

Position Description

Position Title	Clinical Nurse Educator
Position Number	30100846
Division	Community and Continuing Care
Department	Aged Care Residential Services
Enterprise Agreement	Nurses And Midwives (Victorian Public Health Sector) (Single Interest Employers) Enterprise Agreement 2024-2028
Classification Description	Educator Major
Classification Code	RN35
Reports to	Director of Nursing
Management Level	Non Management
Staff Capability Statement	Please click here for a link to staff capabilities statement
Mandatory Requirements	• National Police Record Check • Aged Care Banning Order Register • National Disability Insurance Scheme (NDIS) Check • Registration with Professional Regulatory Body or relevant Professional Association • Drivers Licence • Immunisation Requirements

Bendigo Health

Bendigo Health is a leading regional health service, learn more about us by visiting our website: [Bendigo Health Website - About Bendigo Health](#)

As an organisation we are committed to delivering safe, inclusive and high-quality care to our diverse communities across the Loddon Mallee Region. We value and respect the unique backgrounds, cultures and experiences of the people we serve and those who work with us.

We are a proud child safe organisation, dedicated to the safety, wellbeing and voice of all children and young people. We are committed to creating a culturally safe and welcoming environment where Aboriginal and Torres Strait Islander peoples—adults, children and families—are respected, supported and empowered to express and celebrate their culture.

Our Vision

To be a trusted regional healthcare service recognised for delivering exceptional care, being a great place to work, and being deeply connected to our community.

Our Values

PASSIONATE – We are passionate about doing our best – for our patients, our colleagues and our community.

ACCOUNTABLE – We take ownership of our actions and outcomes, always striving for integrity and improvement.

CARING – We care deeply for our community – and our community cares for us. Compassion is at the heart of everything we do.

TRUSTWORTHY - We are open, honest and respectful in all that we do – earning the trust placed in us every day.

The Position

Reporting to the Director of Nursing, the Clinical Nurse Educator will work collaboratively across both Golden Oaks Complex and the Gibson Street Group with managers, nursing teams, and multidisciplinary staff to improve the clinical documentation and communication.

Responsibilities and Accountabilities

Key Responsibilities

- Ensure safe and quality nursing care is provided and promoted, as dictated by the Australian Nursing Council national competency standards, the Code of Ethics and the Code of Professional Conduct for nurses in Australia.
- Act as a resource to staff in relation to clinical and professional issues
- Actively promote and encourage the participation of staff in quality and research activities that will enhance service delivery and resident care
- Assess current documentation and communication practices across multiple sites.
- Identify opportunities for improvement and standardisation.
- Develop and deliver education and training programs for clinical staff.
- Coach and mentor nurses and care staff in best-practice documentation.
- Support the implementation of new documentation tools, processes, and resources.
- Monitor progress and provide regular feedback to stakeholders.
- Promote a culture of continuous quality improvement and accountability.
- To maintain a practical working knowledge of Aged Care legislation inclusive of the Aged Care Quality Standards
- Promote a multidisciplinary approach to education
- Assist with funding applications in relation to education, training and professional development of staff
- You are required to notify your employer and document all incidents of alleged or suspected abuse or neglect (including unreasonable use of force, unlawful sexual contact or inappropriate sexual contact, psychological or emotional abuse, neglect, unexpected death, stealing or financial coercion by a staff member, inappropriate use of restrictive practices and unexplained absences) so that the appropriate response can be undertaken to ensure the health, safety and wellbeing of residents, and to meet record keeping responsibilities under the Act.

Key Selection Criteria

Essential

1. Bachelor of Nursing
2. Demonstrated high-level skills and experience in education

Desirable

3. Ability to demonstrate at least 3 years recent educational experience at an advanced level including aged care
4. Post graduate qualification relevant to the role is highly desirable.
5. Proven experience in developing, delivering, and evaluating education and training programs for nursing and care staff.
6. Possesses excellent interpersonal and communication skills both written and verbal. Including computer literacy skills – excel, word, power point.
7. Demonstrated knowledge of clinical documentation standards, care planning, progress notes, assessments, and regulatory compliance within aged care.
8. Excellent written and verbal communication skills, with the ability to effectively engage, influence, and coach staff at all levels.
9. Strong organisational and time management skills, with the ability to manage competing priorities and meet project objectives within agreed timeframes.

Generic Responsibilities

All Bendigo Health staff are required to:

- Adhere to the **Victorian Government's Code of Conduct**
- Uphold **Occupational Health and Safety** responsibilities, including self-care, safeguarding others, and participating in safety initiatives and reporting.
- Comply with all **Bendigo Health policies and procedures**, including those related to clinical, managerial, and standard work practices.
- Follow **Infection Control** procedures to prevent cross-contamination and ensure the health and safety of all.
- Maintain **strict confidentiality** regarding all organisational, patient, and staff information.
- Engage in **continuous quality improvement** activities aligned with the National Safety and Quality Health Service Standards (NSQHSS).
- Recognise and respect **diversity**, fostering inclusive practices in the workplace and service delivery.
- Support research activities in alignment with the National Clinical Trials Governance Framework to ensure high-quality, safe, and ethical clinical trials and research practices across Bendigo Health
- Staff must carry out all lawful and reasonable directions and comply with relevant professional standards and ethical codes.
- Safeguard children and young people in our care, by ensuring that your interactions are positive and safe, and report any suspicions or concerns of abuse by any person internal or external to Bendigo Health.
- Maintain ability to perform the inherent requirements of this role. Inherent requirements are the essential tasks necessary to perform this role, including reasonable adjustments. Bendigo Health is committed to a safe workplace that supports all employees. The role may require specific physical and cognitive abilities, which can be discussed with the manager during recruitment or at any time. We understand that personal circumstances can change and impact your ability to meet these requirements; additional policies are available to guide you through this process. Please request the relevant procedures for more information.

All Bendigo Health sites, workplaces and vehicles are smoke free.

This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required. Any elements of this document may be changed at Bendigo Health's discretion and activities may be added, removed or amended at any time.