

## TE WHAKAATURAKA MAHI / JOB DESCRIPTION

**Position Title** *Te tūraka mahi* : Student Placement Co-ordinator

**Area** *Te Tari*: School of Nursing

**Reports to (title)** *Ka whakaratatia e*: Head of School

**SP10 placement**: D Band

### Primary purpose *Te take matua*

To work in partnership with the organisation using a proactive approach, supporting and coaching in line with Otago Polytechnic's strategic goals and objectives.

To work in partnership with the organisation using a proactive approach, supporting and coaching in line with Otago Polytechnic's strategic goals and objectives. The Student Placement Coordinator will be a person who has an understanding of the New Zealand health and nursing education context. This person will have responsibility for providing excellent ākonga (learner), kaimahi (staff) and community experiences. The Student Placement Coordinator will work in partnership with all staff (academic and general) within the School and across Otago Polytechnic to provide excellent clinical coordination that enables outstanding learner experiences.

This position will work to ensure support, operational and administrative processes are efficiently and effectively carried out. This clinical coordinator role will include: Engagement and Communication; Practice placement coordination and administration; Contracts; Finance; Programme and Academic Process Support; Teaching and Research Support; Technological Support and developing effective processes to improve communication, tracking of students, and storage of placement data. A priority is to implement new software to manage clinical placements in partnership with other health group areas.

### Key responsibilities/accountabilities *Ko ngā takohaka matua / ko kā kaweka matua*

In order of importance, state the major responsibilities / accountabilities of the position and what is achieved

Key responsibilities / accountabilities <i>Ko ngā takohaka matua / ko kā kaweka matua</i>	Outcome Kā hua
Engagement and Communication	<ul style="list-style-type: none"> <li>Build and maintain effective working relationships especially with Preceptors/RN partners and the relevant course coordinators.</li> <li>The support and guidance services provided result in ākonga (learners) choosing and remaining with Otago Polytechnic as their preferred place of study.</li> <li>All potential, current and past ākonga (learners) and kaimahi (staff) receive full and accurate information within the agreed time-frames in response to all queries relating to study at Otago Polytechnic and are highly satisfied with the services (content and delivery) they have received.</li> <li>That there is a high level of customer satisfaction relating to the services received.</li> <li>Act as first point of contact for ākonga issues/concerns referring to the appropriate levels when appropriate.</li> </ul>
Administration and DHB placement co-ordination	<ul style="list-style-type: none"> <li>Administration associated with tracking all ākonga clinical placements across the three years of the Bachelor of Nursing programme and other</li> </ul>

	<p>programmes are completed and databases maintained in liaison with course co-ordinators</p> <ul style="list-style-type: none"> <li>• Health NZ Te Whatu Ora and all placement providers are contacted in a timely fashion to negotiate practice requirements for students in the Bachelor of Nursing, the Diploma in Enrolled Nursing and Competency Assessment programme. Rosters for all Bachelor of Nursing, the Diploma in Enrolled Nursing and Competency Assessment programme placements are made available to ākonga and maintained</li> <li>• Procedures to respond to learner issues related to practice experiences are followed up and reported on as per agreed processes</li> <li>• Be a key player in the continuous improvement of the database to manage clinical placements in partnership with other areas of the polytechnic and health group areas</li> <li>• Manage a system change which records where and when student placements took place on their transcripts and ensure maintenance of this</li> <li>• Maintain and improve systems to ensure that students are allocated placements that will give them the full range of experience</li> </ul>
Placement Co-ordination	<ul style="list-style-type: none"> <li>• Placements for year three Transition students are negotiated and confirmed with Clinical placements in discussion with Year three team members.</li> <li>• Ākonga are notified of approved placements four weeks prior to placement start date.</li> <li>• Approved changes of placement are negotiated and confirmed with clinical placement providers, appropriate lecturing staff and learners.</li> <li>• All Otago Polytechnic processes and systems are complied with.</li> <li>• Process notes are documented, maintained and reviewed for any placement coordination functions</li> <li>• School correspondence is managed effectively</li> <li>• Clinical Placements, preceptors and learners receive appropriate documentation associated with the placements.</li> <li>• Maintain the placement software with up to date informant of all ākonga and work with IT to build the capacity of the system.</li> </ul>
Contracts and invoices associated with practice experiences	<ul style="list-style-type: none"> <li>• Contracts are prepared for all clinical practice areas who accept a student placement</li> <li>• All year two and three students are preceptored with a Registered Nurse.</li> <li>• The database is maintained with respect to contract and Clinical placement information and follow up letters are sent to ensure timely payment.</li> <li>• Negotiate with Clinical areas regarding payment for clinical placements within delegated range of authority, any anomalies are presented to Head of School with recommendations</li> <li>• Follow up communication regarding timely lodging of invoices. Invoices are entered into the finance system</li> <li>• Clinical placements receive contracts to cover all learners working in health care settings.</li> <li>• All administration related to placements is completed.</li> </ul>
Programme and Academic Process Support	<ul style="list-style-type: none"> <li>• Internal and external academic processes are effectively, efficiently and proactively administered and supported</li> </ul>

	<ul style="list-style-type: none"> <li>The Student Placement Co-ordinator is able to demonstrate a high level of knowledge about the programmes of their school.</li> <li>Administrative support for student placement coordinator processes is available and up to date.</li> <li>Practice information is made available to students in a timely manner.</li> <li>Provides support to administration team to ensure that all administration duties related to placements are carried out in an efficient and timely manner.</li> </ul>
Finance	<ul style="list-style-type: none"> <li>Support School Administrators to administer the finance processes related to student placements in accordance with OP timeframes, processes and delegated authorities</li> <li>Provide initial monitoring of school finances for Head of School to ensure budget/forecast is met with respect to student placements.</li> <li>All financial processing undertaken by the Student Placement Coordinator is accurate and within specified timeframe</li> </ul>
Observe principles and practices of Equal Employment Opportunity and Diversity	<ul style="list-style-type: none"> <li>Fair treatment in the workplace is delivered and observed</li> </ul>
Fulfill Safety and Wellbeing responsibilities, accountabilities and authorities as outlined in Otago Polytechnic Safety and Wellbeing Policies	<ul style="list-style-type: none"> <li>Achievement of a healthy and safe work and learning environment</li> <li>New and existing hazards will be pro-actively identified and managed</li> <li>Incidents, accidents and occupational illnesses immediately reported</li> <li>Safe work methods will be adhered to including the use of Personal Protective Equipment</li> </ul>
Fulfil our individual and collective responsibilities, accountabilities and expectations as outlined in <a href="#">The Education (Pastoral Care of Tertiary and International Learners) Code of Practice 2021</a>	<ul style="list-style-type: none"> <li>Uphold the responsibilities outlined in The Education (Pastoral Care of Tertiary and International Learners) Code of Practice, contributing to a safe, supportive environment that prioritises ākonga wellbeing and success. Participate in required training to confidently apply the Code within your role.</li> <li>Integrate Te Tiriti o Waitangi principles and actively support equitable outcomes to create and support opportunities for ākonga voices to be heard, enabling responsive actions that meet ākonga needs and foster their achievement.</li> <li>Awareness to attain OP as an inclusive environment for all cultures and languages.</li> </ul>
Fulfill Information Management responsibilities, accountabilities and authorities as outlined in Otago Polytechnic Information Management Policy	<ul style="list-style-type: none"> <li>Create, maintain and store full and accurate records of activities, transactions, and decisions carried out in the course of daily business.</li> <li>Records are to be disposed of only when legally authorised to do so, as per Disposal Authorities: DA424 and GDA 6 and 7</li> <li>Otago Polytechnic records are not to be created or maintained in any personal or private cloud storage services (e.g. Dropbox)</li> </ul>
Demonstrate organisation's values on a daily basis	<ul style="list-style-type: none"> <li>Alignment to organisation behaviours is adhered to ensuring consistency in approach and delivery of outcomes</li> <li>Our values are consistently demonstrated.</li> </ul>
<b>Inherent Requirements:</b>	

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
- Do the job without undue risk to your own or others health, safety and welfare at work.

<b>Key working relationships <i>Kā honoka mahi matua</i></b>	
<b>Key working relationships <i>Kā honoka mahi matua</i></b>	<b>Nature and purpose of contact <i>Te āhua me te take o te honoka</i></b>
Head of School	Formal Leader. Provide strategic and operation advice (both ways). Provide assistance and seek instruction on a wide range of matters.
Ākonga (learners)	Everyday correspondence
School Administrators	Provide operational advice (both ways). Provide assistance and seek instruction on a wide range of matters.
Kaimahi including Lecturers, Student Administration, Team Leaders, College colleagues and wider Otago Polytechnic Kaimahi	Providing support with the following administration and learning tools including EBS, Microsoft Outlook meeting schedules, Finances, Travel bookings and Health and Safety
Stakeholders	PEAC (Permanent External Advisors Committee) Members – maintain contact re regular meetings , update database and coordinate meetings.
Suppliers, Industry Organisations,	Collegial support and advise. Police vetting checks as required

<b>Decision making authority <i>Kā rakatirataka whakatauka</i></b>	
<b>Decisions expected <i>Kā whakatauka tūmanako</i></b>	<b>Recommendations expected <i>Kā taunaki tūmanako</i></b>
Prioritisation of work load and portfolio to bring about maximum organization benefit	Priorities determined
Approvals in accordance with the Delegations of Authority; sign off letter of appointment and variations as required.	Decisions and Expenses approved in line with budget and delegation in a timely and accurate manner. These are as per Otago Polytechnic policies as amended from time to time
<b>Position dimensions <i>Kā āhuataka tūraka</i></b>	

List the relevant financial and staffing dimensions for which this position is accountable.

- **Sales/revenue:** Nil
- **Budget:** Nil
- **Number of employees reporting directly:** Nil

<b>Selection Criteria – Knowledge &amp; Skills <i>Whakariteka Kōwhiritaka - kā mātauraka me kā pūkeka</i></b>
---

Essential:

- Account management experience with relationship building skills
- Recent and relevant knowledge of the health system and tertiary education
- Proven administration and co-ordination experience
- Experience with development of systems and processes
- A high level of computer literacy – Microsoft Excel, Word, Access.
- Adaptability to implementation to new systems

Desirable:

- Proven experience building relationships within primary, mental health and medical surgical areas
- Experience in providing pastoral care
- Experience of preparing contracts and invoices
- Experience in a tertiary setting
- Experience in practice placement coordination

<b>Selection Criteria – Education and Experience <i>Whakariteka Kōwhiritaka - kā kuraka me kā wheako</i></b>
--

Essential:

- A relevant Level 5 qualification

<b>Personal Attributes <i>Kā Āhuatanga Whaiaro</i></b>
--

- Be an effective Te Tiriti o Waitangi partner by supporting the values and tikaka of mana whenua throughout your mahi
- Facilitative and collaborative leadership style
- High level of professional and ethical conduct
- Effective time management skills
- Initiative, enthusiasm and a positive attitude
- Proven ability to work under pressure.
- Flexible, responsive and customer orientated manner

This position description outlines the key accountabilities/ responsibilities and the selection 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.