is seeking Expressions of Interest from suitable applicants for the role of Sessional Academic in the postgraduate programs.

### **Be challenged and imagine with us**

Sessional staff play a large role in contributing to the achievement of the Schools vision of “Excellence in Caring”.

The School of Nursing and Midwifery offers high quality courses with strong links to local health districts. The school is committed to delivering the best teaching strategies to equip our students to be competent practitioners in a variety of healthcare settings.

We are seeking Expressions of Interest for Sessional Professional Experience Facilitator with positions located across Callaghan and/or Ourimbah Campuses, and from July 2021 (Subject to ANMAC approval) our new campus at Central Coast (co-located with Gosford Hospital).

### **How will you inspire us?**

As a Sessional Professional Experience Facilitator, you will contribute to our strategic objectives, particularly our strong commitment to providing an exceptional student experience and high-quality innovative teaching and learning practices.

Contributing to the success of our undergraduate nursing and midwifery students, you will work collaboratively with the course co-ordinators to facilitate teaching and learning opportunities within the clinical environment and optimise the students learning whilst on professional experience placement.

As an expert nursing resource, you will facilitate the translation of theoretical knowledge and skills to professional practice across a range of settings and will focus on providing educational training skills, knowledge, guidance and clinical support to our students.

Successful applicants will form part of an eligibility list. If you are successful in this expression of interest, you will be contacted by the School prior to the commencement of the semester or trimester.

Existing casual academics currently working in the School are also required to submit an Expression of Interest.

For additional information on the position contact Mrs Megan Thorn, Deputy Head of Professional Experience, on + 61 2 4921 6625 or via email, [megan.thorn@newcastle.edu.au](mailto:megan.thorn@newcastle.edu.au)

Closing date: Monday 9<sup>th</sup> November 2020

# EOI PROFESSIONAL EXPERIENCE FACILITATOR



## Job No. 4457

### Why commit to us?

All duties will be paid in accordance with the Academic Staff and Teachers Enterprise Agreement 2018 Schedule 1 – Salary Rates for Academic Staff.

Further information on benefits and conditions of employment is available at the following link: <http://www.newcastle.edu.au/about-uon/jobs-at-uon>

### Let's create this future together. Here's how to join us:

*\*\*Existing casual academics currently working in the School are also required to submit an Expression of Interest\*\**

Please fill out the online applicant questionnaire and attach a document which includes your current CV (2 page maximum)

DO NOT send your application to the Faculty or Division in which the position is located.

### Internal Applicants

- Log into HRonline
- Click on University Job Vacancies
- Click Apply for a Vacancy and select the position you wish to apply for
- Click on the 'apply now' link
- Complete online application and
- Click on the 'submit application' link

If you do not have access to the internet, or have difficulties uploading your application, please telephone (+61 2) 4033 9999 during business hours (AEST) or email [employment@newcastle.edu.au](mailto:employment@newcastle.edu.au) to discuss alternative methods of applying.

*Applications for this position will only be accepted from those with Australian residency or a valid work permit.*

*Aboriginal and Torres Strait Islander applicants are encouraged to apply.*

**We are excited to be *Looking Ahead* with you**

# EOI PROFESSIONAL EXPERIENCE FACILITATOR



**Job No. 4457**

## POSITION DESCRIPTION

<b>Position Title</b>	Professional Experience Facilitator (previously known as Clinical Facilitator)
<b>Level</b>	N/A
<b>School / Unit</b>	School of Nursing and Midwifery
<b>Faculty / Division</b>	Faculty of Health and Medicine
<b>Reports to</b>	Head of Professional Experience
<b>Direct Reports</b>	Nil
<b>Contract Type</b>	Casual

## ROLE DESCRIPTION

The Professional Experience Facilitator role works collaboratively with the Course Co-ordinators and the Professional Experience Unit, in the School of Nursing and Midwifery to facilitate teaching and learning opportunities for undergraduate nursing and midwifery students at the University of Newcastle. In line with the School's vision of: "Excellence in Caring", we are seeking people who share this vision and are able to optimise the student's learning while on professional experience placement ensuring an enhanced student experience.

The Professional Experience Facilitator actively encourages and facilitates student learning in the clinical environment. The Professional Experience Facilitator is an expert nursing resource focused on providing educational training skills, knowledge, guidance, and clinical support to students.

The Professional Experience Facilitator role is to facilitate the translation of theoretical knowledge and skills to professional practice across a range of settings inclusive of:

- Acute care
- Aged care
- Children's and adolescent health
- Community
- Indigenous health
- Medical
- Mental health
- Rural health
- Surgical
- Midwifery

University of Newcastle works in partnership with Hunter New England Local Health District, Central Coast Local Health District, Mid North Coast Local Health District and other public and private facilities to provide placement opportunities across all of NSW. Students attending rural placements in the Hunter New England and Mid North Coast area benefit from support provided by the University Department of Rural Health.

# EOI PROFESSIONAL EXPERIENCE FACILITATOR



**Job No. 4457**

## OVERVIEW OF UNIT/SCHOOL AND POSITION CONTEXT

The University of Newcastle stands as a global leader distinguished by a commitment to equity and excellence. Our vision is to be a world-leading University for our regions and creating a better future for our regions and the globe. Underpinned by this vision and our values of excellence, equity, engagement and sustainability, the University of Newcastle's Looking Ahead Strategic Plan 2020-2025 outlines the University's commitment to delivering an exceptional student experience and serving our communities.

The Faculty of Health and Medicine is an innovative and dynamic research-intensive faculty which is passionate about excellence, equity, and engagement globally and regionally.

The School of Nursing and Midwifery is one of the largest in the Faculty with students enrolled in undergraduate nursing and midwifery degrees, postgraduate students and students studying Higher Degrees by Research. Students can study on campus, either at Callaghan or Ourimbah.

The School focuses on the development of nursing and midwifery knowledge and enhancing the full range of clinical and interpersonal skills required by nurses and midwives to function as effective practitioners. The Professional Experience Facilitator will contribute to the undergraduate curriculum through the support of students during professional experience placements.

## ORGANISATION CHART

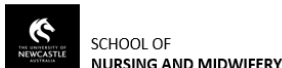
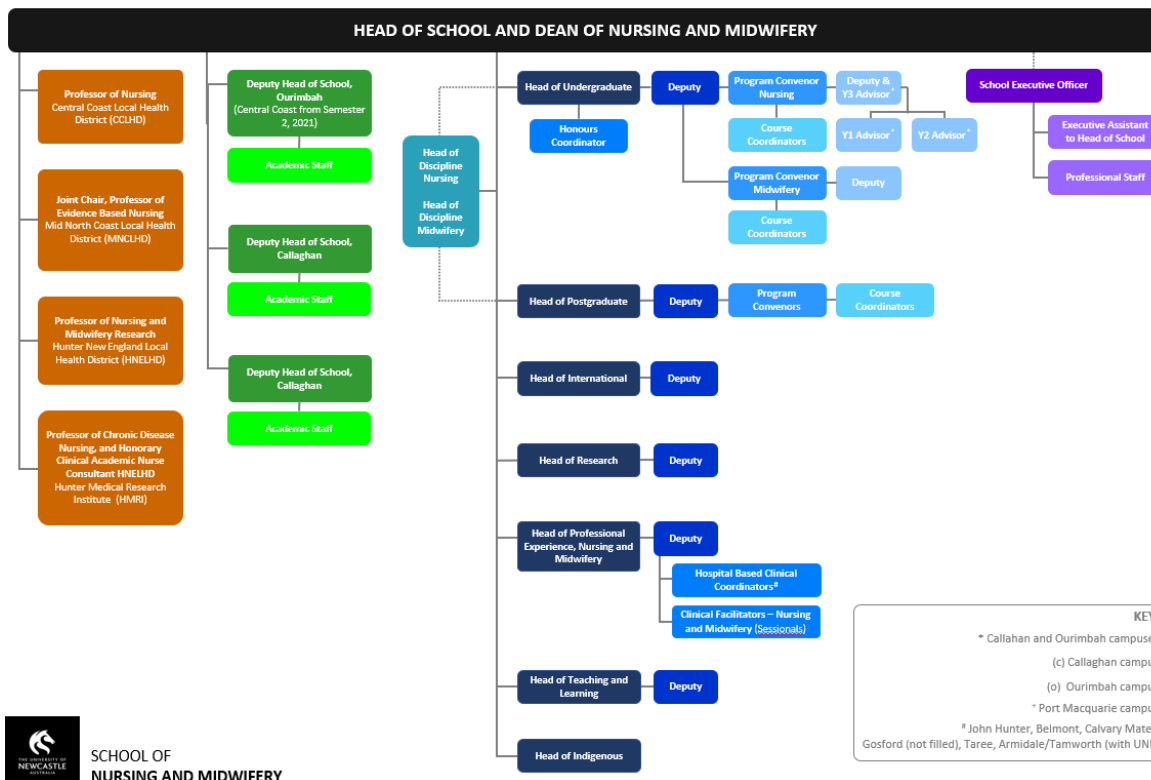


**N.B: Organisational Chart exists within a larger structure as shown below**

# EOI PROFESSIONAL EXPERIENCE FACILITATOR



Job No. 4457



## ROLE RESPONSIBILITIES AND TYPICAL ACTIVITIES

Area of accountability	Core Responsibilities & Typical Activities	Measures of Performance
Teaching and Learning Performance	<p>Facilitate learning opportunities which enable students to integrate theoretical knowledge and skills and translate these to a range of practice settings.</p> <p>Support students in the development of clinical reasoning skills and their capacity to provide evidence-based rationales for decision making related to practice.</p> <p>Support students to develop skills in reflection and self-evaluation, and evidence based clinical practice.</p> <p>Assess and document students' clinical performance against the nominated Assessment Tool within the expected time frame.</p> <p>Completion of accurate timesheets, placement attendance summaries and submission of these using the University approved online modalities eg SONIAonline, HRonline.</p> <p>Demonstrate clinical expertise and professional role modelling in clinical settings.</p>	<p>Timely and accurate completion of work, including completion and submission of all paperwork applicable to the role</p> <p>Student Satisfaction Surveys, Feedback from</p>

# EOI PROFESSIONAL EXPERIENCE FACILITATOR



**Job No. 4457**

Area of accountability	Core Responsibilities & Typical Activities	Measures of Performance
	<p>Provide feedback to students in a timely and constructive manner to support acquisition of knowledge and skill.</p> <p>Escalate to relevant academic staff those students who are 'at risk' of not meeting prescribed performance requirements according to the Assessment Tool.</p> <p>Implement Learning Support Plans, in consultation with the Course Coordinator and or Head of Professional Experience to address students who are under performing as prescribed by the Assessment Tool.</p> <p>Demonstrate behaviours and act as a role model in accordance with the Nursing and Midwifery Board of Australia Codes of Conduct and Nursing and Midwifery Practice Standards  <a href="http://www.nursingmidwiferyboard.gov.au/Codes-Guidelines-Statements/Professional-standards.aspx">http://www.nursingmidwiferyboard.gov.au/Codes-Guidelines-Statements/Professional-standards.aspx</a></p>	<p>students and placement settings</p> <p>Maintain AHPRA registration annually, Provide update clinical portfolio annually</p>
Service and Engagement	<p>Attend and participate in clinical briefings and professional education opportunities as offered by the Faculty /School.</p> <p>Consult and collaborate with key school and/or clinical staff to prepare for each clinical learning placement.</p> <p>Demonstrate evidence of recent clinical experience and ongoing professional development.</p> <p>Document all relevant information in a timely and professional manner pertaining to the Assessment Tool, incident reports or other matters relating to the professional experience.</p> <p>Respond in a professional and timely manner to the needs of students and staff in the health care facility and where appropriate refer to School or facility staff.</p>	<p>Attendance and active engagement at relevant meetings and professional development workshops.</p> <p>Meet the core requirements for Level A academic staff listed under Teaching and Learning as per the Academic Performance Expectation Framework.</p> <p>Satisfactory feedback from key stakeholders.</p> <p>Near misses and incidents are documented and reported using the AIMS system.</p> <p>University of Newcastle Code of Conduct adhered to at all times</p>

# EOI PROFESSIONAL EXPERIENCE FACILITATOR



**Job No. 4457**

## POSITION CHARACTERISTICS

Organisational knowledge	<p>Interpret and adhere to relevant risk management and compliance with NSW WHS guidelines and infection prevention and control systems.</p> <p>Be familiar with and observe the University's policy and procedures on Equity and Diversity and Work Health and Safety in the performance of the responsibilities of the position.</p>
Professional / industry knowledge	<p>Familiarity with the philosophy, policies and goals of the School of Nursing and Midwifery.</p> <p>Familiarity with the structure and functions of clinical partner organisations including NSW Health facilities.</p>
Level of supervision / independence	<p>Utilise initiative in the immediate work area to problem solve and address issues during professional experience.</p> <p>Consult with Course Coordinators regarding issues relating to student performance.</p> <p>Escalate placement related queries and concerns to the Head of Professional Experience or the Deputy Head of Professional Experience.</p>
Problem solving and judgement	<p>Demonstrate capacity to analyse and problem-solve to ensure an optimal student learning experience</p>
Key relationships (internal and external) and immediate team	<p>Establish and maintain positive relationships with University of Newcastle academic and non-academic staff and students.</p> <p>Promote and maintain relationships with external stakeholders inclusive of: Site Education Coordinators, Nursing/Midwifery Unit Managers, Clinical Nurse/Midwife Educators, Ward clerks and Registered Nurses or Midwives</p>
Challenges	<p>Scheduling workflow between which are responsive to meeting the needs of the undergraduate student and those of the professional experience area.</p> <p>Align the teaching of skills with the requirements of the ANMAC approved University of Newcastle Bachelor of Nursing or Bachelor of Midwifery undergraduate curriculum</p>
Special characteristics	<p>Flexible work hours to suit the student year of study needs and those of the professional experience calendar.</p>
WWC check required	Yes
Criminal record check required	Yes
NSW Health Verification Required	Yes

# EOI PROFESSIONAL EXPERIENCE FACILITATOR



## Job No. 4457

### EXPECTED BEHAVIOURS

The role is expected to display personal qualities and behaviours consistent with an Individual Contributor Level as outlined in the Leadership Framework.

The University of Newcastle Leadership Framework describes six leadership capabilities for both academic and professional staff. At the University of Newcastle leaders shape the future, engage beyond the University, work collaboratively, strive for excellence, drive performance and show courage and respect.

At the University of Newcastle, we recognise that while leaders exist at all levels, people face different challenges and demands depending on their leadership level. For each Leadership Capability the behaviours reflect how each capability can be observed at different leadership levels in the University.

### INHERENT REQUIREMENTS

This Position Description outlines the major accountabilities/responsibilities and the essential criteria against which you will be assessed as suitable for the position. As such there will be specific job requirements that we refer to as Inherent Requirements. Inherent Requirements refer to your ability to:

- Perform the essential duties and functional requirements of the job;
- Meet the productivity and quality requirements of the position;
- Work effectively in the team or other type of work organisation concerned; and
- Perform the role without undue risk to your own or others health, safety and welfare at work.

If you have any injuries, illness, disorder, impairment, condition or incapacity that may affect your ability to perform the inherent requirements of the position, we encourage you to discuss this with the University to assist in the process of identifying reasonable adjustments to enable you to perform the duties of the position.

### ESSENTIAL CRITERIA

- Current registration with the Australian Health Practitioner Regulation Agency AHPRA with no restrictions, notations or conditions
- Minimum qualification a Bachelor of Nursing or Midwifery Degree
- Minimum of five years post registration experience
- Recency of practice as a Registered Nurse or Registered Midwife.
- Possessing one or more of the following: Cert IV in Training and Assessment OR Completion of 'Empowering the Educator' modules available through HETI OR Demonstrated relevant and current experience in teaching and education OR Demonstrated relevant and current nursing or midwifery experience at the level of Clinical Nurse or Midwifery Specialist OR completion of a tertiary educational qualification
- Highly developed interpersonal skills including clear communication (written and oral) and the ability to receive and provide constructive feedback and the ability to participate in a team environment



# EOI PROFESSIONAL EXPERIENCE FACILITATOR



## Job No. 4457

- Ability to engage effectively with individuals with diverse backgrounds
- Competency in the use of computers to meet documentation requirements and the support of students use of technology while on placement
- Ability to act professionally and act with discretion and maintain confidentiality
- Knowledge of, and experience in adhering to workplace policies and procedures in the areas of work health safety, equity, diversity and promoting a respectful workplace culture.

### DESIRABLE CRITERIA

- Hold post-graduate qualifications or working towards postgraduate qualifications in a specialised area of practice
- Hold a valid NSW driver's licence