

**Academic Staff Member – Nursing**

**Position:** Permanent Part Time  
**Contract/Grade:** Academic Staff Member Grade

## INTRODUCTION

Christchurch Polytechnic Institute of Technology (CPIT), the largest South Island Polytechnic and one of Canterbury's three major tertiary institutions, is located in the centre of Christchurch city with an additional campus in Opawa. Emphasis is on “applied” learning where theoretical education is combined with a hands-on approach. CPIT prides itself on the emphasis it places on excellence - such as the increasing number of teaching awards it attracts and its achievement of high levels of recognition in educational audits - and on the many diverse and dynamic partnerships it has with industry, the community and a wide range of interest groups in the city.

CPIT welcomes approximately 25,000 student enrolments each year including both full and part-time, domestic and international, professional, paraprofessional and trades focussed. Students and staff of a myriad nationalities attend throughout the year during the day, evening or weekend. Te Wānaka o Ōtautahi provides a place of belonging for those wanting to engage in te ao Māori or Fale Pasifika.

Over 1500 staff teach and support learning in vocational programmes and courses across a comprehensive range of career and subject areas at varying levels from foundation to degrees, graduate diplomas, diplomas and certificates to short term modules and courses customised for business, industry or special interest clients.

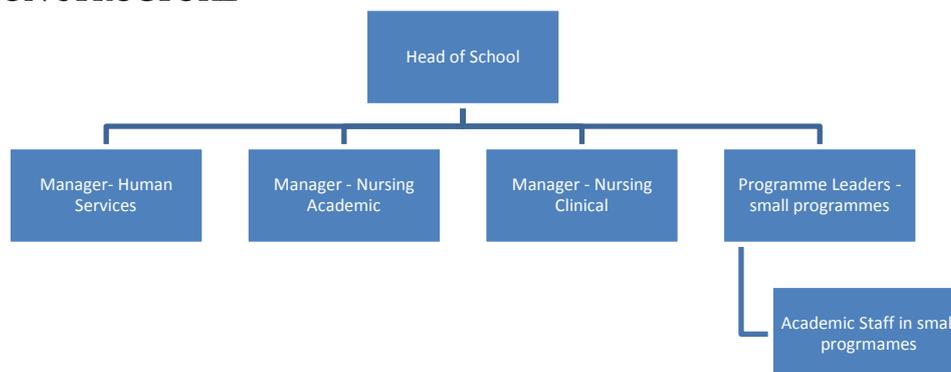
A challenging and exciting education environment demanding responsiveness to the diverse needs of students, employers and our region makes CPIT a dynamic and engaging place in which to work.

## SCHOOL OF NURSING AND HUMAN SERVICES

The School of Nursing and Human Services offers a range of programmes in nursing, community, social work, counselling and health services support work. The common theme is that the programmes offered prepare graduates for careers that involve working with people. The school has over 50 full time equivalent staff, many of whom are actively involved in research. Support for ongoing professional development and research is offered to staff. The school has close relationships with the communities it serves and utilises clinical placements for students in the wider Canterbury and West Coast regions.

The Certificate in Nursing (Long-term Care and Rehabilitation) is a one year programme commencing in April and leads to registration as a Nurse Assistant. The three year Bachelor of Nursing programme leading to nursing registration has two intakes of 90 – 110 students per year. The school offers a Competency Assessment Programme for Registered Nurses who have been out of nursing practise for over five years, and for overseas Registered Nurses.. At the post registration level, the Graduate Certificate in Nursing Practise currently offers several specialty options which are taught in partnership with local health providers including the Canterbury DHB, Nurse Maude Association and Pegasus Health. As part of the TANZ (Tertiary Accord of New Zealand) partnership, post graduate courses are offered at CPIT. In the Human Services area the Bachelor of Social Work is a three year full-time programme and the Diploma in Counselling is delivered as a part time programme over three years. Programmes at support work level include the one year Certificate in Community Studies, the National Certificate in Mental Health Support Work, and the National Diploma in Mental Health Support Work.

## ORGANISATION STRUCTURE



### PRIME FUNCTION/PURPOSE OF THE JOB

Tenured part time staff will predominantly be involved in working with students in clinical practice and some theory teaching depending on fluctuations in student numbers.

### DELEGATED AUTHORITY AND RESPONSIBILITIES

**Financial:** Nil  
**Human Resources:** Nil  
**Other:** Nil

### PROFESSIONAL PROFILE

ESSENTIAL	PREFERRED
<b>Education/Qualifications/Knowledge:</b> <ul style="list-style-type: none"> <li>Nursing Registration in New Zealand and a current practicing certificate.</li> <li>A post graduate qualification in nursing or a related discipline.</li> </ul>	
<b>Experience/Skills</b> <ul style="list-style-type: none"> <li>A broad range of clinical skills including significant experience of not less than 3 years full time equivalent nursing practice</li> <li>Knowledge of the nurse assistant and registered nurse scopes of practice and relevant Nursing Council of New Zealand policies and standards</li> <li>The ability to work collaboratively</li> <li>Excellent written and verbal communication skills</li> <li>Able to relate to students at certificate and degree levels</li> <li>The ability to contribute to the research outputs of the School</li> </ul>	<ul style="list-style-type: none"> <li>Significant experience in nursing practice background</li> <li>A post-registration qualification in health assessment or equivalent.</li> </ul>
<b>Personal Attributes:</b> <ul style="list-style-type: none"> <li>An interest in and commitment to education.</li> <li>A commitment to nursing education and practice.</li> <li>Flexibility to work in a range of theoretical and clinical courses throughout the School.</li> <li>The ability to relate to students at the pre-entry, pre-registration and post-registration levels.</li> <li>Is professional in all aspects of their and is well respected within the wider professional community</li> <li>Is credible and self-confident</li> <li>Has highly developed professional communication</li> </ul>	

skills <ul style="list-style-type: none"> <li>• Works to understand others and help others in flexible ways</li> <li>• Works cooperatively with others</li> <li>• Has good self-control and has appropriate expectations of self and others</li> <li>• Demonstrates initiative and flexibility</li> </ul>	
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KEY FUNCTIONAL RELATIONSHIPS	
<b>Internal</b> <ul style="list-style-type: none"> <li>• Course / Year Leaders</li> <li>• Programme Leaders</li> <li>• Head of School delegate with responsibility for tenured part time staff</li> </ul>	<b>External</b> <ul style="list-style-type: none"> <li>• Other academic staff</li> <li>• Technicians</li> <li>• Faculty administrative staff</li> </ul>

KEY TASKS	EXPECTED RESULTS ASM, SASM, PASM
<b>Teaching</b> <ul style="list-style-type: none"> <li>• Manage the teaching and learning situations in selected programmes and courses.</li> </ul>	<ul style="list-style-type: none"> <li>• Teaching in theoretical courses and clinical practice throughout the School.</li> <li>• Participate in review of course teaching material in collaboration with team members.</li> <li>• Creation of an environment conducive to learning and where students are motivated to learn.</li> <li>• Effective use of a variety of appropriate teaching and learning strategies.</li> <li>• Effective organisation/development/deployment of learning resources.</li> <li>• Maintenance of academic quality standards.</li> <li>• Marking of student assessments (assignments, test papers, internal examination papers).</li> <li>• Ensuring that all assessments meet the quality assurance and moderation requirements set out in curriculum document / CPIT and Faculty policies and guidelines / Unit Standards requirements or specific industry requirements, as appropriate.</li> <li>• Completion of clinical assessments when working with students in clinical practice.</li> <li>• Integrating theory to nursing practice/workplace experience.</li> <li>• Ensuring School and CPIT policies are followed.</li> </ul>
<b>Student Responsibilities</b> Academic Staff will exhibit genuine concern for students as individuals and members of the class/course/programme.	<ul style="list-style-type: none"> <li>• Supervises students in clinical practice.</li> <li>• Maintains professional relationships with students to help meet individual learning needs.</li> <li>• Provides learning guidance to students within and outside the classroom context, as appropriate.</li> <li>• Recognises student learning difficulties and arranges for appropriate support (eg referral to learning assistance, including NESB assistance; referral to career, course or personal counselling; referral to student loan/scholarship support).</li> <li>• Provides support and assistance to resolve conflict between students.</li> </ul>

	<ul style="list-style-type: none"> <li>• Acts in ways which recognise, value and respect all people and their diversity and works with others in an open, equitable and sensitive manner.</li> <li>• Participates in review of teaching and learning effectiveness and student satisfaction, in accordance with CPIT and Faculty/School processes.</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Administration</b> Complete administration requirements promptly.</li> </ul>	<ul style="list-style-type: none"> <li>• Attends and contributes to onsite staff meetings related to their teaching (clinical and theory) such as course, and workgroup meetings.</li> <li>• Ensures student records are completed accurately and forwarded to the Faculty Administration.</li> <li>• Ensures all relevant policies, practices and procedures of CPIT and Faculty are followed.</li> <li>• Completes all personal administration records accurately and forward them to the Head of School (e.g. leave forms, leave planners, work time records).</li> <li>• Participates in organisational systems, such as appraisal.</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Liaison</b></li> </ul>	<ul style="list-style-type: none"> <li>• Develops and maintains communication and support networks within workplace areas.</li> <li>• Maintains professional relationships with CPIT staff.</li> <li>• Maintains professional relations with personnel in the professional health-related community and clinical areas.</li> </ul>
<ul style="list-style-type: none"> <li>• <b>On-going Professional Development</b></li> </ul>	<ul style="list-style-type: none"> <li>• Uses feedback on performance from students, peers and HOS to identify own educational needs and find opportunities to meet these.</li> <li>• Seeks opportunities to maintain professional credibility and competence.</li> <li>• Considers obligations in regard to CPIT employee profile when applying for professional development.</li> <li>• Negotiates professional development needs with the Head of School.</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Contribution to CPIT</b> Seek ways to assist CPIT in achieving its vision, mission, values, strategic goals and operational requirements.</li> </ul>	<ul style="list-style-type: none"> <li>• Compliance with legislation and policy adopted by CPIT in order to meet legislative requirements. This includes health and safety requirements, and may involve the staff member undergoing medical checks to establish baseline health at the commencement of employment and regular checks thereafter.</li> <li>• Participates in activities seeking staff opinion and feedback, as requested.</li> <li>• Participates in the continuous improvement culture by recommending change and improvement, which will assist with efficient delivery of operational and strategic goals.</li> <li>• Participates in committees/working groups, as required.</li> <li>• Contributes and participates in projects from time to time.</li> <li>• Performs other duties related to an academic staff member's role, as may be reasonably required from time to time.</li> </ul>

## NOTES:

The successful applicant is required to commit to CPIT's staff profile which encompasses foci on students, **learning and teaching, innovation, flexibility and continual learning, research, biculturalism, internationalization, disability awareness, environmental awareness and sustainability, health and safety and IT literacy.**

All of the information provided above is intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the position and incumbent. From time to time, the incumbent will be required to accept and carry out other relevant duties as assigned by the **Head of School Nursing and Human Services.**

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## ADDITIONAL INFORMATION

### 1. Student Evaluation

Each lecturer is required to implement a system of obtaining from students, evaluation on the course in general and on their performance to assist professional development. Assistance is available in the School or through the Staff Development Coordinator.

### 2. Staff Appraisal

CPIT has in place a staff appraisal process in relation to job performance. All staff are required to take part in the process.

### 3. Staff Training and Professional Development

Academic staff who do not have a teaching qualification are required to enrol in the Certificate of Adult Teaching. CPIT is a learning organisation where professional development is supported. Staff are asked to develop a professional development plan with their Manager

### 4. CPIT Profile

For CPIT to develop and prosper, all staff are expected to demonstrate a range of skills, knowledge and attitudes that contribute positively to the organisation's fundamental purpose which is to provide quality learning for students. We have an integrated approach to defining, describing and developing a positive learning culture among staff and we align this approach at all levels to the mission, values, goals and strategic direction of the institution.

### 5. Health and Safety

Applicants for positions are asked to declare and relevant health related needs or issues on the Confidential Information form provided to Human Resources with your application for appointment. This information is not used for short listing but we do expect you to discuss your needs as part of the interview process or when accepting an employment offer where this is relevant. Confidentiality is assured and applicants will not be differentiated on the basis of disabilities or health requirements unless these render applicants unable to undertake the task requirements. Employees may be required to undertake a health check where baseline data is needed for specific positions e.g. a hearing test for those involved in engineering workshops.

### 6. Probationary Period

Every lecturer appointed for the first time to a tenured (permanent) position must serve a probationary period of two years, which may be reduced in certain circumstances or extended for up to a further year. People appointed to limited tenure (fixed term) positions may be required to serve a probationary period. Confirmation of appointment at the end of the probationary period is by the decision of the Chief Executive Officer communicated in writing.

### 7. Intellectual Property

Intellectual property developed by Employees in the course of their employment belongs to CPIT. This includes but is not limited to programme/course/lesson plans, course descriptors, notes, assignments, tests, evaluations.

### 8. Employment Terms and Conditions

Appointment is within the terms of the employment law and for the first 30 days of employment CPIT is legally required to employ staff on the terms and conditions of the Academic Staff in Tertiary Education Collective Agreement (ASTE). At CPIT we also have another collective employment agreement which covers the terms and conditions of employment for academic staff members. If the staff member joins a union (ASTE or AITI), the terms of that union's collective agreement applies in accordance with the legislation current at the time of joining. If the staff member does not join a union, s/he remains on an individual employment agreement and we can mutually agree the terms and conditions.

## 9. Equal Opportunities Employer

CPIT is committed to equality and diversity and makes a determined effort to develop an inclusive environment to achieve a balanced gender representation and increase the number of Maori and other under represented groups on staff. We are an active provider of opportunities for differently abled people and recognise that all staff, are not only our employees, but have multi faceted lives that from time to time may require flexibility from CPIT to assist in meeting their other commitments.

## APPLICATION DETAILS

Applications for appointment must be marked:

**ASM – Nursing**

**Ref: FH3557**

Applications should be addressed to:

Senior HR Advisor

Christchurch Polytechnic

Institute of Technology

P O Box 540

**CHRISTCHURCH**

Email: [hr@cpit.ac.nz](mailto:hr@cpit.ac.nz)

Phone: 03 940 8623

Fax: 03 940 8616

***Applications Close***  
***Monday 23 February 2009***

*The standard application form provides the Institute with a common set of information about each candidate but applicants should not limit themselves to that form. Personal applications set out in the applicant's own style including a curriculum vitae and particular references to the job description and personal profile are welcomed. CPIT reserves the right not to appoint or to appoint by invitation in the event the recruitment process is deemed to be unsuccessful.*