HR191	**POSITION DESCRIPTION**	UNIVERSITY OF CAPE TOWN IYUNIVESITHI YASEKAPA • UNIVERSITEIT VAN KAAPSTAD

NOTES

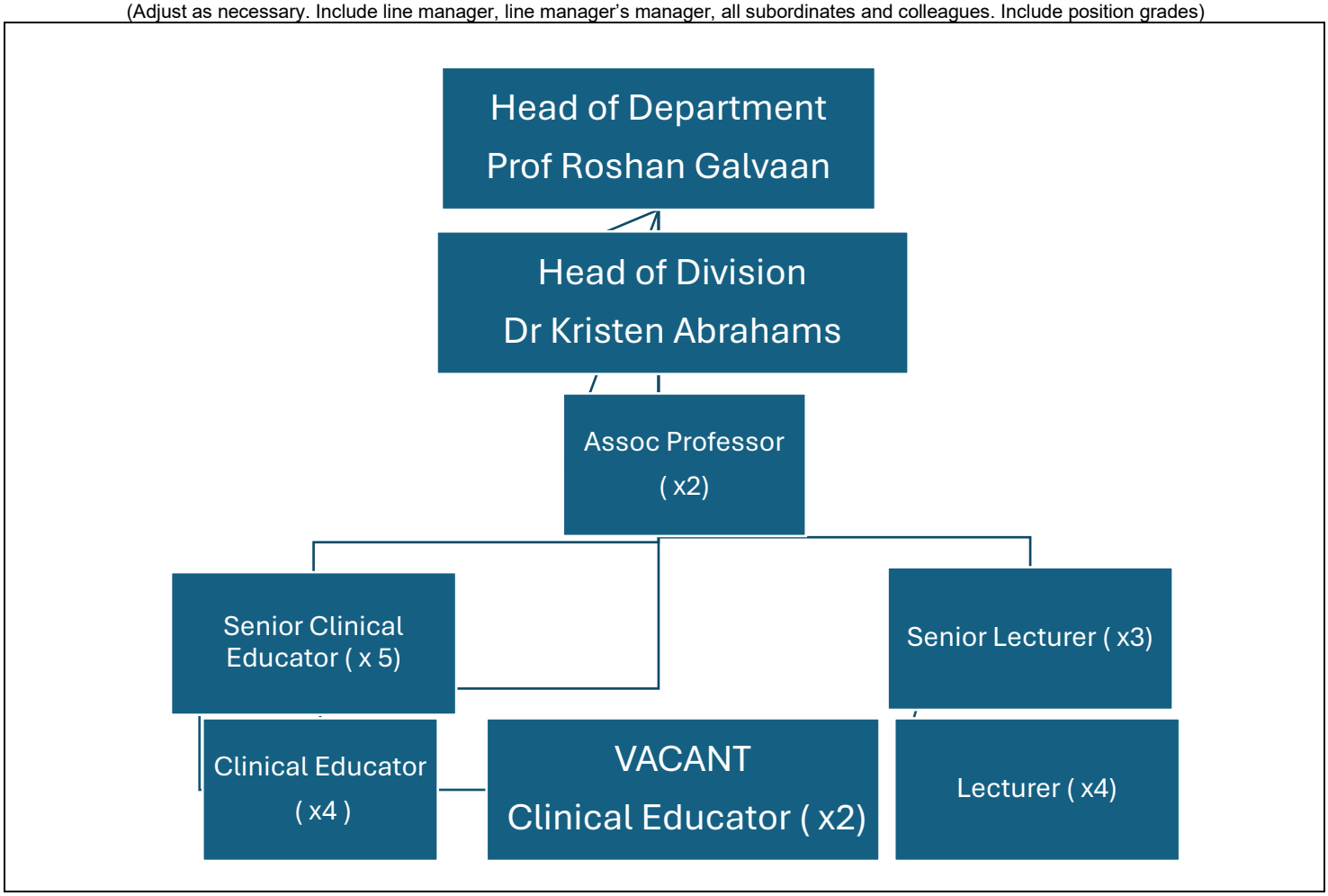
- Forms must be downloaded from the UCT website: https://forms.uct.ac.za/forms.htm
- This form serves as a template for the writing of position descriptions.
- A copy of this form is kept by the line manager and the position holder.

POSITION DETAILS

Position title	Clinical Educator (speech-language pathology)		
Job title (HR Business Partner to provide)	Clinical Educator		
Position grade (if known)	Clinical Educator	Date last graded (if known)	
Academic faculty / PASS department	Health Sciences		
Academic department / PASS unit	Health & Rehabilitation Sciences		
Division / section	Communication Sciences and Disorders		
Date of compilation	April 2026		

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 contribute to curriculum development and implementation through clinical education of undergraduate students in the Department of Health and Rehabilitation Sciences.

CONTENT

	Key performance areas	% of time spent	Inputs (Responsibilities / activities / processes/ methods used)	Outputs (Expected results)
1	**Clinical Education, Supervision and Service** 1. Clinical Learning 2. Assessment 3. Professionalism	55%	• Facilitate students' learning in clinical/ practice settings and encourage active learning to facilitate the development of clinical competence • Prepare and orientate students for clinical practice • Facilitation of translation of theory into practice • Facilitate group learning where relevant • Participate in Multi-Professional Practice learning • Oversight of student interventions and documentation • Reinforce the importance of human rights and ethics based approach to clinical service delivery • Facilitate clinical teaching and other forms of learning opportunities e.g. tutorials, practical demonstrations • Participate in curriculum development and review for clinical/practice learning and ensure alignment with the rest of the programme • Is an integral member and active participant in the curriculum development and review process • Facilitate alignment of assessment with the objectives of the clinical programme • Assess student performance and provide feedback to students and programme convenors • Use assessment results as a basis for decision-making about additional support that may need to be implemented • Prepare and administer student assessments • Setting examination questions related to clinical • Teaching • Assists with Invigilation of examinations and examines during oral/practical examinations • Be a professional and responsible role model for the students • Ensure safe and ethical practice by students in a clinical setting • Establish and maintain supportive and professional relationships with students in the clinical setting • Provide service while teaching students in clinical practice settings • Provide clinical service while students are on breaks as required by the Head of Division (HODiv) • Assist with sourcing of new sites • Developing of services and sites to support clinical learning.	• Students adequately prepared for clinical practice post qualification • Efficient, effective and contextually relevant assessments • Materials prepared for clinical/ practice teaching • Students proficient in clinical reasoning • Quality assurance of programmes • Patients/Clients identified for students for clinical practice • Relevant sites available for clinical practice • Effective management of clinical education • Effective professional communication with sites of clinical / practice learning • Teaching platform that supports clinical / practice learning • Ethical practice by students • Effective throughput • Continuity of service • Patient/client satisfaction

2	**Leadership, Management and Administration**	20%	• Attend meetings on clinical education and training where required • Review, update and provide course outlines in relation to clinical settings • Schedule students' clinical timetable • Collate marks and feedback on student performance • Develop and prepare course materials for clinical courses • Assist in arranging transport through the Transport Committee • Monitor students' attendance at sites • Monitor student record keeping where relevant • Keep records of teaching, student performance and professional behaviour • Assist with preparation of HPCSA site visits • Attend relevant meetings in division and department	• Efficiently organised clinical placements • Effective and efficient administration of marks • Accurate records of student progress • Effective monitoring and reporting on students' performance • Good communication with students regarding their performance
3	**Health and Safety in clinical settings**	5%	• Facilitates students' awareness and understanding of UCT safety and emergency procedures • Maintain UCT protocols in the event of trauma, student distress or other emergency • Take necessary steps to ensure student and patient/client safety in clinical practice • Ensure students' support and access to required support in a practice learning setting	• Safe clinical environment for students and patients
4	**Enhancement of competence and learning**	15%	• Engage in activities that will enhance competence and learning through scholarly activities • Keep up to date with literature relevant to clinical area, • trends in delivering clinical education • Participate in courses (e.g. Clinical Educators Courses, assessment courses, relevant professional courses) provided by the Faculty and other providers to enhance skills • Translation of knowledge generated through scholarship into student learning.	• Evidence based practice • Knowledge of trends emerging in professional practice • Clinical teaching and learning strategies based on sound educational principles.
5	**Social responsibility**	5%	• Participate in social responsiveness activities on own or with others in division/department/faculty or university. • Contribute to public engagement with professions clinical contributions to clinical sites or student projects in clinics.	• Public benefit from engagements • Contribution to national challenges in health • Knowledge application and transfer

MINIMUM REQUIREMENTS

Minimum qualifications	4-year professional degree in Speech-Language Therapy and/or Speech Language Therapy and Audiology
Minimum experience (type and years)	3 years' experience in clinical practice as a Speech-Language Therapist or Speech-Language Therapist and Audiologist 2 years' experience in facilitating clinical education at tertiary level Experience in adult communication and swallowing disorders and/or community development practice
Skills	Clinical supervision of undergraduate students Development of clinical sites for optimal student learning and inter disciplinary collaboration Administration and management skills at divisional and departmental levels Clinical service responsibilities to maintain and develop practice learning sites
Knowledge	Scholarship to encourage evidence-based practice in the area of adult communication and swallowing disorders and/or community development practice Development of appropriate clinical teaching material in the area of adult communication disorders and/or community development practice
Professional registration or license requirements	Health Professions Council of South Africa (HPCSA)
Other requirements (If the position requires the handling of cash or finances, other requirements must include 'Ability to handle cash or finances'.)	

Competencies (Refer to UCT Competency Framework)

Competence	Level	Competence	Level
Adaptability/Flexibility	2	Continuous learning	2
Building interpersonal relationships	2	Decision making/Judgement	2
Student service and support	2	Management Conflict	2
Conceptual thinking	2	People management	2

SCOPE OF RESPONSIBILITY

Functions responsible for	Clinical supervision of undergraduate students Enhancement of competence and learning in clinical education Administration and management of clinical sites as it relates to student supervision and practice learning
Amount and kind of supervision received	Head of Division is responsible for managing and overseeing the performance of the Clinical Educator in relation to the HR174 form; in the areas of Clinical Education and Clinical Supervision, Enhancement of competence and learning, Leadership, Management and Administration and Social responsiveness
Amount and kind of supervision exercised	Responsible for clinical supervision of students
Decisions which can be made	The Clinical Educator (CE) is part of the decision-making process. The CE makes recommendations to the Clinical Speech-Language Therapy course convener; the convener will consult with the Head of Division, who then approves the final decision-making.
Decisions which must be referred	Decisions regarding ethical conduct of students should be referred to the HoDiv

CONTACTS AND RELATIONSHIPS

Internal to UCT	The person will be working closely with the members of the Speech language programme and other staff within the Division of Communication Disorders and the Department of Health and Rehabilitation Sciences.
External to UCT	The stakeholders in relation to the clinical sites.