

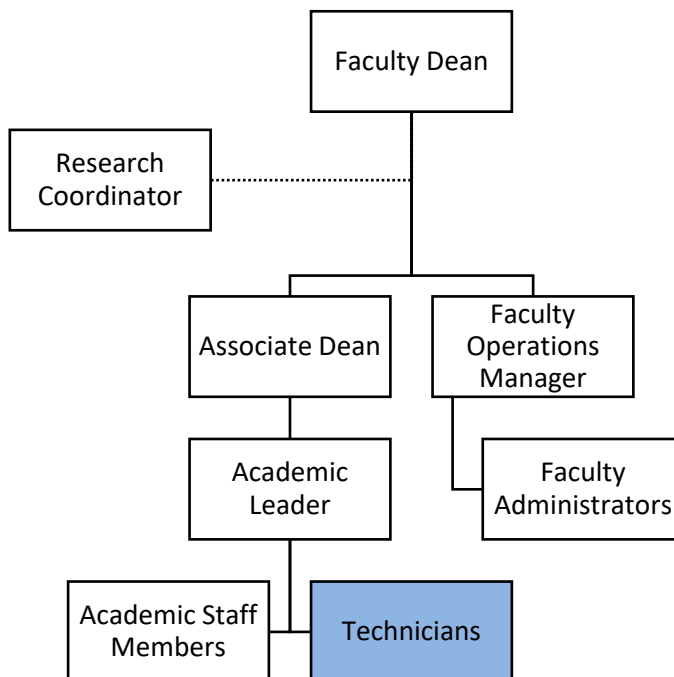
TOI-OHOMAI

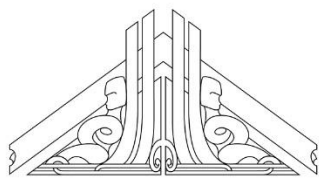
Institute of Technology

JOB DESCRIPTION

Job Title:	Faculty Technician
Department:	Health, Education and Environment
Reports To:	Academic Leader Nursing
Job Purpose:	<p>The purpose of this job is to maintain a safe and tidy working environment in the Clinical Labs/Simulation Unit, Science Labs and provide technical support to maximise the utilisation of high-fidelity manikins and equipment. The Technician will provide technical support and assist the Academic Staff and effectively co-ordinate simulated learning experiences and clinical skill development for nursing students.</p> <p>The Technician will be responsible for the day-to-day maintenance, overall cleaning and environmental safety of the Science/Clinical labs/Simulation Units. The Technician will maintain equipment, provide technical support, and order and restock supplies.</p> <p>Is available to support across campuses as required</p>
Date:	August 2021

Organisational Context:

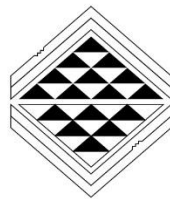




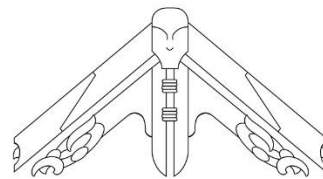
WHANAUNGATANGA



TOITUTANGA



MANAAKITANGA



KOTAHITANGA

Toi Ohomai Institute of Technology Strategic Intent

Globally education is undergoing disruptive change, driven by technology; learner expectations of employment outcomes; as well as employer & government expectations of relevance and value. Delivery models have changed more in the past 10 years than in the previous 1000 years and are expected to change even more rapidly. In this context Toi Ohomai will systematically and continuously adapt to ensure that its education models and practices are relevant; that our technology, systems and processes meets future business needs; that staff capability and culture embraces change; and our physical asset base meets future learning needs, with a specific focus on improving access to education and enabling employment opportunities throughout the Bay of Plenty.

Toi Ohomai's ability to produce the best possible outcomes for our students, communities and business through seamless connectivity with our regional stakeholders, and Iwi in particular, is critical to the social, cultural, environmental and economic wellbeing of the wider Bay of Plenty region.

Toi Ohomai's Strategic Intent is to:	We will:
1. <i>have meaningful and effective partnerships</i>	<ul style="list-style-type: none"> a. Be a strategic education partner to Iwi, industry and the communities in the region. b. Recognise Iwi of the region as rights holders. c. Work collaboratively with other education providers. d. Work closely with government agencies.
2. <i>deliver tertiary education, research and technology transfer to meet the needs of the region.</i>	<ul style="list-style-type: none"> a. Ensure that we understand and meet the tertiary education needs of the region. b. Provide accessible and adaptable pathways for learners. c. Develop our discipline and research strengths to align with those of the region. d. Be active in technology transfer and applied research for industry.
3. <i>be innovative and support innovation</i>	<ul style="list-style-type: none"> a. Create an organisational culture that encourages and supports innovative practice. b. Develop activities that support new innovators and entrepreneurs in our region. c. Embrace and share new technologies and practices in education and industry. d. Build our capability and delivery of STEM subjects and courses.
4. <i>be learner-centred</i>	<ul style="list-style-type: none"> a. Offer a range of services to support student success prior to enrolment, during their study and beyond graduation. b. Tailor our educational delivery to suit the needs of the learners and to enhance their employability. c. Ensure our campuses, programmes, delivery and support mechanisms engage and support Maori and Pasifika students to achieve success. d. Create a culturally-safe environment for all learners.

5. <i>be a sustainable organisation</i>	<ul style="list-style-type: none"> a. Ensure that we are financially responsible and sustainable. b. Develop revenue streams appropriate to our core purpose. c. Maintain the highest standards of health and safety for our staff and students. d. Develop the capability of our staff to meet the future needs of the organisation. e. Minimise our negative environmental impact. f. Contribute to the social cohesion of our communities.
--	---

Resource Management:	
Financial Authorities:	Staff Authorities:
Budget owner: N/A Delegated Financial Authority as per Toi Ohomai Delegations Policy: Yes	Number of Direct Reports: N/A Number of Indirect Reports: N/A Responsible for overseeing contract staff e.g. cleaning, laundry, and/or coaching and training of others: Yes – Training staff to use equipment used in labs including simulation manikins

Functional Relationships:	
INTERNAL	EXTERNAL
<ul style="list-style-type: none"> Faculty students Toi Ohomai Department of Nursing leadership team Level 3+4 pathway staff and students Health & Safety team 	<ul style="list-style-type: none"> NCNZ, NZNO, NZQA District Health Boards Community Agencies Equipment Suppliers ITO Lab technicians Simulation Training Organisations

Key Competencies are framed by Toi Ohomai’s Strategic Intent

The primary responsibility of the Faculty Technician is to develop and maintain effective systems within the clinical and science laboratories to ensure the educational performance and support is available for the teaching staff and students.

The delivery of all key responsibilities should align to the delivery of Toi Ohomai’s Strategic Intent and Values.

The following list articulates the generic key responsibilities that the Technician will provide. In addition to these the employee may also be required to undertake reasonable tasks and projects beyond these responsibilities.

Key Competencies:	Expected Outcomes:
<p><i>Meaningful and effective partnerships</i></p> <ul style="list-style-type: none"> Provides active support for the academic teaching staff and students within the Department of Nursing Liaise and provide support to Toi Ohomai staff as directed with involvement in marketing, promotions, orientation, teambuilding activities and projects as required. Develops and maintains relationships with external equipment and materials suppliers Uphold and promote the bicultural strategy of the organisation through active participation in language, customs and protocols of Te Ao Maori 	<ul style="list-style-type: none"> Faculty staff and students are supported in a positive and collegial work environment Actively participates and demonstrates a positive organisational image in Toi Ohomai marketing, promotions, orientation, teambuilding activities and projects. Establish and maintain effective external relationships Demonstration of language, customs and protocols of Te Ao Maori is demonstrated. Maintains an annual Science/Clinical labs/Simulation Units booking timetable and disseminates throughout the organisation.

	<ul style="list-style-type: none"> • Liaison with academic staff for timetabling and room booking requirements identifying solutions to timetabling clashes
<p><i>Delivery of tertiary education, research and technology transfer to meet the needs of the region.</i></p> <ul style="list-style-type: none"> • Work alongside academic staff to identify and develop teaching and learning resources • Prepare for classes accessing and preparing equipment and supplies as per instructions from academic staff. • Provide leadership in the creation of resources for simulation of nursing procedures and assist academic staff with simulation activities • Provide constructive suggestions about the most effective use of equipment and supplies identifying opportunities for recycling or efficiency • Contribute to any CAPEX and research availability, range and evaluate costs of equipment • Inventories of all equipment are regularly maintained i.e.: loan, asset register, repair register etc. • Repair and maintenance of all equipment is arranged internally or externally when necessary. • Close liaison with Windermere/Mokoia counter-part to ensure availability and consistency of resources/lab equipment etc. necessary for simultaneous teaching by academic staff • Assist with skills assessments (OSECS), RE-entry simulations, interviews and examination supervision and other assessment activities as directed 	<ul style="list-style-type: none"> • Regular communication with academic staff regarding clinical/science labs. • Science/Clinical labs/Simulation Units are set up for teaching sessions and equipment available. Ensure equipment is operational and ready for use in a timely manner as required by lecturers. • Equipment is cleaned, repaired and maintained to ensure safety and functionality • Assist academic staff when problems arise with equipment. • Support academic staff invigilating in exams, student interview process and word processes sing as directed • The Science/Clinical labs/Simulation Units store rooms and other technical facilities are kept neat, clean and tidy. This may include labelling of shelves or equipment at times. • Scan/save and maintain documents for use in Science/Clinical labs/Simulation Units as directed by academic staff • Makes up support materials for use in Science/Clinical labs/Simulation Units eg charts, wrist bands, files, medication labels as requested by academic staff • Develops and maintains the Department of Nursing Virtual Family/whanau electronic register. Ensure the virtual family/whanau in the Bachelor of Nursing remain consistent. • Leads technology development and activities while participating in delivering high fidelity simulation across courses • Establishes and maintains digital technology within the Science/Clinical labs/Simulation Units including storage and tracking of electronic devices e.g. Ipads • Activity involved in high fidelity simulation activities with academic staff, e.g. in control room and or patient • Maintains and operates manikins and associated equipment (filming, recording, managing data) • Applies moulage to enhance “authentic” health care situations • Creates “authentic” simulation learning spaces in relation to virtual family/whanau • Opportunities for development of learning activities are identified and discussed with Course Coordinators • Initiates a bi-monthly newsletter to staff on new equipment, recourses e.g. EWS charts, policies and procedures and simulation learning activities • Provides “how to” sessions for new equipment as required • Assist with the orientation of staff to Science/Clinical labs/Simulation Units and new equipment

	<ul style="list-style-type: none"> • Maintains annual stock take occurs and stocks are kept at an appropriate level for teaching to occur • Prepare, and clean class materials and equipment ready for the following class maintaining a high standard of IPC • Equipment is cleaned and maintained to ensure safety and function. Any loss or damaged is notes in a register and reported to Programme Manager (or delegated staff member) • Seeks out new technology to support Blended delivery in the labs. • Systems developed and maintained for monitoring, maintenance, safety and calibration of equipment so that manufacturers’ requirements are met • Ensure the cleaning and maintenance of the labs is completed to meet Health and Safety requirements eg Infection Prevention and Control (IPC) standards • Ensure Science/Clinical labs/Simulation Units are given a “terminal” clean before the end of year closure • Is available on skills assessment days (OSCES)/RE entry to practice and support academic staff in setting up and tidying up at the end of each day. • Organises careers EXPO, and any other marketing projects e.g. student for a day that utilise the labs with Toiohomai staff as required • As requested by line manager word processing, filing and scanning as required for the Faculty particularly during reduced timetable teaching periods during the year.
<p><i>Be innovative and support innovation</i></p> <ul style="list-style-type: none"> • Ensure compliance with policies and procedures, and the Health & Safety in Employment Act. • Potential hazards are identified and reported appropriately minimising the risk to staff and students • Opportunities to improve the effectiveness and quality of processes and customer services are identified. • The PMF (Performance Management Framework) and QMS (Quality Management System) procedures and policies are observed and adhered to. • Seek to improve the quality of service to internal and external stakeholders. • Provide supervision for students in clinical labs/simulation unit during agreed student practice times • Maintain equipment register and ensure that calibration and safety checks are performed as per manufacturer’s instructions. • Liaise with equipment and materials suppliers negotiating purchase for everyday supplies • Monitor expenditure of CPU budget and code invoices according to Programme Manager • Participate in DON/Faculty Clinical Practice Committee meetings 	<ul style="list-style-type: none"> • Maintain the Department Hazard register, liaising with the organisations Health and Safety staff, Faculty leaders and DON/Faculty Clinical Practice Committee as required • Incidents/accidents are reported per Toi Ohomai policies and procedures and timelines. • Demonstrates commitment to ongoing personal, professional development through implementation and achievement of an annual Professional Development Plan. • Work priorities, personal workload and stress levels managed with the support of the line manager. This includes the taking of leave. • Identification, responding and reporting hazards • Expenditure is kept within assigned budget parameters • Have oversight of Labs and maintain clean, tidy and safe working conditions. Notifies Programme Manager any usage issues in a timely manner • Trouble shoot and co-ordinate timely repair of faulty equipment. Complete damage/faulty register • Restock supplies and trolleys re-ordering supplies as required • Co-ordinate and monitors the loaning of equipment by students. Document. • Maintain a spreadsheet of usage and purchases against

	<p>budget and report outgoings vs budget as required Faculty Leadership team</p> <ul style="list-style-type: none"> • Further develop and maintain Lab policies and procedures in collaboration with the Clinical Practice Committee • Attend and or provide Clinical Practice Committee with a report and issues, concerns, equipment update, simulation, technology, BlendEd learning, purchases and or capex items regularly.
<p>Be learner-centred</p> <ul style="list-style-type: none"> • Maintain and courteous approach to all students across the department 	<ul style="list-style-type: none"> • Provide opportunities for students to practice in the labs • Support academic in student engagement
<p>Be a sustainable organisation</p> <ul style="list-style-type: none"> • Maintain a sustainable environment 	<ul style="list-style-type: none"> • Proactively manage recycling processes within labs and environmentally friendly practices • Establish and maintain online resources and supports digital technologies and use in labs

Note:

The above Key Performance Indicators are provided as a guide only. You are expected in your role to undertake any and all reasonable and lawful instructions and / or delegated tasks given by your manager, or someone in a position authorised to give such instruction. The precise performance measures for this position should be discussed between the jobholder and manager as part of the performance development process.

Person Specification:	
Qualifications	
Essential:	Desirable:
<ul style="list-style-type: none"> • First Aid Certificate • A current driver's licence 	<ul style="list-style-type: none"> • Diploma or Technical Certificate Care Assistant qualification • Nursing Qualification • High Fidelity Simulation Training • A tertiary qualification in health or information technology or a related area
Knowledge / Experience	
Essential:	Desirable:
<ul style="list-style-type: none"> • Experience of Microsoft office programs • Health & Safety at work Act • Relevant experience in the health or information technology sector. Understanding of health sector terminology 	<ul style="list-style-type: none"> • At least 2 years' experience in a science or technical role • Experience and knowledge of quality systems • Experience with nursing simulation equipment • Knowledge and understanding of the Treaty of Waitangi
Skills and Attributes	
Essential:	Desirable:
<ul style="list-style-type: none"> • Excellent administration and communication skills 	

<ul style="list-style-type: none"> • An interest in the education sector and the use of technology in learning • Works independently and collaboratively contributing to a team • Excellent IT skills, quick to learn and can independently review and master new programmes and applications • A positive attitude, eye for detail and highly organised • Able to be flexible in the hours worked and duties undertaken • Understanding and commitment to Equal Educational Opportunities and an awareness and understanding of the Treaty of Waitangi/Te Tiriti O Waitangi and bicultural issues in education • Effective time management skills • High level customer service skills • Ability to problem solve and learn new skills 	
--	--

Change to Job Description:

From time to time it may be necessary to consider changes in the job description in response to the changing nature of our work environment; including but not limited to technological requirements or statutory changes. Such change may be initiated as necessary by the manager of this position. This Job Description may be reviewed as part of the preparation for performance planning for the annual performance cycle.