**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 |
| **Key relationships** | |
| Internal | Programme mentors  Programme mentees  Programme 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. |
| 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 |
| 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. |
| 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. |
| Professional Development | * Meet requirements for registration with NZNC &/or regulatory body. * Actively maintain own knowledge of IPC best practice and developments. |

**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](mailto:secretary@ipcnc.co.nz) by 6th October 2025.