



NOTES

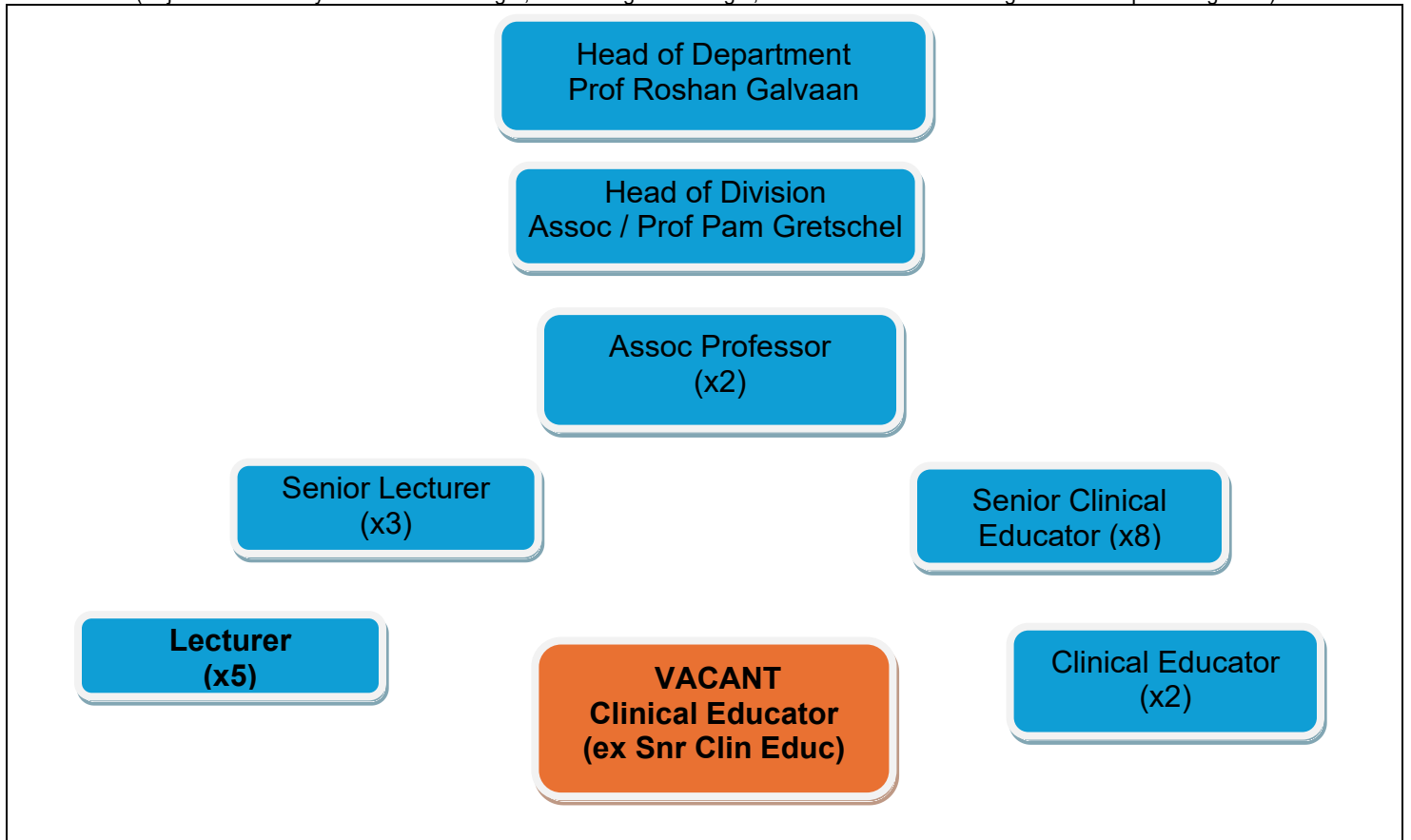
- Forms must be downloaded from the UCT website: <http://forms.uct.ac.za/forms.htm>
- This form serves as a template for the writing of position descriptions.
- A copy of this form is kept by the line manager and the position holder.

POSITION DETAILS

Position title	Clinical Educator		
Job title (HR Business Partner to provide)	Clinical Educator		
Position grade (if known)	Clinical Educator	Date last graded (if known)	
Academic faculty / PASS department	Health Sciences		
Academic department / PASS unit	Health and Rehabilitation Sciences		
Division / section	Occupational Therapy		
Date of compilation	July 2024		

ORGANOGRAM

(Adjust as necessary. Include line manager, line manager's manager, all subordinates and colleagues. Include position grades)



PURPOSE

The main purpose of this position is to contribute to curriculum development and implementation through clinical education of UG students in the Department of Health and Rehabilitation Sciences.

2	Leadership, Management and Administration	20%	<ul style="list-style-type: none"> ▪ Attend meetings on clinical education and training where required ▪ Review, update and provide course outlines in relation to clinical/practice learning settings ▪ Schedule students' clinical timetable ▪ Collate marks and feedback on student performance ▪ Develop and prepare course materials for clinical courses ▪ Assist in arranging transport through the Transport Committee ▪ Monitor students' attendance at sites ▪ Monitor student record keeping where relevant ▪ Keep records of teaching, student performance and professional behaviour ▪ Assist with preparation of HPCSA site visits ▪ Attend relevant meetings in division and department 	<ul style="list-style-type: none"> ▪ Efficiently organised clinical placements ▪ Effective and efficient administration of marks ▪ Accurate records of student progress ▪ Effective monitoring and reporting on student performance ▪ Good communication with students regarding their performance
3	Health and Safety in clinical settings	5%	<ul style="list-style-type: none"> ▪ Facilitates student awareness and understanding of UCT safety and emergency procedures ▪ Maintain UCT protocols in the event of trauma, student distress or other emergencies ▪ Take necessary steps to ensure student and patient/client safety in clinical practice ▪ Ensure access to required support for students in practice learning settings 	<ul style="list-style-type: none"> ▪ Safe clinical environment for students and patients
4	Enhancement of competence and learning	15%	<ul style="list-style-type: none"> ▪ Engage in activities to enhance competence and learning through scholarly activities ▪ Keep up to date with literature relevant to clinical area and trends in delivering clinical education ▪ Participate in courses (e.g. Clinical Educators Courses, assessment courses, relevant professional courses) provided by the Faculty and other providers to enhance skills ▪ Translation of knowledge generated through scholarship into student learning. 	<ul style="list-style-type: none"> ▪ Evidence based practice ▪ Knowledge of trends emerging in professional practice ▪ Clinical teaching and learning strategies based on sound educational principles.
5	Social responsibility	5%	<ul style="list-style-type: none"> ▪ Participate in social responsiveness activities independently or with others in division/department/faculty or university. ▪ Contribute to public engagement on profession's contributions to clinical sites or student projects at clinical/practice learning sites. 	<ul style="list-style-type: none"> ▪ Public benefit from engagements ▪ Contribution to national challenges in health ▪ Knowledge application and transfer

MINIMUM REQUIREMENTS

Minimum qualifications	4-year professional degree in Occupational Therapy			
Minimum experience (type and years)	3 years' experience of clinical occupational therapy post-community service, with at least two years in Physical Health practice			
Skills	Clinical supervision of undergraduate students Development of clinical sites for optimal student learning and inter-disciplinary collaboration Administration and management skills at divisional and departmental levels Clinical service responsibilities to maintain and develop practice learning sites			
Knowledge	Scholarship to encourage evidence-based practice in the area of Physical Health Development of appropriate clinical teaching material in the area of Physical Health			
Professional registration or license requirements	Health Professions Council of South Africa (HPCSA)			
Other requirements (If the position requires the handling of cash or finances, other requirements must include 'Ability to handle cash or finances.)				
Competencies (Refer to UCT Competency Framework)	Competence	Level	Competence	Level
	Adaptability/Flexibility	2	Continuous learning	2
	Building interpersonal relationships	2	Decision making/ Judgement	2
	Student service and support	2	Management Conflict	2
	Conceptual thinking	2	People management	2

SCOPE OF RESPONSIBILITY

Functions responsible for	Clinical supervision of undergraduate students Enhancement of competence and learning in clinical/practice learning education Administration and management of clinical/practice learning sites as it relates to student supervision and practice learning.
Amount and kind of supervision received	Head of Division is responsible for managing and overseeing the performance of the clinical educator in relation to the HR174 form; in the areas of Clinical Education and Clinical Supervision, Enhancement of competence and learning, Leadership, Management and Administration and Social responsiveness.
Amount and kind of supervision exercised	Responsible for clinical supervision of students.
Decisions which can be made	The clinical educator (CE) is part of the decision-making process. The CE makes recommendations to the practice learning (PL) co-convenor and course convenor, who will consult with the head of division, who then approves the final decision making.
Decisions which must be referred	Decisions regarding ethical conduct of students should be referred to the HoDiv

CONTACTS AND RELATIONSHIPS

Internal to UCT	The person will be working closely with the members of the Occupational Therapy Division and the Department of Health and Rehabilitation Sciences.
External to UCT	The stakeholders in relation to the clinical sites.