

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

1. Ministry: Ministry of Employment and Human Resource		
2. Position Title: Clinical Facilitator	3. Salary Level: 9-7	4. Division: Kiribati Institute of Technology (KIT) Location: KIT Bikenibeu Campus
5. Reports To: Deputy Director (School of Nursing and Health with day to day reporting to the Head of School, School of Nursing and Health.	6. Direct Reports: Nil	
Primary Objective of the Position: To contribute to the overall planning, delivery and evaluation of full time clinical teaching to nursing students at the School of Nursing Diploma program and related discipline areas, consistent with School of Nursing, KIT policies, KIT Quality Framework Standards, nursing professional registration requirements and the MLHRD, MHMS Strategic and the KDP Plans.		

7. Position Overview	
9. Financial: Nil	10. Legal: Kiribati National Conditions of Service 2012 Medical Services Act 1996
11. Internal Stakeholders: <ul style="list-style-type: none"> • Full and part time KIT Nursing Students • Employees and Senior Managers at KIT • Employees and Senior Managers within other Ministry Divisions • Nursing Academic Programme Committee To be referred to Assistant Head of School or Clinical Facilitator: <ul style="list-style-type: none"> • Clinical Teaching and assessment outcomes and issues 	12. External Stakeholders: <ul style="list-style-type: none"> • Public sector employers • Community and industry representatives • Ministry of Health and Medical Services (MHMS), Principal Nursing Officers and nursing staff within the Nursing Services in hospital, community and outer-island settings; • Doctors or clinicians and paramedical staff. • Other GoK ministries

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<ul style="list-style-type: none"> • Student discipline and administration issues • Requests for consumables, commodities and equipment • School and clinical placement issues and continuous improvements • Requests for external expert assistance in specific fields • Requests for transportation to facilitate clinical attachments, community projects or outer-island assessments and the completion of final course assessments. 	<ul style="list-style-type: none"> • Voluntary service providers • Nursing professional associations and networks • KIT School of Nursing education and training partners • Island Councils, communities and health staff in outer-islands. • KIT Alumni <p>To be referred to Head of School, SONH</p> <ul style="list-style-type: none"> • Employer education and training needs • Employer staffing needs • Student work experience issues • Graduate employment quality issues
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13. KEY ACCOUNTABILITIES *(Include linkage to KDP, MOP and Divisional Plan)*

- **KDP/KPA:** KPI 1 Human Resource Development; KPI 2 Economic Growth and Poverty Reduction
- **MEHR MOP Outcome:**
 - Goal 1. Develop an integrated and accountable TVET system to improve workforce skills
 - Goal 5. Training for economic and sustainable development
- Ministry of Health and Medical Services Strategic Plan (2011-15)
- **Divisional/Departmental/Unit Plan:**
 - Goal 1: Further develop KIT into a high quality institution offering a range of TVET courses to international standards.
 - Goal 2: Increase national and international employment and further study opportunities for KIT Nursing graduates
 - Goal 3: Ensure equitable access for I-Kiribati to KIT Clinical Nursing courses
 - Goal 4: Enhance the growth of Faculty of Nursing and Midwifery in KIT.

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Goal 5: Promote timely, safe and customer-oriented health services to the people of Kiribati.

Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes
Clinical Teaching and assessment	<p>Deliver clinical teaching and conduct assessment of clinical learning and competence of nursing students in selected hospital wards, community clinics and outer-islands as are required to meet full-time or part-time clinical nursing education standards to the required nursing legislative and professional, and KIT Quality Framework standards. This includes</p> <ul style="list-style-type: none"> ✓ Attaining 100% punctuality and attendance to nursing students' clinical placements at hospital, community and outer-islands to achieve 100% and quality supervision, clinical learning facilitation, clinical tutorial provisions and assessment of nursing students. ✓ Providing defined clinical teaching and learning objectives and teaching plans in accordance with clinical course descriptions. ✓ Facilitating the clinical teaching and learning process through a wide variety of aforesaid planned learning experiences and activities. ✓ Facilitating clinical teaching and learning processes which support students to utilise, develop and/or enhance adult and independent learning strategies. ✓ Maintaining professional standards of clinical 	<ul style="list-style-type: none"> • Clinical teaching and assessment materials, to support the delivery of clinical assessment, are developed and contextualised for Kiribati. • Clinical Teaching and assessment is delivered in an enthusiastic, effective and varied way consistent with agreed quality standards. • Formative assessment for students will be attended to and completed on a timely manner. • Timely reporting to students on progress of their individual formative and summative assessments and proposed recommendations on improvements on assessments results to be attended as required. • Clinical teaching and assessment records are stored and maintained within the KIT electronic filing repository, consistent with agreed quality standards.

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	<p>nursing practice.</p> <ul style="list-style-type: none"> ✓ Set best role models to demonstrate safe and professional clinical practice. ✓ Using reliable and valid clinical nursing teaching methods to best teach and assess the clinical academic and practical progress of students. ✓ Participating in pre- and post-moderation clinical assessment activities. ✓ Commit to deliver and co-ordinate clinical teaching with other team members or Lecturers' supervision and assistance to best deliver the clinical practice curriculum with continuity and coherence. ✓ Routine review, updated and revision of competence- and evidence-based teaching content and methods relative to changing learning requirements of students. ✓ Maintain and file all clinical course material and records, including lesson plans, teaching resources and assessment documents. ✓ Liaising with MHMS and assisting with the clinical placement of student nurses under the protocol <i>Responsibilities for Clinical Experience</i>. <p>Demonstrate professional practice consistent with the traditions of general clinical nursing, GoK and KIT policies and procedures.</p>	<ul style="list-style-type: none"> • Validation and moderation of clinical assessment is carried out in a timely manner, consistent with agreed quality standards. • Evaluation of clinical training and assessment, by way of validation and student evaluation of clinical course priorities and objectives, is undertaken on a routine basis using KIT approved tools. • 100% Punctuality to Students Clinical Placement at Hospital, Community and Outer Islands. • The KIT "English Only" Policy is consistently implemented across the Institute. • All clinical teaching and assessment provided is fair and equitable, particularly in relation to gender and disability. • Professional practice consistent with the traditions of Nursing, GoK and KIT policies and procedures
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	<p>Assist with the development and delivery of clinical nursing short courses and customised TVET activities on Tarawa and outer islands to professional Clinical Nursing Practice and KIT Quality Framework standards.</p>	<ul style="list-style-type: none"> • Short courses and customised clinical nursing short TVET activities are designed to meet the specific needs of key clients.
<p>Student Support</p>	<p>Provide academic guidance to students, and liaise with senior colleagues about student clinical learning progress and achievements as appropriate.</p> <p>Ensure any student requiring additional academic support and/or reasonable adjustment with clinical teaching and assessment are identified and adequately supported.</p> <p>Refer students needing or requesting higher levels of support are referred to KIT nominated student support officers.</p>	<ul style="list-style-type: none"> • All students are provided with adequate levels of clinical academic learning support. • All additional clinical academic support and/or reasonable adjustment for student is identified and recorded. • All students requiring requesting higher levels of clinical learning support are identified within reasonable timeframes and referred to KIT nominated student support officers.
<p>Course Evaluation and Development</p>	<p>Participate in the delivery of existing clinical practice requirements and courses.</p> <p>Participate in ongoing course and curriculum review and development.</p> <p>Participate in the development and/or contextualisation of course materials.</p>	<ul style="list-style-type: none"> • 100% active attendance to clinical course/curriculum development meetings. • Clinical Nursing courses remain relevant and up to date consistent with professional, competence- and evidence-based clinical nursing practice and standards. • Aligning and developing course materials to clinical to meet national and international health contexts

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		where applicable.
Clinical Teaching Support	<p>Comply with all School of Nursing and KIT policies and procedures and maintain administration standards consistent with the KIT Quality Framework.</p> <p>Attend and participate in School meetings: Morning Staff, School, Team and Academic meetings as required and complete activities arising from those meetings.</p> <p>Collaborate and work together with Lecturers towards delivery of simulated and demonstration of clinical learning to students during class or lab work as required when all students are on theory blocks.</p> <p>Liaise with colleagues to obtain and maintain current and relevant clinical teaching resources, equipment, supplies and teaching support for both classroom and clinical learning.</p>	<ul style="list-style-type: none"> • 100% compliance with KIT School of Nursing policies and procedures and quality standards. • 100% attendance and participation at School, Clinical and Academic Committee meetings. • Administrative requests are responded to within reasonable timeframes. • Keep inventory of clinical teaching resources, equipment, supplies and teaching support is maintained at required levels.
Research	<p>Contribute to the School's research culture, research forum and research outputs towards clinical nursing practice of nursing students.</p> <p>Demonstrate a commitment to undertake research and scholarly activity individually and collaboratively that appraises, enhances and grows clinical learning of nursing students.</p> <p>Actively participate in School research and scholarly activities related towards supporting students clinical learning as negotiated.</p> <p>Participate in the MHMS Nursing research programme</p>	<ul style="list-style-type: none"> • Negotiated annual professional development plan includes an agreed research component and performance targets which may include postgraduate study with a research component. • Research contribution made through clinical nursing forums, seminars, workshops, presentations and publications as negotiated under annual Professional Development Plan.

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	<p>towards enhancement and growth of General or Specialized Nursing practice as seen relevant and appropriate.</p>	
<p>Professional development</p>	<p>Undertake necessary professional development: in-house, buddy system and on the-job training to ensure compliance and consistencies with accepted and quality clinical nursing education standards and competencies and KIT Quality Framework standards.</p> <p>Obtain qualifications in the technical disciplines equal to the level of clinical teaching and assessment provided by Nursing Lecturers.</p> <p>Successfully complete the Certificate IV Training and Assessment or required equivalent.</p> <p>Maintain current competence in all technical areas of clinical teaching in general or specialized nursing practice.</p> <p>Maintain current clinical nursing education and training competence.</p> <p>Complete all other GoK and KIT professional development activities in relation to disability, gender, equality and sustainability.</p>	<ul style="list-style-type: none"> • Achieves 100% attendance to Professional development: in-house or on the job-training facilitated by the Academic Team (Nursing Clinical Practice and English) from the School of Nursing and completed in a timely manner. • Commit 100% to Buddy system to best learn Clinical Nurse Facilitators' roles to students in Hospital, Community and Outer-island clinical practice. • All required professional qualifications are obtained and competence is maintained. • Certificate IV Training and Assessment is obtained and vocational training and assessment competence is maintained. • KIT and other professional development activities are fully attended and successfully completed.

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Employer and health sector liaison	<p>Maintain effective and routine communication with external stakeholders.</p> <p>Contribute professional expertise to MHMS and Nursing Service.</p>	<ul style="list-style-type: none"> • Convene and attend relevant KIT Advisory Committee (CAC) meetings at least twice a year • Participate in MHMS Nursing advisory groups and clinical or specialized nursing workshops as appropriate, e.g., breast-feeding, health day celebrations, nursing assurance.
Marketing and promotion of Nursing Education programs within KIT	<p>Promote the School and profession of nursing in response to community needs.</p> <p>Model and reinforce professional and KIT brand attributes.</p> <p>Work with a collaborative and team based approach.</p> <p>Implement relevant parts of the KIT Marketing Plan.</p> <p>Assist with planning and organising important School and KIT events, e.g., orientation, open days, graduation.</p>	<ul style="list-style-type: none"> • Promotion of a positive program and nursing professional and KIT Team culture is evident. • Full compliance with GoK, School of Nursing and KIT policies, procedures, practices and quality systems is met. • Maintains Clinical Nursing Standards and KIT key brand attributes. • KIT events are well planned and hosted in a professional manner consistent with KIT brand attributes.

14. Key Challenges	15. Selection Criteria
<ul style="list-style-type: none"> • Consistently meeting all requirements of the KIT Quality 	15.1 PQR (Position Qualification Requirement):

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<p>Framework on a daily basis, relevant to this position.</p> <ul style="list-style-type: none">• Consistently providing high quality clinical teaching and assessment services, on a daily basis, in order to motivate students to achieve their best possible educational outcomes, relative to their learning capacity.• Always complying with the KIT “English Only” Policy.• Always promoting inclusiveness and fairness within KIT, consistent with the KIT Gender Equality Strategy and the KIT Disability Strategy.• Reinforcement of KIT brand attributes and values on a daily basis.	<p>Education: Waiving PQR</p> <ul style="list-style-type: none">- Diploma Plus 10 years of work experience in general nursing, midwifery, and public health. <p>Job Training:</p> <ul style="list-style-type: none">• Demonstrated capacity and willingness to participate in professional development: ongoing in-house and “on” and “off” the job training in clinical nursing education and clinical practice towards Diploma Nursing Students as supervised, coached and mentored by the Nursing Lecturers. <p>15.2 Key Attributes (Personal Qualities):</p> <p>1. Knowledge and Experience</p> <ul style="list-style-type: none">• Wide range of clinical nursing practice experience is essential.• Up-to-date knowledge of evidence-based clinical nursing practice is essential.• Tertiary teaching experience in nursing is desired.• Knowledge of generally accepted international competency requirements for the Registered Nurse Scope of Practice is required.• An understanding of the principles of cultural safety, and a commitment to the development of a culturally sensitive working and learning environment.• An understanding of current issues and directions towards and in general and specialized nursing practice <p>2. Skills:</p> <ul style="list-style-type: none">• Highly developed oral and written communication skills• Proven organisational and planning skills are essential.• Clinical Nursing Practice Curriculum development experience is
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desired.

- English language competency to successfully deliver clinical teaching and assessment in English.
- Computer literate with the ability to use Microsoft Office to levels required for the delivery, support and sustainability repository systems for clinical training and assessment.

3. Attributes

- High level of motivation and commitment to clinical teaching of future Kiribati nurses.
- Flexible and responsive approach needed to maintain a creative, innovative and fresh approach to clinical teaching.
- Ability and commitment to facilitate a culturally safe clinical teaching and learning environment.
- Sound judgment and decision-making regarding clinical teaching roles and responsibilities
- Willingness to work beyond normal working hours
- High degree of professionalism as a clinical nurse educator teaching professionally and to be a good role model for KIT School of Nursing students reflective of the values and traditions of the nursing profession, Institute values and KIT brand attributes.
- Ability to work within a collaborative and team based work environment.
- Inclusive and non-discriminatory attitudes to all colleagues and students.
- Commitment and ability to adhere to all OHS directives of the School of Nursing, KIT, the Ministry of Labour & Human Resources Development and the MHMS.

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| | <ul style="list-style-type: none">• Commitment and ability to provide quality fair and equitable clinical teaching and assessment to all nursing students in a post-secondary environment. |
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