

NOTES

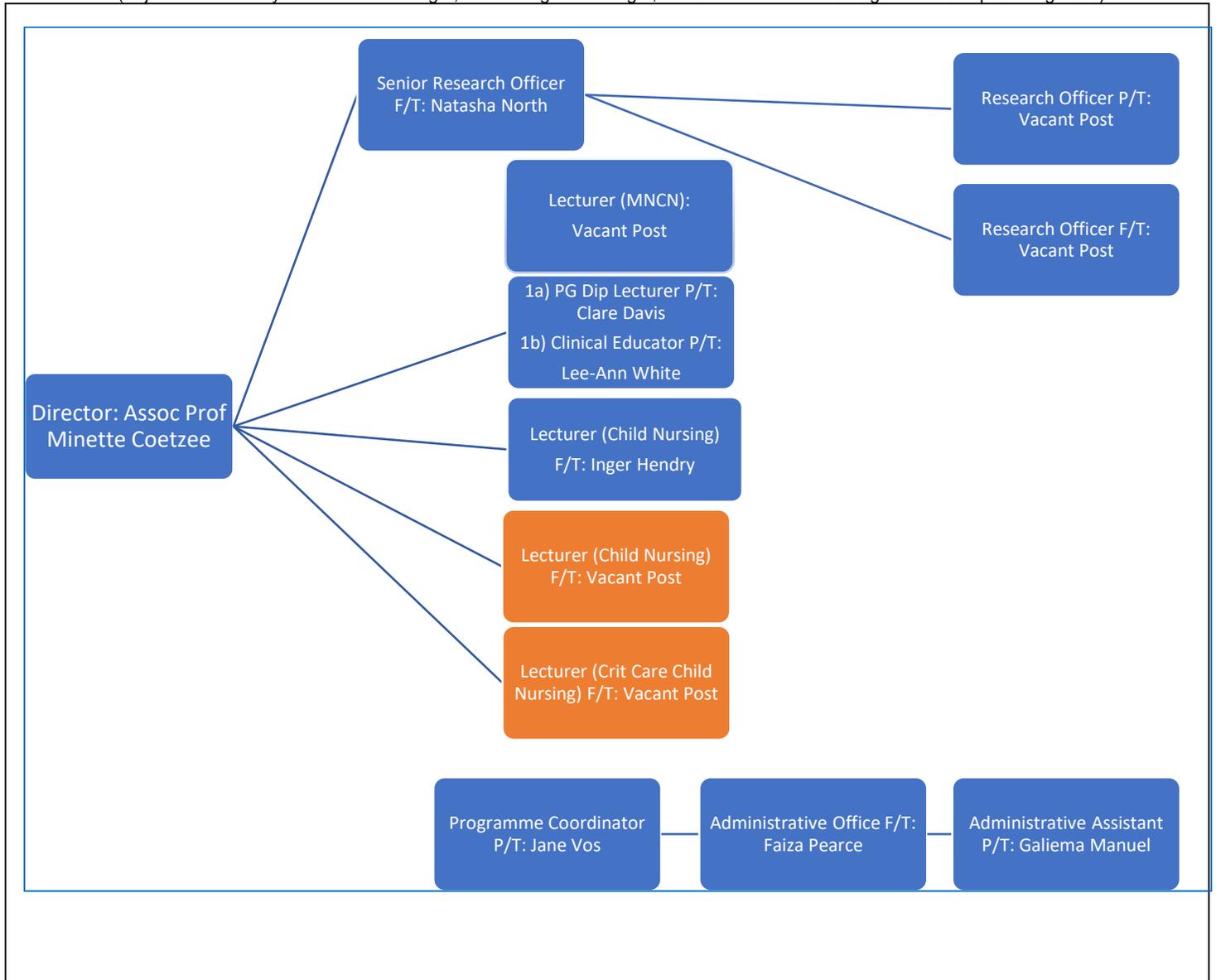
- Forms must be downloaded from the UCT website: <http://forms.uct.ac.za/forms.htm>
- This form serves as a template for the writing of position descriptions.
- A copy of this form is kept by the line manager and the position holder.

POSITION DETAILS

Position title	Lecturer – Children’s Nursing / Critical Care Children’s Nursing		
Job title (HR Practitioner to provide)			
Position grade (if known)	Lecturer– Academic	Date last graded (if known)	
Academic faculty / PASS department	Faculty of Health Sciences		
Academic department / PASS unit	Department of Paediatrics and Child Health		
Division / section	The Harry Crossley Children’s Nursing Development Unit		
Date of compilation	11 th May 2017 updated 19 Feb 2019, May 2021		

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:

- Play a key role in developing and delivering unique locally developed and context-specific Afrocentric children's nursing education, through specialist postgraduate and other teaching at UCT.
- Convene and coordinate aspects of Child and /or Critical Care Child Nursing postgraduate diploma programme activities, maintaining overall responsibility for related course planning, delivery and assessment.
- Contribute to continued innovation by growing UCT's educational platform through a successful transition to blended and online learning, including contributing to establishing a robust blended learning platform.
- Design and create original online learning content and materials, and deliver online and face-to-face teaching and learning activities, ensuring theory and practice integration and the alignment of courses across the child / critical care child nursing programme, updating and refining the learning experience as required.
- Maintain a commitment to quality, anticipating and meeting the needs of students, setting the highest standards of performance for self and others, and successfully coordinating the contributions of multi-disciplinary colleagues contributing to the teaching and learning experience.
- Contribute to scholarship in the discipline of Children's / Critical Care Children's Nursing, including through contributing to research related to programme development and evaluation.
- Contribute to social responsiveness in the discipline of Children's / Critical Care Children's Nursing, including through active participation in the African Children's Nursing Educator's Forum.

CONTENT

Key performance areas	% of time spent	Inputs (Responsibilities / activities / processes/ methods used)	Outputs (Expected results)
<p>Teaching</p> <ul style="list-style-type: none"> • Development and delivery of high-quality teaching and learning materials and content that are relevant to local practice settings • Contributes to collaborative design and review of distinctive Afrocentric curriculum and blended/online learning programme delivery • Utilises a variety of appropriate and innovative teaching and learning modalities that are supportive and empowering of students as African nursing professionals, including students who do not have English as a first language 	<p>60%</p>	<p>Convenes the courses for the PGDip in Child Nursing / Critical Care Child Nursing Programme, working closely with the Programme Convenor and PGDip Committee Chair in the SANC accredited School of Nursing.</p> <p>Contributes to curriculum design and delivery conversations with peers and in PGDip committee meetings.</p> <p>Offers additional teaching and learning support for related concurrent postgraduate children’s nursing courses and courses in the wider Department as well as other offerings.</p> <p>Proactively engages students and clinical teams with an astute understanding of their needs, anticipating and providing solutions, while keeping student’s immediate and future needs as central.</p> <p>Prepares and update course outlines with attention to quality standards of accessibility, consistency and detail, utilising the correct and appropriate formatting, organisation and structure.</p> <p>Plans, produces and delivers learning experiences and materials suited to the characteristics and needs of mid-career children’s nursing students and aligned with the CNDU commitment to transformational learning that is solution-focused and aligned with local practice settings.</p> <p>Manages the transition of the planned timetable to the UCT electronic learning platform (VULA), utilising UCT resources to identify sources to support access particularly for mature students who are not consistently on campus.</p> <p>Plans and coordinates individual and group clinical Work Integrated Learning, focused on the utilisation of clinical knowledge and acquisition of skills to lead efficient and evidence-based nursing care of children.</p> <p>Directs and participates in rigorously designed student assessment, ensuring inter-marker reliability and consistency in marking with full engagement with External Examiners.</p>	<p>Successfully coordinated and delivered courses as assigned, in Child / Critical Care Child Nursing Programme and valued contribution to other related courses and offerings.</p> <p>Regular attendance and contribution in PGDip committee meetings in SANC accredited School of Nursing</p> <p>Course evaluations indicate student satisfaction based on lecturer engagement and learning experiences that have enabled students to achieve, develop in confidence and learn and grow from experience.</p> <p>Full courses successfully delivered and run with all challenges dealt with timeously and efficiently.</p> <p>Clinical programme is well planned, runs smoothly and is successfully completed.</p>

2	<p>Scholarship</p> <ul style="list-style-type: none"> Contributes to scholarship in the discipline of Children's / Critical Care Children's Nursing education and professional practice at the level expected of a Lecturer, including through contributing to research related to programme development and evaluation 	15%	<p>Models an exemplary level of professional knowledge to students, keeping up with current developments in paediatrics / paediatric critical care and extending and applying expert knowledge to further child health care practice and education at UCT and more widely.</p> <p>Successfully integrates up-to-date awareness of policies, theory and evidence-based practice across all courses of the child / critical care child nursing programme, updating and refining the learning experience as required.</p> <p>Through planned learning activities and instruction, including journal clubs, strengthens nurses' research awareness and their ability to access and apply research.</p> <p>Contributes to continuous evaluation of teaching and learning in ways that facilitate quality improvement of delivery and design.</p> <p>Pursues scholarly activity in an area of personal interest relevant to the Unit's work.</p>	<p>Scholarly work presented at a national or international academic conference, at least every second year.</p> <p>At least one paper published in a peer reviewed national or international journal (as first author or co-author) every three years, or complete postgraduate study.</p> <p>Students report increased confidence and ability to access and apply research literature to their clinical practice and learning (measured through course evaluations).</p> <p>Timely completion of annual course reporting, evaluations and participation in course review using agreed metrics.</p>
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3	<p>Management, Leadership & Administration</p> <ul style="list-style-type: none"> • Acts appropriately to ensure quality, safety and integrity of the professional clinical education programme. • Effectively prioritises, plans, and schedules all teaching programme activities, in collaboration with SANC accredited School of Nursing. • Works effectively and cohesively within the immediate and wider Unit team and Department to achieve a strengthened children's nursing workforce and better care for sick and injured children. 	15%	<p>Promotes the free flow of communication within the team and pro-actively identifies potential or emerging problems with student performance and project delivery.</p> <p>Responsible for ensuring that all course requirements are consistently and meticulously documented for submission to the relevant bodies:</p> <ul style="list-style-type: none"> ○ accurately capture and verify records of clinical hours and assessments ○ monitoring of participation in and completion of all required student learning activities, including online and asynchronous ○ collate and consistently capture marks for assessments and examinations. <p>Takes responsibility for ensuring online platform, physical venues, visiting speakers and other resources are organised to ensure smooth running of all planned activities, delegating to and supervising programme administrator contributions.</p> <p>Actively participates in collaborative working as part of the Unit teaching team, the wider Unit team, and between Departments aligned with Unit objectives.</p> <p>Contributes to Departmental initiatives around paediatric / paediatric critical care issues by representing Children's / Critical Care Children's Nursing in at least one DPCH committee.</p>	<p>Timely completion of all programme activities, culminating in submission of student marks to Faculty examination boards prior to graduation.</p> <p>Appropriate identification, resolution and/or escalation of problems with student performance and project delivery.</p> <p>Completion of all required documentation using agreed formats and maintenance of robust record keeping systems using agreed electronic filing systems.</p> <p>Active contribution to at least one Departmental committee.</p>
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4	<p>Social Responsiveness</p> <ul style="list-style-type: none"> Contributes expertise and collaborative sectoral leadership in the discipline of Children / Critical Care Children's Nursing professional practice and education, including by supporting the continued sustainability of children's nursing training across the region through the African Children's Nursing Educators' Forum. 	10%	<p>Actively participates in meetings and projects of the African Children's Nursing Educators' Forum, assisting the Unit Director with preparing and leading meetings as required.</p> <p>Contributes to organising and hosting the biennial international Building Children's Nursing Conferences (BCN), providing a unique community of practice event for African children's nurses.</p> <p>Supports the implementation of best practice, by integrating high-quality locally developed context-specific tools for clinical practice development and relevant evidence-based practice guidelines into teaching and learning.</p> <p>Ensures alignment between 'what is taught' and student clinical learning experiences aligned to the Best Practice Units project.</p> <p>Contributes credible sectoral expertise through playing a collaborative role in professional nursing organisations and relevant collaborations locally and internationally.</p>	<p>Contributed in a significant role to at least three African Children's Nursing Educators' Forum events or projects per year.</p> <p>Provided leadership of or active participation in at least one BCN organising sub-group every other year, with successful completion of required outputs in line with relevant SoP.</p> <p>Actively participates in graduate follow up and support.</p> <p>Tracks and engages with feedback to align current and ongoing teaching and learning activities in ways that ensure graduates are equipped with knowledge and skills to fulfill current or future responsibilities in the community and local health services.</p> <p>Evidence of a successful (supportive) relationship established with at least one Best Practice Unit as a 'link lecturer'.</p>
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MINIMUM REQUIREMENTS

Minimum qualifications	<ul style="list-style-type: none"> • A relevant specialist qualification in child nursing or critical care child nursing at postgraduate level • A master's degree relevant to children's nursing • A SANC recognised professional qualification in nursing education 																								
Minimum experience (type and years)	<ul style="list-style-type: none"> • Evidence of regular engagement with relevant clinical paediatric service delivery in the last 5 years and/OR • At least 3 years' experience of clinical nursing in a relevant paediatric service, in the last 5 years <p>Advantageous</p> <ul style="list-style-type: none"> • At least 2 years' experience of providing a verifiably high quality educational experience for students, including safe supervision of clinical learning • Evidence of commencing or ongoing involvement in research with demonstrable outputs 																								
Skills	<ul style="list-style-type: none"> • Proficient in teaching and learning facilitation in both the face to face and online platforms • Proficient in clinical paediatric nursing skills • Information and communication skills • Thinking and problem-solving skills • Communication and self-directed learning skills • Ability to use technology to access, manage, integrate, and evaluate information; construct new knowledge; and communicate with others effectively • Able to communicate in at least two Western Cape languages- English; Xhosa or Afrikaans 																								
Knowledge	<ul style="list-style-type: none"> • Full range of children's / critical care children's nursing theoretical and practical. • Functional knowledge of facilitating Teaching and Learning – face to face and on-line, facilitation and support. 																								
Professional registration or license requirements	<ul style="list-style-type: none"> • Current registration with the South African Nursing Council as a Children's Nurse or Critical Care Children's Nurse. 																								
Other requirements (If the position requires the handling of cash or finances, other requirements must include 'Honesty to handle cash or finances'.)	<ul style="list-style-type: none"> • The position requires active engagement with postgraduate students who are mid-career registered nurses in online and face-to-face teaching, and in clinical practice settings. It therefore requires good levels of energy and the ability to consistently maintain a high activity or productivity level, as well as stress tolerance and the ability to cope well under pressure or in potentially distressing situations, including when dealing with distressed students, children and parents. 																								
Competencies (Refer to UCT Competency Framework)	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">Competence</th> <th style="width: 10%;">Level</th> <th style="width: 50%;">Competence</th> <th style="width: 10%;">Level</th> </tr> </thead> <tbody> <tr> <td>Professional knowledge and skill</td> <td style="text-align: center;">2</td> <td>Coaching / Developing Others</td> <td style="text-align: center;">2</td> </tr> <tr> <td>Planning and organizing / work management</td> <td style="text-align: center;">2</td> <td>Formal presentation</td> <td style="text-align: center;">2</td> </tr> <tr> <td>Teamwork / Collaboration</td> <td style="text-align: center;">2</td> <td>Written Communication</td> <td style="text-align: center;">2</td> </tr> <tr> <td>Quality commitment/ work standards</td> <td style="text-align: center;">2</td> <td>Information management</td> <td style="text-align: center;">2</td> </tr> <tr> <td>Client/student service and support</td> <td style="text-align: center;">2</td> <td></td> <td></td> </tr> </tbody> </table>	Competence	Level	Competence	Level	Professional knowledge and skill	2	Coaching / Developing Others	2	Planning and organizing / work management	2	Formal presentation	2	Teamwork / Collaboration	2	Written Communication	2	Quality commitment/ work standards	2	Information management	2	Client/student service and support	2		
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SCOPE OF RESPONSIBILITY

Functions responsible for	Course convenorship including participating in design with responsibility for planning, delivery and assessment of related PGDip courses and other teaching, in ways that are fully aligned to the rest of the PGDip in Child / Critical Care Child Nursing and CNDU teaching role. Responsible for providing student support and coaching and tracking student learning- online and face to face. Full participation in programme evaluation and additional CNDU and DPCH activities.
Amount and kind of supervision received	Collaborative supervision and support from PGDip Programme convenor as well as CNDU director with scheduled monthly line manager meeting
Amount and kind of supervision exercised	Supervision of PG Child Nursing / Critical Care Child Nursing students.

Decisions which can be made	Decisions about course delivery, timing and delivery and nature of clinical support and coaching aligned with overall academic calendar.
Decisions which must be referred	Programme content, clinical placement changes, proposed tracking and process changes.

CONTACTS AND RELATIONSHIPS

Internal to UCT	Immediate team in unit; Department of Paediatrics and Child Health; DNM
External to UCT	Nursing management at Red Cross Children's Hospital; Mowbray Maternity; GSH