

## JOB DESCRIPTION - Appendix

<b>Job Title:</b>	Dedicated Education Unit (DEU) Coordinator
<b>Department:</b>	Faculty of Health, Education and Environment
<b>Reports To:</b>	Clinical Placement Lead - Nursing
<b>Job Purpose:</b>	<p>The DEU Coordinator is responsible for the development, maintenance and evaluation of the DEUs. This includes education and support for all members and stakeholders of the DEUs.</p> <p>The DEU Coordinator will support others to provide clinical teaching, assessment and support to student nurses according to supervision and assessment standards agreed between the Agency and Toi Ohomai. These standards are in accordance with the requirements of Nursing Council New Zealand (NCNZ) and New Zealand Qualifications Authority (NZQA).</p>
<b>Date:</b>	February 2024

***This Appendix is to be used in conjunction with an Academic Staff Member Position Description and describes additional key responsibilities associated with being a DEU Coordinator***

### Key Competencies are framed by Toi Ohomai's Strategic Intent

The delivery of all key competencies should align to the delivery of Toi Ohomai's Strategic Intent and values.

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

Key Competencies:	Expected Outcomes:
<p><b><i>Meaningful and effective partnerships</i></b></p> <ul style="list-style-type: none"> <li>Promotes and educates stakeholder staff on the concepts and philosophies of the DEU</li> <li>Orientates new DEU staff members to specific roles</li> <li>Communicates with clinical placement coordinators/managers and clinical nurse leaders on a regular basis</li> <li>Communicates with Academic Lead Nurse (ALN) and Clinical Liaison Nurse (CLN) on a regular basis</li> <li>Ensures agencies have practicum resources and materials required to maximise student learning and assessment processes</li> <li>Ensures students are orientated to placement</li> <li>Initiates regular liaison with DEU staff and monitors student progress</li> <li>Attends relevant meetings relating to clinical practicums, including SNE meetings and pre and post moderations</li> </ul>	<ul style="list-style-type: none"> <li>Positive relationships are maintained with key stakeholders and colleagues and any issues / concerns are dealt with in a professional &amp; timely manner</li> <li>Prompt communication of any concerns to the Clinical Placement Lead and/or Toi Ohomai Nursing team</li> <li>Participation in meetings as a positive team member</li> <li>DEU areas are well supported and DEU staff educated on philosophy/concept</li> </ul>
<p><b><i>Delivery of tertiary education, research and technology transfer to meet the needs of the region.</i></b></p> <ul style="list-style-type: none"> <li>Develops and facilitates clinical learning / teaching that is linked to the theoretical component of the course</li> <li>Assist ALN and CLNs to ensure student learning meets outcomes and identify specific needs for individual students</li> </ul>	<ul style="list-style-type: none"> <li>Students are supported in successfully achieving their learning outcomes</li> <li>Nurse students receive supervision from a visiting SNE/ALN</li> <li>Learning contract/action plans are developed to support students who are not progressing with their achievement to meet learning outcomes. in conjunction with the Clinical Placement Lead</li> </ul>

<ul style="list-style-type: none"> <li>● Assist the ALN and CLN in developing a learning contract/action plan when specific learning needs are identified</li> <li>● Support ALN/CLN to ensure students deliver care that meets the client's needs and that meet professional and legislative standards and requirements</li> <li>● Promote a research / evidence-based culture</li> <li>● Support ALN/CLN to encourage students to display an understanding of the socio-political context of Nursing / Midwifery / Health</li> <li>● Act as a resource person for the ALN/CLN and students</li> </ul>	
<p><b><i>Be innovative and support innovation</i></b></p> <ul style="list-style-type: none"> <li>● Complete documentation / records regarding student placement, performance and supervision in conjunction with the ALN</li> <li>● Complete a written report to the Clinical Placement Lead at the conclusion of each DEU</li> <li>● Provide feedback regarding the DEUs at the nursing department meetings and contribute to the nursing deliberation reports for clinical courses.</li> <li>● Support agency review and audit processes as directed by Clinical Placement Lead</li> <li>● Encourage students to actively participate in programme evaluation</li> <li>● Ensure assessment processes are implemented and meet with Toi Ohomai requirements</li> </ul>	<ul style="list-style-type: none"> <li>● Administrative requirements are met</li> <li>● Student practicum absences are recorded on the CAF &amp; clinical team are advised</li> </ul>
<p><b><i>Be learner-centred</i></b></p> <ul style="list-style-type: none"> <li>● Support ALN/CLN to encourage students to develop reflective practice in the clinical setting</li> <li>● Support ALN/CLN to encourage students to be increasingly self-directed in their own education</li> <li>● Organise and facilitate student debriefing during the practicum experience. Respond to student and agency concerns</li> <li>● Advocate for student learning experience</li> <li>● Address issues of concerns that students have related to clinical practice by timely referral to ward / agency staff and the Clinical Placement Lead</li> <li>● Support ALN/CLN to provide accurate and constructive feedback at regular intervals to students to promote professional growth</li> </ul>	<ul style="list-style-type: none"> <li>● A supportive mechanism / process of student debriefing is provided during the clinical experience</li> <li>● Pastoral support is provided to nurse students and they are referred to agencies for support here / where appropriate</li> </ul>
<p><b><i>Be a sustainable organisation</i></b></p> <ul style="list-style-type: none"> <li>● When able, support academic staff when requested within clinical skills labs</li> <li>● Provide cover for the Academic Liaison Nurse (ALN) role if and when required</li> <li>● Initiate and complete annual performance appraisal with Line Manager according to policy</li> <li>● Seek performance feedback from ALN/CLN and students</li> <li>● Undertake ongoing, relevant post-graduate education to achieve personal objectives</li> </ul>	<ul style="list-style-type: none"> <li>● An openness and willingness to learn is displayed</li> <li>● Participation in professional development opportunities made available is evident</li> <li>● Supporting academic staff where possible in clinical skills labs</li> <li>● All DEUs have access to an ALN</li> </ul>

<ul style="list-style-type: none"> <li>Attend relevant course / conferences</li> </ul>	
--	--

**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.

<b>Person Specification:</b>	
<b>Qualifications</b>	
<b>Essential:</b>	<b>Desirable:</b>
<ul style="list-style-type: none"> <li>Registered Nurse / Registered General Obstetric Nurse.</li> <li>Current NCNZ Annual Practising Certificate</li> <li>Post-Graduate Certificate in nursing</li> <li>Minimum 3 years post registration experience</li> </ul>	<ul style="list-style-type: none"> <li>Preceptorship course successfully completed</li> <li>Has, or is working towards, Adult Teaching Qualification</li> <li>Masters degree in a relevant nursing field ( or working towards)</li> </ul>
<b>Knowledge / Experience</b>	
<b>Essential:</b>	<b>Desirable:</b>
<ul style="list-style-type: none"> <li>In depth experience in the nursing / healthcare industry</li> <li></li> </ul>	Knowledge and experience working in a DEU environment
<b>Skills and Attributes</b>	
<b>Essential:</b>	<b>Desirable:</b>
<p>Excellent skills including:</p> <ul style="list-style-type: none"> <li>Ability to work from plans and ideas</li> <li>Excellent oral and written communication skills, particularly at an inter-personal level</li> <li>Ability to be self-motivating and able to work independently; and as part of a team</li> <li>Display of a high level of professional and ethical conduct</li> <li>Understanding and commitment to Equal Educational Opportunities.</li> <li>An ability to meet the obligations of Te Tiriti O Waitangi and deliver a bicultural curriculum</li> <li>Continued enhancement of personal knowledge and abilities</li> <li>PC based computer literacy skills</li> </ul>	<ul style="list-style-type: none"> <li>Understanding, knowledge and skills in tertiary education and training programmes</li> <li>Skills and/or knowledge of Te Reo Māori</li> </ul>

