

Job Description

Position: Clinical Portfolio Coordinator – Faculty of Health, Social Services and Applied Sciences

Date: 7 March 2025

Reports to: Clinical Manager, Faculty of Health, Social Services and Applied Sciences

Te Tirohanga Whakamua; Our Vision:

To be the skills engine driving the economic and social development of the Central North Island.

Nga Whāinga; Our Goals:

- Partnerships that make a difference
- An Institution for the 21st Century
- All our people are equipped for the new world
- Global outreach and globalization

Nga Whanonga Pono; Our Values:

- Relationships – Whanaungatanga
- Excellence – Kia eke panuku, eke Tangaroa
- Transformation – Te huringa whakaaro
- Agility – Kia kakamā

Purpose of the Position:

To ensure optimal clinical portfolio performance through the understanding of programme requirements, including responsibility for allocation of students to clinical settings in industry as required of the programmes and defined by the curriculum in the Nurse Education Team. To additionally provide such support duties as required to maintain the effective running of the programmes, the Faculty and UCOL.

Financial Delegation:

Nil.

Staff reporting to this role:

Nil.

Internal Relationships:

- Executive Dean Faculty of Health, Applied Sciences and Social Services
- Academic Portfolio Managers
- Clinical Manager
- Faculty Administrators
- Own team

External Relationships:

- Clinical Providers

Key Performance Indicator 1 – Development of learning material

Development of appropriate learning material for the delivery of the learning outcomes of the curriculum and develop activities which enhance learning opportunities.

What will I be doing?	How will I know I am doing it well?
Develop the appropriate teaching and learnings material using multimedia.	The material is current, complete, and meets UCOL's standards. Keep the Clinical Manager(s) informed of any student not achieving as expected within clinical placement;
Develop and maintain up to date student clinical documents.	
Develop an interactive learning internet site for clinical experience.	
Ensuring appropriate systems are in place to guarantee quality learning is available for all clinical experience opportunities.	Act as first line contact for clinical lecturer concerns or questions in relation to clinical experience Ensure the clinical lecturers are well supported to achieve their expected outcomes; Ensure clinical experience opportunities are appropriate to meet the programme learning outcomes; Ensure the quality of clinical experience opportunities meet the required standards, including auditing requirements

Key Performance Indicator 2 – The delivery of learning material:

Provide high quality delivery of learning material and assess learning outcomes using a variety of appropriate assessment tools.

What will I be doing?	How will I know I am doing it well?
Delivery of the material is done so in an energetic manner and with enthusiasm.	Student and peer evaluations are positive. The incumbent is able to constructively self-reflect.
Delivery of the material is done so in a structured and coherent manner.	

To facilitate the delivery of the clinical components of the relevant programmes in accordance with programme documentation approved by the Nursing Council of New Zealand	
Assessment tool meets assessment requirements.	The assessment schedule meets the moderation requirements. Ensure appropriate assessment systems are in place for clinical experience opportunities

Key Performance Indicator 2 – Academic records:

Maintain appropriate academic records to meet faculty requirements and ensure high quality standards.

What will I be doing?	How will I know I am doing it well?
All student grades are appropriately recorded using ARION.	Student grades are entered into ARION in a timely manner to ensure the database is kept current.
Clinical Experience records are maintained.	
Conducts student reviews on all clinical courses/work experience opportunities.	Provides documented analysis of student reviews and self-reflective analysis.
Conducts a self-reflective analysis on all clinical courses/work experience opportunities	

Key Performance Indicator 4 – Stakeholder Relations:

Build and maintain UCOL's stakeholder relationships to ensure appropriate clinical experience opportunities are available and to develop our clinical portfolio

What will I be doing?	How will I know I am doing it well?
Proactively develops and maintains strong stakeholder relationships within industry to ensure appropriate clinical experience opportunities are available for all students.	UCOL is well placed to maximise communications with industry and provide students with opportunities to connect with key stakeholders Has a future focus, assesses risk and prepares for contingencies.
Works effectively with key stakeholders to negotiate clinical experience opportunities and to develop our clinical capacity	Industry engagement with students and UCOL will promote UCOL and its students as market leaders.
Plan and facilitate real work projects / internships / guest lectures / networks for students	Coordinates clinical experience ensuring that timeframes and the agreed standard are met

Key Performance Indicator 5 – Maintain a student focus/availability to students.:

Provide high quality delivery of learning material and assess learning outcomes using a variety of appropriate assessment tools.

What will I be doing?	How will I know I am doing it well?
Available to students for an appropriate amount of time.	Positive student reviews are received.
Maintains good student relations.	Facilitate regular meetings with Palmerston North Clinical Manager(s) and/or Academic Portfolio Manager(s) to discuss student progress.
Identifies, develops and delivers appropriate programmes for Māori and Pacifica learners, including assisting implementation of Te Atakura, and in consultation with Iwi.	

Key Performance Indicator 6 – Health and Safety:

Undertake the personal health and safety duties of due diligence, as an employee of UCOL. Employees must ensure that they comply with UCOL's Health and Safety Policies, Procedures, and any Standard Operating Procedures that apply to the delivery of their tasks or are required by their Faculty or Department.

What will I be doing?	How will I know I am doing it well?
Undertake your work safely and do not participate in activities that may place yourself and others in danger or at risk.	Nothing that the incumbent does or doesn't do results in others being put in danger or risk or harmed.
Comply with all health and safety information, instruction, training, and supervision.	You actively participate in any health and safety training appropriate to the role, and will at all times comply with health and safety policies, procedures and standards.
Report any health and safety hazards, incidents, and near misses accurately and in a timely manner to your Line Manager and enter into the electronic health and safety management system (Vault).	All health and safety hazards, incidents, and near misses are required to be entered into the health and safety management system immediately. If this cannot be done immediately, it must be done as soon as practicable after the hazard, incident, near miss occurred. Serious incidents and hazards should also be reported immediately to the Line Manager and verbally to your Senior Manager and entered into the health and safety management system.
Comply with all requirements of return to work or rehabilitation plans.	You will comply with all of the requirements of a return to work or rehabilitation plan to ensure that they return to work in a sensible, healthy, and safe way.
Report any faults or issues relating to health and safety into the Vault, Health & Safety Management system and ensure that your Line Manager is kept fully informed of any issues.	Any faults or issues relating to health and safety need to be reported to your Line Manager and/or to the Health and Safety team immediately. If this cannot be done immediately, it must be done as soon as practicable after becoming aware of the fault or issues.
Undertake industry pre-visits to ensure clinical providers meet UCOL's health and safety policies, procedures and standards.	All clinical experience opportunities will meet UCOL's health and safety policies, procedures and standards

To be successful we need to work as a team, so the responsibilities set out in this job description are not exhaustive. As a result, after mutual agreement, we may require you to undertake other reasonable tasks as required, which are within the ability of the jobholder.

Core Competencies – compressed version

Tangata Tiriti – how we embrace culture.

- **Engagement** - establish and maintain effective professional relationships focussed on the learning and wellbeing of our ākonga and staff, demonstrate commitment to ongoing professional learning and development of personal professional practice by engaging in He Kākano Rua (UCOL's Cultural Competency Framework).
- **Enlightenment** - continue to develop understanding of Te Tiriti o Waitangi / the Treaty of Waitangi and continue to develop knowledge of Tikanga Māori and the appropriate usage and accurate pronunciation of te Reo Māori.
- **Empowerment** – demonstrate commitment to bicultural partnership in Aotearoa New Zealand, works effectively within the bicultural context of UCOL.

Please note, the list below is a condensed version of the behaviours and practices; for descriptors of each behaviour, please refer to 'Staff Competencies' on our website or the Teams Portal.

Professional behaviours – how we behave at work.

- Dependable/compliant
- Resilience
- Flexibility
- Risk Conscious/ Zero Harm Attitude
- Self-Insight
- High Emotional Intelligence
- Shows initiative
- Ethics and integrity
- Personal responsibility

Work practice – how we achieve results.

- Achievement
- Mental Power
- Critical Thinking
- Logical Reasoning
- Numerical Reasoning
- Results focus
- Digital competence / IT literacy
 - Information
 - Communication
 - Innovative
 - Safety
 - Problem-solving

Relationships – how we work together.

- Communication
- Verbal Reasoning
- Teamwork
- Negotiation/ Conflict management
- Building relationships
- Strategic agility
- Values diversity
- Collaboration
- Keeps student focus

Qualifications and/or Skills

- Health qualification,
- New Zealand Registered Nurse preferred
- Adult Teaching qualification or equivalent or be working towards same;
- Preference for at least two years industry experience.
- Highly credible and reputable in the health sector
- Proficient digital literacy

Personal Characteristics/Attributes

- Solution focused and process driven
- Proven relationship management skills;
- Ability to adjust communications style to different audiences
- High level negotiation skills and proven ability to reach agreement
- Is able to influence or change the opinions of others to reach consensus or a common agreement
- High degree of empathy for others
- Sound judgment and decision making amongst competing demands
- Ability to link long-range visions and strategies to current activity

Other Requirements

- Must have a full driver's licence.
- Pre-employment Criminal Convictions Check.
- Clean from the influences of drugs and alcohol in the workplace at all times.

We aim for a "can-do!" attitude where we help one another and UCOL. For that reason, you will need to be open to reasonable changes in your duties and responsibilities and this job profile being updated from time to time, after mutual agreement, as we adapt to change and keep striving to deliver all that we can for our students.