

Position Description

Position Title	Clinical Educator - ePR
Position Number	30011799
Division	Digital Services
Department	Clinical Information Systems
Enterprise Agreement	Nurses And Midwives (Victorian Public Health Sector) (Single Interest Employers) Enterprise Agreement 2024-2028 Allied Health Professionals (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2021-2026
Classification Description	Educator (Major) or equivalent
Classification Code	RN35 or equivalent
Reports to	Training Lead
Management Level	Tier 4 - Shift Managers, Team Leaders & Supervisors
Staff Capability Statement	Please click here for a link to staff capabilities statement
Mandatory Requirements	<ul style="list-style-type: none"> • National Police Record Check • 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](#)

Our organisation is a child safe organisation, committed to the safety and wellbeing of all children and young people. All Aboriginal and Torres Strait Islander adults, children and families will be supported to express and be proud of their culture in an environment that is culturally safe and supported.

Our Vision

Excellent Care. Every Person. Every Time.

Our Values

CARING – We care for our community,

PASSIONATE – We are passionate about doing our best,

TRUSTWORTHY - We are open, honest and respectful

The Position

As part of the Clinical Information Systems team, the Clinical Educator – ePR coordinates and facilitates learning and development opportunities for clinicians at Bendigo Health on the functionality and workflows of the electronic patient record (ePR).

In undertaking the role, the Clinical Educator – ePR:

Liaises with clinical leaders to identify learning and development needs.

Works closely with Learning, Education and Development (LEAD), inter-professional partners and external education partners to share knowledge and resources and enable continuous improvement.

Conduct training evaluation to ensure the training provided is meeting the needs of clinicians at Bendigo Health.

The position will ensure that the ePR education program meets identified clinical, professional and strategic plan requirements, whilst remaining responsive to current issues and contemporary practices, particularly in relation to clinical documentation standards.

Responsibilities and Accountabilities

The Clinical Educator - ePR will be required to deliver ePR training programs across Bendigo Health, including to new and existing users (clinical and non-clinical workforce) that are required to utilise ePR as part of their role at Bendigo Health.

Key Responsibilities

- Undertake training needs analysis to identify learning and development needs.
- Engage and collaborate with key stakeholders and other educators, design, develop, implement and evaluate a contemporary ePR education program for new and existing users in medical workforce.
- Manage educational reporting requirements in consultation with Clinical Information Systems managers and the business.
- Maintain and develop education resources such as ePR manuals, self-directed learning resources, GOLD learning modules and others as directed.
- Work and consult with Clinical Informatics Officers, Training Lead, Educators and ePR end-users to create and develop appropriate education programs relevant to general and specialty practice and workflows.
- Act as a resource to staff to build digital literacy in ePR.
- Use the principles of contemporary learning and development principles in education and training. Using the same principles to assist in identifying learning needs and planning strategies to meet those needs.
- Support change management and engagement through design and delivery of high-quality training and strong leadership skills.
- Work proactively and independently whilst also working collaboratively in a team environment.
- Monitor and report on digital-education effectiveness, including completion rates, user proficiency metrics, and system utilisation trends.
- Identify opportunities for innovation in digital education (e.g., simulation-based training, microlearning, integration with GOLD LMS, or AI-assisted guidance tools).

Required Capabilities for Allied Health

Further to the key responsibilities outlined in this position description, Allied Health staff are required to demonstrate the capabilities outlined in the Bendigo Health Allied Health Grade Level Capabilities.

Key Selection Criteria

Essential

1. Current registration as a Registered Nurse, Registered Midwife or Allied Health Professional with AHPRA (Australian Health Practitioner Regulation Agency).
2. Demonstrated experience in the design, development, implementation and evaluation of learning and development programs.
3. Ability to apply contemporary learning and development principles in clinical environments.
4. Exceptional communication and teamwork skills and the ability to build relationships at all levels of the organisation.
5. Exceptional organisational skills, including a structured approach to work tasks and the ability to achieve objectives within set timelines.
6. An engaging, positive and effective teaching/facilitation style.
7. The ability to be flexible and responsive to work and achieve objectives within set timelines while operating in an environment of change and continuous improvement.
8. High level of proficiency in computer skills, including familiarity with Microsoft programs.
9. Understanding of digital-health governance, clinical safety, data integrity, and privacy principles in EMR use.

Desirable

10. Demonstrated high level ICT knowledge and skills and previous experience in the transfer of ICT knowledge or skills to others.
11. Ability to introduce new concepts through innovation, influencing, negotiating and persuasive skills.
12. Flexibility to operate in an environment of change and continuous improvement.

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.
- 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.*