

Position Title:	Clinical Educator/Workforce Development
Reporting to:	Manukura Hauora
Location:	Hauraki and Kirikiriroa
Hours:	40
FTE:	Full time
Direct reports	One
Delegated authority	Nil

Position Purpose

To develop, deliver and/or coordinate training and workforce development programmes and resources for hauora/ primary care providers affiliated to the Hauraki PHO network

Te moemoea	Te kaupapa
<p><i>Te whakatutuki i te whāinga kia mana taurite ā-hauora mā te whakamana i ō mātou whānau kia ahu ai rātou ki te mana motuhake</i></p> <p>Achieving health equity by empowering our whānau toward mana motuhake.</p>	<p><i>Te mahi ngātahi me ō mātou wāhi mahi, me ō mātou hapori, me ō mātou tāngata e matatika ai ngā hua</i></p> <p>To work in partnership with our practices, our communities and our people to achieve equitable outcomes.</p>
<p>Ngā mātāpono: Whānaungatanga – Rangatiratanga - Pukengatanga - Tika - Pono - Aroha</p>	

Working with:

Internal	External
<ul style="list-style-type: none"> Te Puna Hauora Matua o Hauraki kaimahi 	<ul style="list-style-type: none"> Whānau and communities HPHO Stakeholders Te Whatu Ora

Role Specific Accountabilities	
1	Education
	<ul style="list-style-type: none"> Engage with hauora/ primary care providers and their kaimahi to understand training needs. Deliver education/training programmes in the workplace, wānanga and online modes. Teaching utilises educational theory and frameworks, adult teaching principles and creative approaches. Delivery utilises blended learning approaches and the use of e-learning courses. Support onboarding training alongside Human Resources
2	Workforce Development
	<ul style="list-style-type: none"> Support skill development to enable kaimahi to deliver high-quality primary care services. Develop, deliver and evaluate a Workforce Development Plan Co-ordinate all of the workforce funding/contracts across the network Undertake kaimahi competency assessments in the workplace Develop and maintain develop an e.learning platform Implement programmes that develop the competency and capability covering all disciplines - kaiawhina, undergrad taura, new grads, existing kaimahi, Support the educational and training needs of providers

3	Quality and Risk
	<ul style="list-style-type: none"> • Support internal audits and implement corrective actions as agreed. • Identify organisational business risks and appropriate mitigation strategies. • Contribute to business continuity planning to mitigate potential or actual business risk and issues • Support hauora / primary care providers to achieve relevant quality and safety standards including the Cornerstone Accreditation programme • Inform and contribute to the development of organisational policy and quality systems • Identify and facilitate clinical audits and provide advice on clinical practice as required
4	Privacy and confidentiality
	<ul style="list-style-type: none"> • Undertakes all duties and responsibilities in accordance with the Privacy Act 2020, the Health Information Privacy Code 2020 and organisational privacy policies and procedures
5	Health and Safety
	<ul style="list-style-type: none"> • Take responsibility for own health, safety and wellbeing in the workplace and community. • Ensure own actions keep self and others safe. • Identify, report and assist to eliminate hazards in the workplace. • Participate in local workplace safety management practices
6	Other duties
	<ul style="list-style-type: none"> • Participate in the CAG – clinical advisory group • As requested by the organisation

Person Specification					
Experience, knowledge and skills	<table border="1"> <thead> <tr> <th>Essential</th> <th>Desirable</th> </tr> </thead> <tbody> <tr> <td> <ul style="list-style-type: none"> • Registered Health Professional with an Annual Practicing Certificate • Experience in clinical teaching or education • Computer literate • Full clean and current drivers licence • Ability to work and contribute to a team </td> <td> <ul style="list-style-type: none"> • Experience in Primary Care • Be a credentialed preceptor • Experience and a qualification in supervision • E. Learning platform experience </td> </tr> </tbody> </table>	Essential	Desirable	<ul style="list-style-type: none"> • Registered Health Professional with an Annual Practicing Certificate • Experience in clinical teaching or education • Computer literate • Full clean and current drivers licence • Ability to work and contribute to a team 	<ul style="list-style-type: none"> • Experience in Primary Care • Be a credentialed preceptor • Experience and a qualification in supervision • E. Learning platform experience
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Communication	<ul style="list-style-type: none"> • Communicate clearly, assertively and confidently • Strong verbal and written communication • Proven ability to engage and communicate confidently • Ability to pronounce Māori names correctly 				
Problem solving	<ul style="list-style-type: none"> • Think outside the box • Solution focussed providing a range of solutions and recommendations 				
Performance management/Achieving results	<ul style="list-style-type: none"> • Able to meet targets • Prioritise activities • Meet deliverables • Motivate other to overcome obstacles and achieve goals 				

Skills development

- Keep up to date with skills and information
- Open to learning new things
- Seeks opportunities to continuously improve and works to learn and grow