

JOB DESCRIPTION

POSITION	Degree Lecturer
BUSINESS UNIT	Clinical Education
RESPONSIBLE TO	Clinical Education Manager
LAST UPDATED	August 2022

Our Vision

To be the best little ambulance service in the world.

Our Belief

To be here for you, when it matters to you, because it matters to us.

Our Promise

No decision about me without me

Our Values



JOB PURPOSE

To provide the highest level of learning and development to students to enable delivery of better health outcomes within our communities. The Lecturer also delivers the core training programme for the Paramedic degree and Postgraduate Certificate.

CONTEXT THAT THIS ROLE OPERATES WITHIN

Organisational perspective

Wellington Free Ambulance are the only emergency ambulance service in Greater Wellington and Wairarapa and the only ones in the country who are free. We take more than 150,000 111 calls each year and respond to over 50,000 emergencies and are here 24/7, 365 days a year.

Wellington Free Ambulance is a charity. As an essential health service, we receive around 75% of funding from the Government – but raise over \$7 million dollars each year to keep our services free. As well as emergency paramedic care, we provide patient transfer services; have paramedics who are part of the Life Flight crew and rescue squad, plus operate the 111 communications centre for our region. We also have a team of volunteer event medics who support a range of events across the region.

The community we support is from the Cook Strait to Peka Peka Road (past Waikanae) and across to Mount Bruce in the Wairarapa. There are around 400 staff across the various teams supported by around 90 volunteer event medics.

Business Unit Perspective

The Clinical Education Team (CET) deliver high quality learning and development programs both internally and externally. The CET utilise best practice clinical education techniques to help Wellington Free Ambulance provide leading edge patient care and be a great place to work.

The Clinical Education team provide:

- Authority to practice (process oversight, moderation of assessments and selection of preceptors)
- Driver training
- National diploma in Ambulance Practice
- Ongoing continuing professional development for all staff (including online learning via Kete)
- Revalidation
- Teaching staff for the Whitireia BHSc. (Paramedic) programme

KEY ACCOUNTABILITIES

KEY RESULT AREA	ACCOUNTABILITIES
Delivery of learning and development to students	<ul style="list-style-type: none"> • Maintain leading edge knowledge in paramedic medicine and education standards • Update the curriculum • Deliver the teaching and assessment of learning for students • Work towards a Masters qualification • Provide cover for Paramedic roles as required • Develop medical skills to maintain the individual's Authority to Practice
Provision of Quality Teaching Programmes <ul style="list-style-type: none"> • Implement quality programmes to enhance student learning. • Contribute to the development and implementation of methods of assessing student learning. • Continue to develop own teaching practice and skills • Monitor and document student progress. 	<ul style="list-style-type: none"> • Establish and maintain accurate student records and provide timely information as required by the polytechnic or authorised external bodies. • Carry out and be the subject of at least one peer teaching review per year. • Activities are delivered as scheduled – with greater than 75% student satisfaction. • Educational materials are developed using an auditable ADDIE process and approved before delivery by Programme Leader (or designate).
Contribution to faculty and learning & development <ul style="list-style-type: none"> • Represent the faculty as required. • Attend team meetings and contribute to education development within Wellington Free Ambulance. 	<ul style="list-style-type: none"> • Evidence of participation in the professional and academic life of the faculty. • Evidence of reporting back to colleagues as required from any global committee. • Authority to practice maintained in accordance with relevant organisational policy.
Research and development Maintain and enhance credentials required to teach the programme.	<ul style="list-style-type: none"> • Research plan relevant to the subject speciality and teaching programme is developed and implemented. Research is undertaken (as agreed). • Completes postgraduate study as per individual development plan.

KEY RESULT AREA	ACCOUNTABILITIES
<p>Programme development and marketing Contribute to the effective outcome of the programme.</p>	<ul style="list-style-type: none"> • Programme graduates are work-ready or prepared for further study. • Industry/professional knowledge is current and reflected in programmes developed and delivered. • Participate in marketing of programme.
<p>Living WFA's values: WFA is a values-based organisation, and employees should be committed to upholding our company values. Our values represent who we are, where we're going and who we're taking with us.</p>	<ul style="list-style-type: none"> • Be authentic, original true Mā pango mā whero ka oti te mahi • Act with kindness Aroha atu, aroha mai • Lead by example Mahia te mahi, hei painga mo te iwi • Keep getting better together Whaia e koe te iti kahurangi
<p>Health and Safety: Complies with responsibilities under the Health & Safety at Work Act 2015.</p> <p>In the performance of assigned duties, maintains and actively participates in supporting a safe and healthy workplace</p>	<p>All employees are responsible for:</p> <ul style="list-style-type: none"> • Working in a safe manner to prevent risk of harm to themselves, others, or the environment. • Complying and co-operating with any reasonable instruction, WFA health and safety policies and procedures and legislative requirements • Reporting hazards, risks, and incidents (accidents, harm, and near misses), and ensuring reporting and recording is in accordance with WFA policies and procedures. • Participating in incident investigations and taking an active role in rehabilitation following an injury or illness. • Alerting managers and health and safety representatives to any observed unsafe behaviors or situations. • Actively participating in health and safety training and alerting

RELATIONSHIPS AND DELEGATIONS

REPORTING STRUCTURE	Manager:	Clinical Education Manager
	Peers:	Degree Lecturers, Clinical Educators
	Direct Reports:	Nil
KEY RELATIONSHIPS	Internal:	Faculty staff Whitirea students Line Managers Clinical Education Team Programme leader WFA Management team
	External:	NZQA
DELEGATIONS & AUTHORITIES	Delegation Level:	Nil

CAPABILITY PROFILE

CORE COMPETENCY	KEY BEHAVIOURS
Approachability	<ul style="list-style-type: none"> • Is easy to approach and talk to • Spends the extra effort to put others at ease • Can be warm, pleasant, and gracious • Is sensitive to and patient with the interpersonal anxieties of others • Builds rapport well • Is a good listener • Is an early knower, getting informal and incomplete information in time to do something about it
Composure	<ul style="list-style-type: none"> • Is cool under pressure • Does not become defensive or irritated when times are tough • Is considered mature • Can be counted on to hold things together during tough times • Can handle stress • Is not knocked off balance by the unexpected • Doesn't show frustration when resisted or blocked • Is a settling influence in a crisis
Planning	<ul style="list-style-type: none"> • Accurately scopes out length and difficulty of tasks and projects • Sets objectives and goals • Breaks down work into the process steps • Develops schedules and task/people assignments • Anticipates and adjusts for problems and roadblocks • Measures performance against goals • Evaluates results
Presentation skills	<ul style="list-style-type: none"> • Is effective in a variety of formal presentation settings: one-on-one, small and large groups, with peers, direct reports, and bosses • Is effective both inside and outside the organisation, on both cool data and hot and controversial topics • Commands attention and can manage group process during the presentation • Can change tactics midstream when something isn't working
Integrity and Trust	<ul style="list-style-type: none"> • Is widely trusted • Is seen as a direct, truthful individual • Can present the unvarnished truth in an appropriate and helpful manner • Keeps confidences • Admits mistakes • Doesn't misrepresent her/himself for personal gain
Te Tiriti o Waitangi and Cultural Expertise	<ul style="list-style-type: none"> • Demonstrates understanding of the principles of te Tiriti o Waitangi and their contemporary application to WFA's work • Applies tikanga in relevant work situations
Cultural Competencies	<ul style="list-style-type: none"> • Wellington Free Ambulance is committed to its responsibility to Māori and its responsibility to Pasifika. In that regard there is an expectation of continued learning and development of all staff in this area.

OTHER ASPECTS OF CAPABILITY NOT COVERED BY THE ABOVE COMPETENCIES

Knowledge and Experience

ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> • Computer skills (MS Suite to intermediate level, power point to advanced level). • Demonstrated experience in delivering adult education. • Minimum of 3-5 years operational experience as a Paramedic or in urgent/unplanned care. • Proven ability to develop storyboards for online learning activities. • Sound understanding of the principles of adult learning and instructional design processes – including applying ADDIE/Blooms taxonomy and intergenerational learning needs. 	<ul style="list-style-type: none"> • Familiarity with Articulate Storyline and Adobe Pro (beginning level) • Teaching in an academic institution (polytechnic or similar)

Professional Qualifications / Accreditations / Registrations:

ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> • A minimum ATP of Paramedic (or equivalent skills/knowledge) • Relevant undergraduate degree • Recognised preceptor training programme • Current annual practising certificate (if appropriate) • Relevant postgraduate qualification • Relevant adult teaching qualification 	<ul style="list-style-type: none"> • ATP at Intensive Care Paramedic level • Have completed Moodle Bites training (or equivalent) • NZRC Core Instructor qualification

Hours of Work

The normal working week will be Monday to Friday, however the nature of the duties may require work outside the normal hours from time to time. This may include evening or weekend work.

Changes to Job Description

From time to time as an organisation evolves job descriptions may need to be reviewed and may need to be changed. Such changes may be initiated as necessary by the manager of this position in consultation with the employee. This job description may also be reviewed as part of the preparation for performance planning for the annual performance cycle.

Employees may be measured against core competencies as part of their performance development.