ROLE DESCRIPTION

Professional Practice Fellow
Kairuruku Ritenga Utua

PRIME FUNCTIONS

Professional Practice Fellows are qualified professionals who support teaching (including administrative aspects), teach or provide training in their professionally based area.

Professional Practice Fellows are required to maintain professional expertise and where relevant accreditation through continuing professional development and by working in their area of professional expertise, either within the University or outside the University.

Research is not required although Professional Practice Fellows may provide professional input into a research project.

TEACHING OBJECTIVES

1. Present lectures, tutorials, seminars, laboratories, and workshops.
2. Support and undertake teaching to a standard that meets the quality standards expected in the Department/School/Division and profession/discipline.
3. May convene papers, modules or courses (normally Band 2 only).
4. Ensure materials for delivery of classes are prepared and assigned as per the paper and course requirements.
5. Assist with the preparation and development of course material, course plans, assessment criteria and feedback approaches to support the paper and course activities.
6. Invigilate and mark assessment exercises and provide feedback to students on their progress towards learning outcomes.
7. Coordinate the marking process and ensure the provision of constructive and timely feedback.
8. Provide appropriate pastoral support to students.
9. May provide course advice to students as a recognised and trained adviser.
10. Support the professional understanding and teaching capacity of University staff, working collaboratively with academic and professional staff.
11. Share professional practice expertise with colleagues within the Department.
12. Facilitate and support the use of appropriate tools and technology in the delivery of teaching, including for on-line learning.

PROFESSIONAL PRACTICE

1. Maintain own teaching practice, evidenced by the ability to demonstrate knowledge of developments including technical or discipline changes.
2. Maintain, as appropriate, vocational, or professional registration or other professional requirements.
3. Be actively involved in professional organisations or groups relevant to their practice.
4. Maintain an awareness of research developments in the discipline.
5. Maintain best practice in their profession.

RESEARCH AND SCHOLARSHIP ACTIVITIES

The opportunity to undertake research is subject to Department, School or Divisional requirements.

1. May work towards a tertiary teaching, postgraduate or professional qualification.
2. May assist academic staff in the development of research programmes by contributing a practice- or profession-based perspective.
3. May provide professional expertise to postgraduate students or their supervisors.

SERVICE

1. Share knowledge with and contribute to the University and broader community.
2. Contribute to the academic goals of the Department, School and Division by applying and sharing knowledge in their discipline.
3. May be required to undertake management/leadership roles within the University and/or community at a level consistent with their band.

RELATIONSHIPS

Directly responsible to:	Head of Department, or Senior PPF, Senior TF or other Academic staff member under the overall direction of the HoD
Supervision of:	May supervise at low levels e.g. Tutor & Demonstrators
Functional relationships with:	Students. Academic staff General Staff Others in the profession Professional organisations

QUALIFICATIONS AND EXPERIENCE

Essential

1. Appointments to Band 1 may be a relatively recent graduate in their profession.
2. Appointments to Band 2 will typically have several years' experience in their profession.
3. Bands 1 & 2 have registration and, where required, membership of relevant professional body.

Preferred

1. Hold, or be studying towards, a higher degree or tertiary teaching qualification.
2. Professional Practice Fellows appointed to Band 2 may have advanced professional qualifications

MĀORI STRATEGIC FRAMEWORK

Act in a manner consistent with the principles and implications, as well as the University's commitment to te Tiriti o Waitangi as articulated in the Māori Strategic Framework.

PACIFIC STRATEGIC FRAMEWORK

Act in a manner consistent with the strategies and goals contained in the University's Pacific Strategic Framework, role-modelling and promoting Pacific values, equity and diversity principles and cultural safety practices.

SUSTAINABILITY

Act in a manner consistent with the University's sustainability commitments; role-modelling sustainable practices, with a particular emphasis on minimising the environmental impact of day-to-day activities.

APPENDIX

DEPARTMENT: Department of Psychological Medicine, Dunedin School of Medicine

PRIMARY PURPOSE OF THE ROLE

- The main duties associated with this PPF position is to contribute to and support the supervision of students undertaking a supervised practicum in the Department of Psychological Medicine as part of the requirements for the Postgraduate Diploma in Psychological Assessment and Intervention (PgDipPAI). This qualification is a pathway for students to be eligible to register in the Psychology Assistant scope of practice.
- Because a considerable part of the supervisor's role relates to clinical demonstrations of assessment and intervention skills relevant to the Psychology Assistant scope of practice, we seek a suitably qualified clinical psychologist.
- The role will predominantly involve leading clinical tasks, providing supervision and supervision-related duties such as administration, and course practicum development. It will also require frequent liaison with the Departmental Psychological Medicine Programme Practicum Director, staff at Well South and at times, liaison with teaching and professional staff in the Department of Psychology.

Key tasks:

Supervision:

- A good understanding of the role and scope of Psychology Assistants
- Support the development of clinical interviewing, assessment and treatment skills that fits within the defined scope of practice of Psychology Assistants.
- Facilitate learning through clinical demonstrations, leading manualised individual and group treatment sessions, and providing direction, guidance and assessment of students in clinical skills development. This will include facilitating group discussions, case presentations, and group and individual supervision, with verbal and written feedback on observed clinical practice.
- Develop supervisory and assessment materials to support students and supervisors in evaluating the key clinical skills and tasks taught and demonstrated during the practicum.
- Integrate culturally responsive practice in supervision and interactions with students, staff and clients attending the placement.
- Contribute to a collegial and collaborative team culture.

Assessment:

- Assist with assessments by contributing questions or practical exercises within the area of speciality; and
- Provide within-course assessment and feedback to students on progress towards professional and clinical skill competence. Assessments are in a practical/professional setting, and record results accurately in accordance with university processes.

Professional practice and scholarly activities:

- Maintain own practice of the profession, demonstrating knowledge of technical developments and involvement with professional organisations relating to the practice; and
- Maintain an awareness of research developments in the field.

Administration:

- Carry out administrative duties related to supervision; and
- Ensure administrative processes are completed in a timely and efficient fashion in accordance with university policy and practice; and
- Ensure all marking and assessment reporting is completed within the University's timeframes and

guidelines; and
- Fulfil any compliance and reporting requirements.

Skills and experience:
- Be a New Zealand-registered Clinical Psychologist holding a Current Annual Practising Certificate
- At least five years of relevant clinical experience, preferably with most of this experience in mental health and or addiction settings
- At least two years supervisory experience, preferably with experience at supervising new career psychologists and intern psychologists
- Be committed to the use of evidence-based psychological approaches, and in particular CBT