
POSITION DESCRIPTION FORM (PDF)

Part-time Support Staff

Instructions for Completing the PDF:

- This 'smart' form template is to be completed & submitted electronically to the HR Consultant.
- Complete each section as accurately and succinctly as you can in the space provided. If you have questions, contact your respective HR Consultant for assistance.

Depending on the duration of the work assignment, you will be required to complete the Cover Page and Part 1 only **or** Parts 1 & 2 **or** Parts 1, 2 and 3.

CPT/TPT Tier I - Cover Page and Part 1 only

- Casual/temporary part-time support staff work that is temporary/transitory only and will not exceed a duration of one academic semester (4 months).

CPT/TPT Tier II - Cover Page and Parts 1 & 2 only

- Casual/temporary part-time support staff work that is term certain but that will be for a duration of more than one academic semester up to two academic semesters (more than 4 months up to 9 months).

RPT only - Cover Page and Parts 1, 2 & 3

- Regular part-time (RPT) support staff work that is required as part of ongoing operational needs and is considered to be long-term/permanent in nature.

POSITION DESCRIPTION FORM (PDF)

Temporary Part-time Support Staff

Position Title: Clinical Technologist – Mental Health Units

Position Number: PT0259 **Pay Band:** 13

Reports To: Bianca Sclipa

Appointment Type: Other-details at right. **“Other” Hours Details:** [Click here to enter text.](#)

Scheduled Weekly Hours (maximum 24 hours per week): up to 24 hours a week

PDF Completed By (Manager Name): Bianca Sclipa

Effective Date: January 22, 2026 **Last Revision:** [Click here to enter text.](#)

SIGNATURES

Incumbent: _____ **Date:** _____

(indicates incumbent has read and understood the Position Description Form details)

Supervisor: _____ **Date:** _____

(indicates the supervisor has authorized and assigned the duties & responsibilities in the PDF)

NOTE: Please return the original PDF to HR Operations (Michelle Bozec) as soon as it has been signed. Thank you.

PART ONE:

POSITION SUMMARY

The Clinical Technologist is responsible for the supervision, support and mentorship of students in Mental Health Unit settings, ensuring the students apply what they've learned in the classroom (lectures, textbooks, simulations) to real-life clinical situations. This role supports student learning by providing expert guidance, assessing competency, modeling professional behavior, and ensuring safe, ethical, and client-centered care. The Clinical Technologist acts as a liaison between the academic institution and clinical site, fostering a supportive learning environment while upholding both educational standards and clinical expectations.

KEY DUTIES & RESPONSIBILITIES

Indicate as clearly as possible the significant duties and responsibilities associated with the position. Indicate the approximate percentage of time for each duty. Keep sentences short, simple and to the point. *TIP: Describe major clusters of functional work rather than detailed individual work routines and procedures.* Do not use allocations of less than 5%.

	Summary Details	Percentage %
1	Supervision of Students in Mental Health Unit Settings • Oversee students during clinical placements to ensure safe, competent, and ethical patient care. • Monitor and assess students' clinical performance in real-time. • Provide direct supervision during high-risk or invasive procedures. • Intervene when necessary to maintain patient safety.	45%
2	Reinforcement and Skill Development • Demonstrate proper clinical techniques and professional behaviours. • Guide students in developing clinical reasoning, critical thinking, and communication skills. • Adapt demonstration strategies based on individual student needs and clinical situations. • Foster a positive learning environment that promotes inquiry, reflection, and growth within healthcare.	15%
3	Student Assessment and Evaluation • Observe and evaluate student competencies based on program learning outcomes and clinical performance criteria. • Provide timely, constructive, and objective feedback to students. • Complete written evaluations in accordance with the academic rubric and the established evaluation tools to assess students' clinical performance and provide feedback to faculty on observed skills. • Identify students who are struggling and initiate support or remediation plans.	15%
4	Patient and Client Safety • Ensure all patient care activities performed by students meet professional standards and safety protocols. • Act as a liaison between students and healthcare staff to coordinate safe and effective care.	10%

	Summary Details	Percentage %
	Intervene immediately when unsafe practices are observed.	
5	Documentation and Administrative Responsibilities - Maintain accurate and confidential records of student performance and attendance. - Submit required forms, incident reports, and evaluations in a timely manner. - Ensure compliance with both institutional and clinical site policies and procedures.	10%
6	Other Duties As Assigned <i>(do not amend this section)</i>	5%

To calculate the relative percentage of time allocated to each cluster of key duties & responsibilities, remember to consider the total amount of hours this part-time position will normally work in a year.

For example:

An RPT position which normally works 24 hours per week for 10 months of the year would have approximately 960 annual hours (24 hrs/wk x 4 wks/month x 10 months). If this position is estimated to spend 5 hours per week completing a cluster of work associated with organizing and maintaining business files, you would allocate 20% to this function calculated as (5 hrs/wk x 4 wks/month x 10 months) divided by 960.

PART TWO:

TRAINING & TECHNICAL SKILLS

Indicate the minimum level of independent studies, formal education, internal and/or external training programs including professional and technical or apprenticeship courses necessary to fulfill the requirements of this position.

Formal Education Requirements:

Completion of a three (3) year college diploma or, three (3) university degree.

Field(s) of Study:

Practical Nursing Advanced Diploma

Other Vocational Certifications and/or Apprenticeships:

Active Professional Registration (Required)

Must be in good standing with the relevant regulatory/licensing body.

Example: College of Nurses of Ontario (CNO)

Teaching or Adult Education Training (Preferred)

Formal education or certification in adult education or clinical teaching is an asset.

Example: Teaching and Learning in Higher Education (TLHE) certification, Certificate in Clinical/Health Sciences Education

Up-to-date CPR/First Aid, Vulnerable Sector Screening, BLS (Basic Life Support), N95 mask fit testing, immunization clearance, and WHMIS

EXPERIENCE

Specify the minimum number of months and/or years of practical experience in any related work necessary to fulfill the requirements of this position.

Practical Work Experience:

More than three years up to five years.

- A minimum of 3–5 years of clinical practice in the relevant healthcare field (e.g., nursing, paramedic, respiratory therapy, etc.).
- Current or recent experience in MHS nursing required; additional training in the following is an asset:
 - Non Violent Crisis Intervention (NVCI/CPI) certification
 - Trauma informed communication training
 - Knowledge of mental health assessment and suicide risk screening
 - De escalation and behavioral support techniques
 - Familiarity with patient rights and confidentiality standards in Mental Health
- Experience must reflect current standards of practice, ideally within the last 3–5 years.
- Should include direct patient care in acute, community, long-term, or specialty care settings (depending on the program's focus).
- Prior experience precepting, or mentoring students, new graduates, or junior staff in a clinical setting is highly preferred.
- Familiarity with adult learning principles and clinical education strategies is an asset.
- Demonstrated ability to collaborate with multidisciplinary teams and work within diverse healthcare environments.
- Understanding of how various healthcare roles integrate to provide patient-centered care.
- Experience participating in clinical placements, simulations, case reviews, or skills labs is beneficial.
- Comfort with providing feedback, assessments, and performance evaluations to learners.
- Hands-on experience with electronic medical records, care documentation, and adherence to infection control and safety procedures.

Additional Skills & Abilities:

The position requires independent decision-making, sound clinical judgment, mentorship and coaching, professional judgment, ethical decision-making communication skills and clear and timely documentation

PART THREE:

COMPLEXITY

Describe the amount and **nature of analysis, problem-solving and reasoning** required to perform the core duties of the position. Provide up to two (2) examples in the space provided below of regular duties for this position. Answer the questions listed below in the Key Considerations section.

Example #1

Task / Activity
A Clinical Technologist is supervising a group of nursing students during a surgical rotation. One student demonstrates good theoretical knowledge but repeatedly hesitates in time-sensitive situations (e.g., administering medications or responding to patient distress).
Description
The Technologist must fairly evaluate the student's clinical competence using standardized rubrics while accounting for situational context. They must decide whether the student needs remedial support (additional practice time) or whether they are not meeting program expectations. The technologist would communicate with the student and faculty about concerns and next steps.

Example #2

Task / Activity

A student in a clinical setting is preparing to administer medication under the Clinical Technologist's supervision. The Technologist notices that the student is about to administer the wrong dosage due to a misreading of the physician's orders.

Description

The technologist must intervene immediately and discreetly to prevent harm, ensuring the patient receives the correct medication without alarming the patient or disrupting care. The technologist must turn the situation into a constructive learning experience, helping the student understand what went wrong. The technologist may need to report the near-miss according to clinical policy, while maintaining the student's privacy in the learning process. The technologist must assess whether the error was a one-time lapse or a sign of gaps in knowledge or readiness. The technologist is responsible for documenting the incident in both the academic and clinical records, and for developing an action plan that may involve faculty and institutional leaders.
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Key Considerations:

With respect to the examples above and the regular duties associated with this position's core functions, please answer the following questions:

Is the work considered to be routine/non-routine?

Non-routine.

How would you describe the complexity of the work?

All duties are varied and complex.

Describe the business processes used by the position.

Processes are specialized.

JUDGMENT

Describe the degree of independent judgment and problem-solving required to perform the duties of the position. Provide up to two (2) examples in the space provided below of regular duties for this position. Answer the questions listed below in the Key Considerations section.

Example #1

Task / Activity

A Clinical Technologist is supervising a group of fourth-semester nursing students. One student has completed all required competencies (on paper) but continues to show uncertainty in decision-making during patient care (hesitating when identifying deteriorating vital signs or relying heavily on the technologist guidance).

Description

The technologist must independently determine whether this student is ready to safely manage patients without supervision and therefore prepared for consolidation in the final semester. The technologist can consider if the student has completed all competencies, whether other technologists or preceptors have flagged potential concerns, and if the student is on track with their learning outcomes.

Example #2**Task / Activity**

A Clinical Technologist is supervising a group of nursing students. One student has been following a complex COPD patient to complete a required case study and skill assessment (e.g., suctioning, oxygen titration, patient education). Unexpectedly, the patient is discharged early — before the student can complete the final assessments.

Description

The technologist should reassess available patients on the unit to find a similar clinical case for the student to work with, coordinate with staff (e.g. charge nurse or paramedic lead) to identify safe and appropriate reassignments, adapt the student's care plan and learning expectations to fit the new patient context, communicate with academic faculty if a partial alternative assessment or simulation is needed to meet the course requirement.

Key Considerations:

With respect to the examples above and the regular duties associated with this position's core functions, please answer the following questions:

The work duties typically require:

Interpretation of complex data or refinement of work methods.

In determining a solution for problems, the incumbent has discretion to:

Modify/refine existing methods and options.

MOTOR SKILLS

Describe the aspects of the position that require fine motor movements (delicate, intricate or precise) related to the core duties of the position. Provide up to two (2) examples in the space provided below of regular duties for this position Answer the questions listed below in the Key Considerations section.

Example #1

Task / Activity

A Clinical Technologist is supervising nursing students during a wound care procedure. One student is having difficulty properly cleaning and dressing a post-operative wound using sterile technique. To ensure patient safety and provide effective learning reinforcement, the technologist–steps in to demonstrate the correct method.

Description

The technologist must perform smooth, confident movements to ensure the demonstration is clear, safe, and professional (i.e.: Open sterile supplies without contamination, apply dressings with precision and minimal discomfort to the patient, maintain proper body mechanics while working at the bedside).

Example #2**Task / Activity**

Assisting with post-procedure room clean-up and equipment handling.

After a clinical skill demonstration (e.g., wound dressing, catheterization, or suctioning), the technologist assists students in cleaning and resetting the patient care area.

Key Considerations:

With respect to the examples above and the regular duties associated with this position’s core functions, please answer the following questions:

When considering ‘speed’ of fine motor movements for this position:

Speed is a secondary consideration.

Indicate the percentage of time that is required in performing each of the tasks discussed above.

Task	% of Time
Demonstration of correct method	55%
Assisting with post-procedure room clean-up and equipment handling.	10%

PHYSICAL DEMAND

Describe the degree of **physical demand** required to perform the duties of the position. Provide up to two (2) examples in the space provided below of regular duties for this position that illustrate the type and duration of physical effort, the frequency, the strain from rapid and repetitive fine muscle movements or the use of larger muscle groups, lack of flexibility of movement, etc.

Example #1

Task / Activity

During clinical placement, a nursing student is preparing to transfer a post-stroke patient with limited mobility from bed to a wheelchair. The student is unsure of how to apply proper body mechanics and safely manage the patient's weight shift. To prevent injury to the patient and the student, the technologist physically steps in to assist with the transfer.

Description

The technologist must support part of the patient's body weight to stabilize the transfer, bend, squat, or pivot to guide the patient safely from bed to chair, maintain proper posture and balance to avoid strain or injury, react quickly if the patient begins to fall or shift unexpectedly, and work in a confined space while navigating IV lines, mobility aids, or equipment.

Example #2**Task / Activity**

A Clinical Technologist is supervising a group of practical nursing students during a rotation in a hospital setting

Description

The-technologist will demonstrate multiple physically demanding activities such as:

- Assisting students with two-person transfers of patients using mechanical lifts.
- Demonstrating proper body mechanics for bed baths, repositioning, and incontinence care.
- Walking and standing for long periods across multiple resident rooms, hallways, and nursing stations.
- Navigating tight spaces and maneuvering around wheelchairs, walkers, and medical carts.
- Carrying demonstration materials, student checklists, and personal protective equipment (PPE).

Indicate the percentage of time that is required in performing each of the tasks discussed above.

Task	% of Time
Actively demonstrate proper transfer of a stroke patient	25%
Demonstration of high-risk transfers (safety procedural focused)	40%

How would you describe the frequency of the physical demands of this position?

Recurring (most of the day)

How would you describe the nature of the physical demands of this position?

Moderate

How would you describe the physical strain on this position?

Uncomfortable/awkward positions for short periods; some flexibility of movement.

SENSORY DEMAND

Describe the degree of **sensory demand** required to perform the duties of the position. Provide up to two (2) examples in the space provided below of regular duties for this position that illustrate the level/degree of concentration (visual, auditory, tactile, etc.). Answer the questions listed below in the Key Considerations section.

Example #1

Task / Activity

A Clinical Technologist is supervising several nursing students during a shift in a high-acuity unit. Each student is assigned to a different patient, and the environment is fast paced, with frequent alarms, conversations, and movement. The technologist must remain highly alert to everything happening in real time — including student actions, patient conditions, and environmental cues.

Description

The technologist must listen carefully for equipment alarms (e.g., IV pumps, monitors) and determine which patient and student it involves, visually scan the room and observe students' technique and body language, along with patient appearance (e.g., skin colour, breathing patterns), and detect subtle changes in patient conditions that students might miss — like changes in tone of voice, confusion, or signs of distress, filter background noise (conversations, overhead pages, machines) to focus on what's clinically relevant, touch and assess patient skin temperature or texture during demonstrations or co-assessments.

Example #2

Task / Activity

A student is using a stethoscope to check lung sounds. The technologist listens alongside them to verify accurate assessment and offers guidance based on subtle differences in what they hear.

Description

The technologist must ensure correct technique through observation and auditory cues by using visual inspection and sound awareness to ensure students are using equipment properly.

Key Considerations:

With respect to the examples above and the regular duties associated with this position's core functions, please answer the following questions:

How would you describe the requirement for attention to detail in this position?

Frequent (>60%)

How would you describe the requirement for sensory demand in this position?

Extensive

Indicate the percentage of time that is required in performing each of the tasks discussed above.

Task	% of Time
Remaining highly alert to everything happening in real time — including student actions, patient conditions, and environmental cues during student supervision.	100%
During stethoscope use, ensuring correct technique through observation and auditory cues by using visual inspection and sound awareness to ensure students are using equipment properly.	10%

STRAIN FROM WORK PRESSURES / DEMANDS / DEADLINES

Describe the degree of **work pressures** involved in performing the duties of the position. Provide up to two (2) examples in the space provided below of regular duties for this position that illustrate the deadlines, interruptions, distractions, multiple or conflicting demands/workloads and dealing with people in difficult situations. Answer the questions listed below in the Key Considerations section.

Example #1

Task / Activity
It's the final week of a clinical rotation. A Clinical Technologist is supervising nursing students across multiple units while also preparing to submit comprehensive student evaluations, and clinical performance reports by a strict deadline.
Description
The technologist will have to juggle real-time clinical supervision with end-of-term administrative responsibilities ensuring they meet institutional expectations. The technologist has the pressure to meet evaluation deadlines accurately, without compromising student outcomes or patient safety.

Example #2

Task / Activity
A facility (hospital) nurse asks a student to perform a task that's beyond their scope. The Clinical Technologist must step in, enforce academic boundaries, and manage relationships with staff diplomatically.
Description
The technologist must work within the policies of the healthcare facility, and the academic institute, which may be conflicting at times.

Key Considerations:

With respect to the examples above and the regular duties associated with this position's core functions, please answer the following questions:

How would you describe the workflow demands this position typically faces?

Deadlines are reasonable and rarely change.

How would you describe the existence of critical deadlines in this role?

Occasional critical deadlines.

How would you describe the level of interruptions this position faces?

Interruptions occur regularly but tend to be predictable.

Indicate the predictability of the strain and percentage of time required in each task discussed above.

Task	% of Time	Predictability*
		Choose an item.
Balancing out real-time clinical supervision with end-of-term administrative responsibilities ensuring they meet institutional expectations	10%	TP (Tends to be Predictable)

Task	% of Time	Predictability*
Facilitator must work within the policies of the healthcare facility, and the academic institute, which may be conflicting at times.	100%	PR (Predictable)

INDEPENDENT ACTION

Describe the degree of **independent action** and **autonomy** required to perform the core duties of the position. Provide up to two (2) examples in the space provided below of regular duties for this position. Answer the questions listed below in the Key Considerations section.

Example #1

Task / Activity The clinical unit becomes unexpectedly short-staffed. The technologist adjusts student assignments and learning activities to ensure everyone still meets course outcomes while respecting the unit's workload.
Description The technologist must tailor demonstration strategies based on patient cases, clinical site limitations, and the needs of individual students, without constant direction from academic leadership.

Example #2

Task / Activity A student becomes emotionally distressed after witnessing a patient's code blue and is unable to continue their clinical duties. The Clinical Technologist must quickly reassign the student's patients and provide emotional support.
Description The technologist must make these decisions in real time, without waiting for formal approval, to ensure the safety and well-being of both patients and students.

Key Considerations:

With respect to the examples above and the regular duties associated with this position's core functions, please answer the following questions:

What type of instruction is typically given to the incumbent?

Works within established practices.

What degree of supervision is typically provided to the incumbent?

Considerable freedom to act independently; supervisory input provided upon request.

How is the work typically checked and verified?

Output is reviewed by report/discussion.

How frequently is the work checked?

Most processes are reviewed weekly.

Describe duties which are the incumbent's responsibility where independent action requires initiative and/or creativity and indicate how often the duties occur. Identify the typical situations or problems that are normally referred to the Manager for solution.

- Student conduct or professionalism concerns (beyond coaching)
- Unsafe or incompetent clinical performance (despite feedback)
- Clinical site issues impacting student learning or safety

COMMUNICATIONS / CONTACTS

Describe the nature of contact and purpose involved in communicating information (i.e. to provide advice, explanation, to negotiate, or influence others to reach agreement, etc.), and the confidentiality of the information provided. Answer the questions listed below in the Key Considerations section.

Nature of Contact (Who)	Purpose of Contact (What)	Frequency
Student	Providing ongoing guidance, assessment, and evaluation of clinical performance.	Daily
Clinical Lead	Communicate progression of students in attaining necessary competencies, share any concerns with students, placement etc.	Daily
Clinical Coordinator	Provide a summary update on the placement site regarding all aspects including students and staff.	Monthly
Operations Manager	Escalation of an issue with a student or the placement site.	Infrequently
Dean	An unresolved issue that has been escalated to the Operations Manager	Infrequently
		Choose an item.

Key Considerations:

With respect to the examples above and the regular duties associated with this position's core functions, please answer the following questions:

Communications in this position are typically engaged for the purpose of:

Providing detailed explanations, clarification and interpretation, empathize with the needs of others.

What type of involvement does this position have with confidential information?

Regular involvement; disclosure implications could include adverse publicity or litigation.

RESPONSIBILITY FOR DECISIONS AND ACTIONS

Describe the type of **responsibility** that exists for the **decisions** and **actions** related to the core duties of the position. Provide up to two (2) examples in the space provided below of regular duties for this position. Answer the questions listed below in the Key Considerations section.

Example #1

Task / Activity Clinical Technologist face high-pressure demands from multiple directions — patients, students, academic expectations, and healthcare partners. These pressures require strong clinical judgment, time management, and adaptability.
Description The technologist is responsible for the following decisions and actions on a regular basis: • Ensuring patient safety while supervising students • Meeting academic deadlines and evaluation requirements • Navigating role expectations from both school and clinical site • Balancing multiple students' needs simultaneously

Example #2

Task / Activity Clinical Technologists operate within institutional guidelines and curriculum frameworks, and are often the sole authority on-site during placements, making judgment calls without immediate supervision.
Description The technologist must have significant autonomous decision-making skills grounded in clinical expertise, educational principles, and ethical standards.

Key Considerations:

With respect to the examples above and the regular duties associated with this position's core functions, please answer the following questions:

How errors are typically detected for work completed by this position?

Errors usually detected through verification and review processes.

What is the typical scope of impact to the organization for errors in this position?

Results in significant waste and negative impacts to operational effectiveness.

WORK ENVIRONMENT

Describe the physical environment that the incumbent works in. Consideration should be given to:

- The probability or likelihood of exposure to disagreeable/hazardous elements.
- The nature of the disagreeable/hazardous element
- Length of exposure while on the job
- Travel

Biological Hazards:

Potential exposure to blood, body fluids, infectious diseases, and contaminated materials during student-supervised procedures, hands-on demonstrations or interventions.

Chemical Hazards:

Proximity to cleaning agents, disinfectants, and medications (e.g., chemotherapy, antiseptics) used in patient care areas.

Physical Hazards:

Risk of musculoskeletal strain from prolonged standing, assisting with patient transfers, or maneuvering equipment, exposure to noise, lighting variations, and temperature fluctuations.

Psychological Stressors:

Witnessing distressing events and supporting students through emotionally intense experiences.

Disagreeable Conditions:

Working near bodily odors, open wounds, or other unpleasant sensory stimuli, wearing PPE for extended periods (e.g., gowns, gloves, N95 masks) may cause discomfort.

Complete the chart below. Answer the questions in the Key Considerations section.

Environment	% of Time
Professional office environment: No	
Outdoor work; seasonal conditions No	
Other (please specify) Hospital (bodily fluids, blood, hazardous materials/objects)	80%
Other (please specify) The Community	20%

Key Considerations:

With respect to the nature of disagreeable/hazardous elements this position is in contact with, would you describe them as:

Extremely disagreeable.

With regard to the disagreeable/hazardous elements referenced above, how often does the position encounter them?

Recurring

If this position is required to engage in business related travel, what is the frequency of the travel?

Infrequent (less than 10% of their time in transit)

SUPPLEMENTAL DATA

Provide any additional information which will serve to further enhance understanding of the position.

Incumbent works in a variety of hospital and long-term care settings where they are exposed on a daily basis to bodily fluids, open wounds, sickness/illness, hazardous substances) and must regularly wear an N95 mask. Incumbent must deal with both patient and student emotions in a clinical setting, and may be witnessing distressing events. Incumbent is regularly at risk of physical injury assisting with patient transfers.