


HR191	POSITION DESCRIPTION	 UNIVERSITY OF CAPE TOWN IYUNIVESITHI YASEKAPA • UNIVERSITEIT VAN KAAPSTAD
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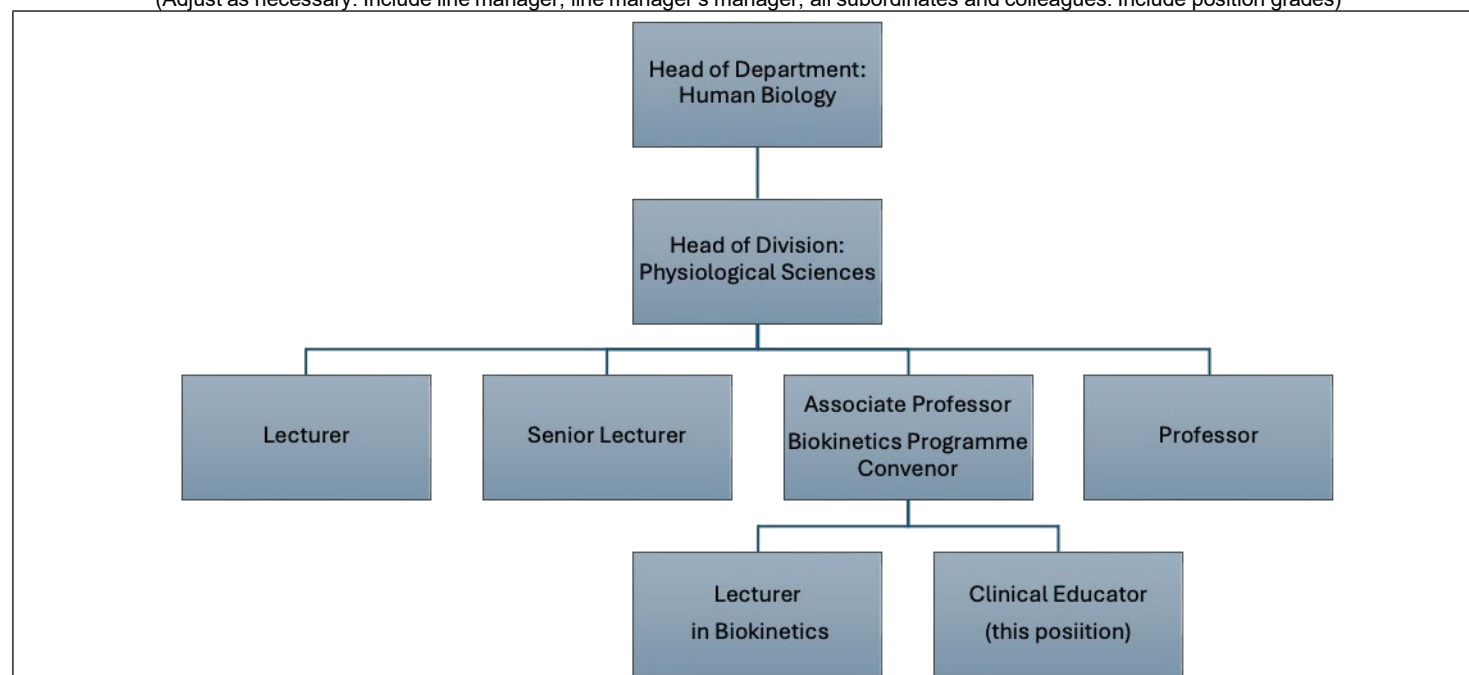
- Forms must be downloaded from the UCT website: <https://forms.uct.ac.za/forms.htm>
- This form serves as a template for the writing of position descriptions.
- A copy of this form is kept by the line manager and the position holder.

POSITION DETAILS

Position title	Clinical Educator		
Job title (HR Business Partner to provide)	Clinical Educator		
Position grade (if known)	Clinical Educator	Date last graded (if known)	n/a
Academic faculty / PASS department	Faculty of Health Sciences		
Academic department / PASS unit	Human Biology		
Division / section	Physiological Sciences		
Date of compilation	28 November 2024		

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 fulfil the position of Clinical educator for the Honours Biokinetics Programme. Deliver clinical skills lectures, lead the clinical management within the Biokinetics programme (clinical rotations), provide supervision during clinical rotations, and help establish an UCT Biokinetics Practice.

The incumbent will also be required to coordinate and manage Biokinetics Skills Laboratory sessions and assist with clinical examinations, clinical rotations at outside practices and administration related to clinical rotation hours. The incumbent will be expected to assist and at times lead the development of the UCT Biokinetics Practice, plan and develop a financial model for the practice running costs, and lead the management of the practice. The incumbent will be expected to do clinical practical skills teaching and case-study based teaching.

A further key requirement of this position is to participate in initiatives that develop and expand the biokinetics clinical learning platform and assist with the development of a 4-year professional degree qualification in Biokinetics.

CONTENT

Key performance areas		% of time spent	Inputs (Responsibilities / activities / processes/ methods used)	Outputs (Expected results)
E.g.	General and office administration	25%	<p>Takes, types up and distributes minutes and agendas for monthly departmental meeting.</p> <p>Greets visitors, enquires as to the nature of their visit and directs them to the appropriate staff member.</p>	<p>All staff members receive an electronic copy of accurate minutes and agendas, in the departmental template/format, a week before the meeting.</p> <p>Visitors are directed to appropriate staff member in a professional and efficient</p>
1	Teaching	40	<p>Conceptualise and implement lectures, tutorials, practical experiments, clinical Skills teaching, clinical case studies interactive learning, patient simulations and assessments for students in Honours Biokinetics and Masters in Biokinetics.</p> <p>Assist in Biokinetics Curriculum content development. Evaluate and analyse curriculum content at other institutions to assist in the development of the UCT 4 year Biokinetics curriculum.</p> <p>Assist with the conceptualization of Hons/Final year and/or MPhil biokinetics research projects, in the broad context of Biokinetics. Provide guidance in research methods, statistical analysis and write up of manuscripts. Independently lead and train final year and postgraduate students to execute their research projects.</p>	<p>To promote understanding and a desire to learn more about Health and Rehabilitation Sciences and to develop life-long academic skills that students may apply in all years of study.</p> <p>Functional and active UCT Biokinetics Practice offering biokinetics services to the community, and the and clinical training to biokinetic students</p> <p>A comprehensive developed and implemented 4-year Biokinetics Curriculum fulfilling the requirements and minimum standard for clinical training</p>

2	Research	10	<p>Assist in the conceptualisation and execution of research projects related to Biokinetics. Assist with writing and publication of scientific articles in reputable journals. Attend and present at appropriate local conferences and establish local collaborations.</p>	<p>To contribute towards final year or Masters' level student supervision. Contribute to the publication output of UCT in peer-reviewed journals.</p>
3	Leadership, Management and Administration	30	<p>Manage the clinical platform rotational roster independently or in collaboration with programme and course convenors. Conduct, and follow-up, in quality assurance processes within each biokinetics rotation site and assist in building a sustainable working relationship between UCT and privately-owned practices serving as clinical rotation-platform placements.</p> <p>Assist in the development of the UCT Biokinetics Practice into a fully functional practice. Independently manage the Biokinetics Practice in collaboration with junior staff, e.g. teaching assistants and Biokinetics Interns. Provide assistance in planning and development and management of financial model for the sustainability of the UCT biokinetics practice</p> <p>Develop, lead and oversee the management structure for the running of daily operational activities of the UCT Biokinetics Practice.</p> <p>Perform administrative functions in convening at Programme and Divisional level if needed, and related to teaching, research and curriculum design (assist the convenors, research teams, manage funding for research, monitor operational expenses, write progress reports etc).</p> <p>Assist with the administration and compliance of UCT Biokinetic students/Interns to HPCSA registration.</p>	<p>Develop and manage the UCT Biokinetics Practice in terms of operations, administration and clinical practice.</p> <p>To share responsibility and contribute to the smooth functioning of the clinical platform of the Biokinetics Programme.</p> <p>Manage Leading/managing those undergraduate and postgraduate courses/students assigned to the incumbent by the line manager/heads of Department and Division.</p>

4	Social Responsiveness;	20	<p>Assist and lead the development and implementation of Biokinetics services in communities and public healthsector.</p> <p>Participate in initiatives to expose high school learners to tertiary education in Health and Rehabilitation Sciences, especially Biokinetics.</p> <p>Communicate research findings in order to increase public awareness of research relevance.</p>	<p>To translate science, research findings, and biokinetics practice into improvement of health care.</p> <p>To promote Biokinetics as a Health Care Discipline integrated with other rehabilitation professions in the country.</p>
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MINIMUM REQUIREMENTS

Minimum qualifications	<p>Masters' degree in Biokinetics/ Human Movement Science/ Sport Science/ Exercise Science or related field in Health Sciences.</p> <p>Registered as independent Biokineticist with HPCSA for at least 3 years.</p>			
Minimum experience (type and years)	<p>At least one year of experience in teaching to undergraduate or postgraduate students in Biokinetics, Human Movement Science or Exercise Science</p> <p>At least three years of experience as a practicing biokineticist within a Biokinetics Practice environment or multi-disciplinary environment.</p>			
Skills	<p>Experience in clinical skills teaching to Biokinetic students</p> <p>Effective communication skills with various stake holders</p> <p>Some fundamental entrepreneurial skills and experience in the management of a clinical practice or a project of an event related to health and wellness.</p>			
Knowledge	<p>Discipline specific knowledge in Biokinetics and knowledge of the minimum standards for training biokineticists.</p> <p>Administrative knowledge in clinical practice management.</p>			
Professional registration or license requirements	Registration with the Health Professions Council of South Africa as qualified Biokineticist (Independent Practice)			
Other requirements (If the position requires the handling of cash or finances, other requirements must include 'Ability to handle cash or finances'.)	Ability to work with practice finances.			
Competencies (Refer to UCT Competency Framework)	Competence	Level	Competence	Level
	Building interpersonal relationships	2	Analytical thinking/problem solving	2
	Student service and support	2	University awareness	2
	Communication	2	Coaching/developing others	2
	Planning and organizing/work management	2	Creativity and Innovation	2

SCOPE OF RESPONSIBILITY

Functions responsible for	<ul style="list-style-type: none"> Design and deliver lectures, tutorials, practicals and assessments to the Honours and MPhil in Biokinetics groups Design and deliver clinical teaching and assessments to Honours Biokinetics students via clinical training platforms, case-study presentations, and patient simulations Assist, plan the development and manage the UCT Biokinetics Practice that will provide Biokinetics services to incoming patients. Assist with the management and strategic development of a UCT Interdisciplinary Health care Practice & Services Assist in the curriculum development of a new Biokinetics Undergraduate Qualification Supervise/co-supervise postgraduate students in the B(Med)Sc Honours Programme or Final year Professional Programme. Assist with conceptualization and execution of research project related to Biokinetics and Exercise Rehabilitation. Conceptualise, lead, and execute research projects related to Biokinetics and Exercise Science. Mentor Undergraduate, Hons and MPhil Biokinetics students in terms of their research projects Perform leadership, management and administrative functions related to the operational needs including, teaching, clinical practice, convening of clinical rotations and curriculum development of the new Biokinetics degree. Translate clinical or Biokinetics research findings into the community, for the benefit of the public, where relevant.
Amount and kind of supervision received	Guidance and mentoring are received from the Biokinetics Programme Convenor, Head of Division and Head of Department.
Amount and kind of supervision exercised	<ul style="list-style-type: none"> Effective management and supervision of individuals or groups in which the incumbent functions as a leader at Divisional, Departmental, Faculty and University level. Full control of teaching and learning responsibilities that has been delegated to the incumbent.
Decisions which can be made	<ul style="list-style-type: none"> Review and continued development of mainstream and IP lectures and courses that the incumbent convenes. Review and continued development of programmes in which the incumbent is involved and/or responsible for the management and administration.

Decisions which must be referred	Anything not delegated or beyond the scope of responsibility
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CONTACTS AND RELATIONSHIPS

Internal to UCT	Members in the Division of Physiological sciences, Department of Human Biology, Faculty of Health Sciences and the University.
External to UCT	Clinical Supervisors and various clinical stakeholders on the clinical platform