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**

<table>
<thead>
<tr>
<th>Position title</th>
<th>Clinical Educator</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job title (HR Practitioner to provide)</td>
<td>Clinical Educator</td>
</tr>
<tr>
<td>Position grade (if known)</td>
<td>Clinical Educator</td>
</tr>
<tr>
<td>Date last graded (if known)</td>
<td></td>
</tr>
<tr>
<td>Academic faculty / PASS department</td>
<td>Health Sciences</td>
</tr>
<tr>
<td>Academic department / PASS unit</td>
<td>Health &amp; Rehabilitation Sciences</td>
</tr>
<tr>
<td>Division / section</td>
<td>Physiotherapy</td>
</tr>
<tr>
<td>Date of compilation</td>
<td>September 2019</td>
</tr>
</tbody>
</table>

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

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Director
Dept of Health & Rehabilitation Sciences:

HODiv: CSD

HODiv: Occupational Therapy:
Dr N Naidoo

HODiv: Physiotherapy:

Clinical Educator
VACANT

HODiv. Nursing & Midwifery
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**PURPOSE**

The main purpose of this position is the clinical training and education to provide of undergraduate physiotherapy students in the field of neuromusculoskeletal conditions.
<table>
<thead>
<tr>
<th>Key performance areas</th>
<th>% of time spent</th>
<th>Inputs (Responsibilities / activities / processes / methods used)</th>
<th>Outputs (Expected results)</th>
</tr>
</thead>
</table>
| 1 Clinical Education, Supervision and Service             | 55%            | - Facilitate students’ learning in clinical settings and encourage active learning to facilitate the development of clinical competence  
               |                | - Prepare and orientate students for clinical practice  
               |                | - Facilitation of translation of theory into practice  
               |                | - Facilitate group learning where relevant  
               |                | - Participate in multi-professional teaching and learning  
               |                | - Oversight of student interventions and documentation  
               |                | - Reinforce the importance of human rights and ethics-based approach to clinical service delivery  
               |                | - Facilitate classroom tutorials based on clinical reasoning  
               |                | - Ensure that students have access to appropriate clients and communities to achieve the requirements of the course  
               |                | - Facilitate alignment of assessment with the objectives of the clinical programme  
               |                | - Assess student performance and provide feedback  
               |                | - Setting examination questions related to clinical teaching  
               |                | - Invigilate at exams  
               |                | - Be a professional and responsible role model for the students  
               |                | - Ensure safe and ethical practice by students in a clinical setting  
               |                | - Establish and maintain supportive and professional relationships with students in the clinical setting  
               |                | - Provide service while teaching students in clinical practice settings  
               |                | - Provide clinical service while students are on breaks as required by the Head of Division (HoDiv).  
               |                | - Developing of services and sites to support clinical learning  
               |                | - Students adequately prepared for clinical practice post qualification  
               |                | - Efficient, effective and contextually relevant assessments  
               |                | - Materials prepared for clinical teaching  
               |                | - Students proficient in clinical reasoning  
               |                | - Quality assurance of programmes  
               |                | - Patients identified for students for clinical practice  
               |                | - Relevant sites available for clinical practice  
               |                | - Effective management of clinical education  
               |                | - Effective professional communication with sites of clinical learning  
               |                | - Teaching platform that supports clinical learning  
               |                | - Ethical practice by students  
               |                | - Effective throughput  
               |                | - Continuity of service  
               |                | - Patient/client satisfaction  |
| 2 | Administration | 20% | - Assist with course curriculum for clinical teaching (development and review) and alignment with the rest of the programme  
- Attend meetings on clinical education and training where required  
- Provide feedback to lecturers regarding the strengths and limitations of theory courses based on student performance  
- Review, update and provide course outlines in relation to clinical settings  
- Schedule students’ clinical timetable  
- Collate marks and feedback on student performance  
- Develop and prepare course materials for clinical courses  
- Secure clinical training sites on clinical platform and liaise with clinical sites  
- Represent the Division in the negotiation and maintenance of sites for teaching and learning  
- Arrange transport through the Transport Committee  
- Monitor students’ attendance  
- Monitor student record keeping and logbooks where relevant  
- Prepare and administer student assessments  
- Keep records of teaching, student performance and professional behaviour  
- Assist with preparation of HPCSA site visits  
- Attend relevant meetings in department and division | - Efficiently organised clinical placements  
- Effective and efficient administration of marks  
- Accurate records of student progress  
- Effective monitoring and reporting on students’ performance  
- Good communication with students regarding their performance |
|---|---|---|---|
| 3 | Health and Safety in clinical settings | 5% | - Familiarise students with UCT safety booklet and emergency procedures  
- Maintain UCT protocols in the event of trauma, student distress or other emergency  
- Take necessary steps to ensure student and patient/client safety in clinical practice | Safe clinical environment for students and patients |
| 4 | Enhancement of competence and learning | 15% | - Gain additional qualifications in chosen profession or higher education  
- Engage in activities that will enhance competence and learning through scholarly activities including attendance and presentation at conferences, journal clubs, CPD courses (participation and  
- Evidence based practice  
- Knowledge of trends emerging in professional practice  
- Clinical teaching and learning strategies based on sound educational principles. |
| 5 | Social responsibility | 5% | - Participate in social responsiveness activities on own or with others in division/department/faculty or university.  
- Contribute to public engagement with professions clinical contributions to clinical sites or student projects in clinics. | Public benefit from engagements  
- Contribution to national challenges in health  
- Knowledge application and transfer |
MINIMUM REQUIREMENTS

**Minimum qualifications**
4-year professional degree in Physiotherapy

**Minimum experience (type and years)**
3 years’ experience in clinical practice as a Physiotherapist
2 years’ experience in facilitating clinical education at tertiary level

**Skills**
- Clinical supervision of undergraduate students
- Development of clinical sites for optimal student learning and interdisciplinary 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 neuromusculoskeletal conditions.
- Development of appropriate clinical teaching material in the area of neuromusculoskeletal conditions in Physiotherapy

**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 ‘Honesty to handle cash or finances.’)

<table>
<thead>
<tr>
<th>Competencies (Refer to UCT Competency Framework)</th>
<th>Competence</th>
<th>Level</th>
<th>Competence</th>
<th>Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adaptability/Flexibility</td>
<td>3</td>
<td>Continuous learning</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Building interpersonal relationships</td>
<td>3</td>
<td>Decision making/ Judgement</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Student service and support</td>
<td>3</td>
<td>Management Conflict</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Conceptual thinking</td>
<td>2</td>
<td>People management</td>
<td>2</td>
<td></td>
</tr>
</tbody>
</table>

SCOPE OF RESPONSIBILITY

**Functions responsible for**
- Clinical supervision of undergraduate students
- Enhancement of competence and learning in clinical education
- Administration and management of clinical 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 Clinical Physiotherapy course convener; the convener 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 Physiotherapy programme and Division.

**External to UCT**
The stakeholders in relation to the clinical sites.