



The University of Notre Dame Australia is a private Catholic university with campuses in Fremantle, Broome and Sydney. The Objects of the University are the provision of university education within a context of Catholic faith and values and the provision of an excellent standard of teaching, scholarship and research, training for the professions and the pastoral care of its students.

The Objects of the University are -

- (a) the provision of university education, within a context of Catholic faith and values; and
- (b) the provision of an excellent standard of –
 - (i) teaching, scholarship and research;
 - (ii) training for the professions; and
 - (iii) pastoral care for its students.

(Section 5, The University of Notre Dame Australia Act (1989))

The School of Nursing located on the Sydney Campus seeks expressions of interest from registered nurses and midwives who would like participate on a sessional basis in the clinical facilitators program for 2018. The Clinical Facilitator will be responsible for undergraduate 1st, 2nd and 3rd year nursing students completing the clinical practicum units of study in a variety of healthcare settings, in various wards and specialties.

The Clinical Facilitator responsibilities include, but are not limited to;

- Welcoming and Orientating the students to the specified facility
- Acting as a professional role model
- Student Learning and clinical teaching, linking theory to practice
- Identifying learning needs and promoting skill development
- Formal written evaluations and assessments of clinical skills
- Providing feedback to students and the University through open communication
- Attendance to the University Orientation day
- Available on a fulltime/ basis. Monday to Friday am and pm shifts
- Contactable by mobile phone and email

The University will provide a facilitator orientation day on the role of the Facilitator. Please note that the Orientation program is compulsory for all facilitators to attend.

Professional Practice Dates 2018

First Semester	Winter Term	12 June to 20 July, 2018
Second Semester	Summer Term	12 November to 14 December, 2018

Salary Range

Remuneration for Sessional staff positions at The University of Notre Dame Australia are determined in accordance with the UNDA 2018 Sessional Rates.

Superannuation is paid where the gross payment per calendar month is more than \$450.00. Where superannuation is paid the University will pay super into Unisuper, unless otherwise notified by the employee.

Enquiries about this position

Anne McArthur
Clinical Coordinator
Phone: (02) 8204 4278
anne.mcarthur@nd.edu.au

School of Nursing
160 Oxford Street
Darlinghurst NSW 2010



SELECTION CRITERIA

ESSENTIAL CRITERIA

Qualifications and Experience:

1. Current registration to practice as a Registered Nurse with the Nursing and Midwifery Board of Australia
2. Minimum of five (5) years post-registration clinical experience
3. Evidence of attending a Preceptorship program
4. Demonstrated experience and involvement in the preceptorship/mentorship and supervision of nursing students

Knowledge, Skills and Abilities:

1. Understands and Supportive of the *Objects* of the University, as a Catholic University
2. Excellent time management skills and use of initiative
3. Demonstrated ability to be proactive, energetic and enthusiastic
4. Committed work ethic
5. Computer literacy
6. Demonstrated effective interpersonal skills, excellent written and verbal communication skills.
7. Demonstrates a high level of pastoral care to students
8. Knowledge of the registered nurse standards for practice.

DESIRABLE

1. Previous experience in facilitating and assessment of Undergraduate Nursing students in the clinical setting
2. Certificate IV Workplace Training and Assessment or Graduate Certificate in Clinical education (or equivalent)



HOW TO PREPARE YOUR APPLICATION

Selection Criteria

- You should address each criterion separately with its own heading demonstrating how you meet those particular essential or desirable criteria. This is the most important part of your application. Applicants must address the selection criteria to be considered for this position.

Qualifications

- If you are listing qualifications and training as part of your application you will need to provide evidence of originals or certified copies if successful for this position. (Do not provide originals with your application).
- The University reserves the right to source reference the Applicant's qualifications and training with the relevant institution/s where the degree/qualification was earned.

Referees

- Provide names and contact details of at least three referees (either written referees or verbal) who can comment on your work experience, ideally as a manager or supervisor. The University, however, reserves the right to contact referees not nominated by the applicant.

Right to Work in Australia

- You are required to submit evidence of your legal right to work in Australia as outlined by the Australian Immigration & Citizenship. One of the following will be required: (Do not provide originals at this time)
 - ✓ Australian passport
 - ✓ Australian Certificate of Citizenship
 - ✓ If born before 20 August 1986, an Australian birth certificate
 - ✓ If born after 20 August 1986, an Australian birth certificate and proof at least one parent was born in Australia
 - ✓ Visa that entitles you to work in Australia **AND** a copy of your foreign passport showing your name, date of birth, issuing country and passport number.

Other Clearances

- Compliance with NSW Ministry of Health policy directive for "Occupational Assessment, Screening and vaccination Against Specified Infectious Diseases".

Applicant Cover Sheet

- Complete the Applicant Cover Sheet attached at the end of this application pack and submit as part of your application

Processing Applications

- Once your application is submitted we will acknowledge receipt by email only.
- Successful candidates will be contacted by telephone to arrange an interview.

PRIVACY STATEMENT

Information provided on your application will be used for the purposes and in relation to your application for employment at The University of Notre Dame Australia. Where the Privacy Principles apply, the University restricts access to the information on your application to those staff members who need the information in carrying out their responsibilities in the appointment of staff to the University.



APPLICATION COVER SHEET

After you have read the application pack, complete this page and submit with your application documents.

Name:

Email:

Religion (optional):

Position applied for:

School

Postal Address:

Phone number/s:

If you have not worked for UNDA within the past 12 months, please check the following so we can accept your application:

- Resume or CV included
- Explanation of how you meet each of the individual Selection Criteria included
- A form of Photo ID included (can include your work rights documentation such as passport)
- Certified or original documents showing you are legally allowed to work in Australia included (eg birth certificate, passport, certificate of citizenship etc)
- You have read our staff Code of Conduct located here:
http://www.nd.edu.au/downloads/staff/code_of_conduct_09.pdf (cut and paste this link to your browser)
- Email applications: must be in **PDF** or Microsoft **Word** format and less than 10 mb in size

If you have completed and checked the above items, please **send your application to:**

Email applications:

Or

Postal Applications:

Anne McArthur
anne.mcarthur@nd.edu.au
The University of Notre Dame Australia
School of Nursing
160 Oxford St
Darlinghurst, NSW 2010