**Application for Programme Coordinator for the IPCNC Fundamentals of Infection Prevention & Control Programme**

The Programme Coordinator for the IPCNC Fundamentals of IPC Programme is responsible for the overall day-to-day coordination and management of the programme. The coordinator receives a fee for hours worked.

**Section 1: Position description**

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| **Purpose of position** |
| To ensure that the Programme is effectively managed and coordinated |
| **Reporting** |
| Reports to | IPCNC Committee Chair |
| Direct reports | IPCNC Education Officer  |
| **Requirements** |
| Current member of the IPCNC |
| **Hours required** |
| Approximately 5-6 hours per month |
| **Essential skills** | **Desirable skills** |
| * Healthcare professional with minimum 5 years’ experience in IPC
* Previous experience in an adult learning programme
* Ability to work effectively with multiple teams
* Ability to prioritise workload and meet set timelines whilst working under minimal supervision
* Excellent communication skills
* Computer literate esp. Outlook, Excel and WORD
 | * Previous mentoring experience
* Previous relevant experience in programme coordination
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| **Key relationships** |
| Internal | Programme mentorsProgramme menteesProgramme editor(s)IPCNC committee members |
| External | Industry professionals (where sponsorship is provided) |

| **Key accountabilities and activity**  |
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| Management of mentee activity | * Receive and action Programme enquiries and applications.
* Maintain the Programme database (Excel spreadsheet) which includes, but not limited to, details of:
* Enquiries
* Applications
* Waiting lists
* Mentee contact details
* Ensure applicants have accurate Programme information.
* Estimate a tentative start month as a guide to applicants (based on number/s on waiting list)
* Provide applicants on waiting list with regular updates prn.
* Sort applications into cohorts of ~6 and assign a mentor to each cohort.
* Manage any application payments:
* Raise/send out Programme invoice prn for non NZNO/IPCNC members when their cohort has a commencement date.
* Check Programme payment is made prior to commencement of course for non NZNO/IPCNC members.
* Advocate IPCNC membership prn
* Act as a liaison person for mentees.
* Provide certificates to mentees on receipt of completed evaluation.
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| Management of mentor activity | * Maintain a current list of mentors with contact details etc.
* Rotate cohorts amongst mentors.
* Circulate mentee details to mentor for start up.
* Introduce mentor to new cohort group.
* Act as a resource for mentors.
* Liaise with industry profession/s re any changes to their organisation’s link.
* Liaise with mentors prn to facilitate Programme activities.
* Vet mentor payment invoices prior to submission to Treasurer for NZNO payment.
* Send invoices in batches where possible
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| Management of workbooks and modules | * Maintain an electronic filing system for workbooks, versions and updates.
* Ensure Programme workbooks in circulation are the current versions and accessible to all.
* Ensure module workbook links are updated prn, including an annual check of all URL links.
* Liaise with content editor(s) re. the revision of programme workbooks as directed by the IPCNC committee.
* Send revised drafts to peer reviewers.
* Circulate updated workbooks to mentors and Education Officer.
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| General | * Provide IPCNC Committee reports for meetings.
* Ensure Secretary and Education Officer receives a copy of course evaluations.
* Collate evaluation feedback providing a six-monthly summary for the committee.
* Contribute to IPCNC projects prn.
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| Professional Development | * Meet requirements for registration with NZNC &/or regulatory body.
* Actively maintain own knowledge of IPC best practice and developments.
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**Section 2: Application for Programme Coordinator**

* Name:
* Phone:
* E-mail:
* Current role:
* Current employer or self-contractor:
* Number of years working in IPC:
* IPC or adult education qualifications if applicable:
* Explain why you are suitable for this role of Programme Coordinator. Include any experience or skills related to programme coordination/mentoring/coaching and IPC knowledge of a range of healthcare settings.

Signature Date

Please return this form to the IPCNC Secretary secretary@ipcnc.co.nz by 6th October 2025.