

# Position Description

Position Title	Clinical Nurse Educator – Clinical Workforce and Community
Position Number	30026074
Division	People & Culture
Department	Learning, Education and Development
Enterprise Agreement	Nurses and Midwives (Victorian Public Health Sector) (Single Interest Employers) Enterprise Agreement 2020-2024
Classification Description	Educator Major
Classification Code	RN35
Reports to	Manager Nursing and Midwifery Education Learning, Education and Development
Management Level	Non Management
Staff Capability Statement	Please click here for a link to <a href="#">staff capabilities statement</a>

## Bendigo Health

With more than 5,000 staff and volunteers and covering an area a quarter of the size of Victoria, Bendigo Health, is an expanding regional health service offering the advantages of city life combined with the beauty and freedom that comes from living in a regional area.

Bendigo Health is a 700-bed service that treats more than 45,000 inpatients, triages more than 65,000 emergency attendees and welcomes more than 1,600 new born babies in a year. In addition, more than 15,000 operations are performed in our operating theatres and more than 100,000 occasions of services are provided in our clinics to outpatients.

The organisation provides services in emergency, maternity, women's health, medical imaging, pathology, rehabilitation, community services, residential aged care, psychiatric care, community dental, hospice/palliative care, cardiology, cancer services and renal dialysis to the people of the Loddon Mallee region.

With our main campus based in Bendigo, our services extend throughout the Loddon Mallee with sites in areas such as Mildura, Echuca, Swan Hill, Kyneton and Castlemaine.

Demand on services is increasing rapidly with Bendigo being one of Victoria's fastest growing regional cities.

## 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

All staff at Bendigo Health should have, or aspire to the personal qualities, knowledge and skills as described in the Bendigo Health Staff Capabilities Statement. Refer to link at top of page.

## The People & Culture Division

The People and Culture Division supports managers, staff and volunteers working at Bendigo Health through a range of services including workforce planning, resourcing strategies, employee relations, industrial relations, learning and development and workplace health and safety. Payroll and salary packaging also report into this division, providing seamless service for staff from on-boarding and contract development to applying contracts and ensuring staff get the right remuneration. The staff in the Division of People and Culture provide support and advice in line with our strategic goals and objectives of empowering our people and providing a positive work environment for staff and volunteers where they feel valued, safe and supported to work together in delivering excellent care and services.

## The Learning, Education and Development Team

The Learning, Education and Development Team is responsible for defining and progressing the strategic direction of clinical learning and development at Bendigo Health. Through a collaborative inter-professional approach, the team coordinate and/or provide clinical learning and development opportunities for clinicians, students and trainees. Such opportunities enable continued advancement from Novice to Expert, from the first clinical placement as an undergraduate to the day of retirement or resignation. The team work in partnership with internal and external stakeholders to ensure learning and development opportunities are relevant, innovative, contemporary, and evidence based.

## The Position

All staff at Bendigo Health should have, or aspire to the personal qualities, knowledge and skills as described in the Bendigo Health Staff Capabilities Statement. Refer to link at top of page.

As part of Learning, Education and Development within People and Culture, the Clinical Nurse Educator Clinical Workforce/Community coordinates and leads learning and development opportunities for nurses within these departments as well as across Bendigo Health and to a lesser extent, regional partners. They provide clinical support to undergraduate nursing students, graduate nurses and new and less experienced staff in Clinical Workforce/Community as well as working as part of a team flexing to support other Clinical Nurse Educators as required. In undertaking the role, the Clinical Nurse Educator Clinical Workforce/Community:

- liaises with nurse leaders to identify learning and development needs
- works closely with other members of the nursing and midwifery education team, inter-professional partners and external education providers to share knowledge and resources, reduce duplication, and enable continuous improvement in clinical learning and development.
- works with undergraduate nursing students, graduate nurses, and newly appointed or less experienced nurses, enabling ongoing development of clinical competence
- provides support to nurses who are supervising undergraduate nursing students, graduate nurses, and newly appointed or less experienced nurses

- acts as a conduit between undergraduate nursing students, the clinical placements team and education providers

## Responsibilities and Accountabilities

### Key Responsibilities

- Coordinate the Clinical Workforce and Community education portfolios and others as directed
- Maintain & develop Clinical Workforce and Community education resources such as Clinical Practice Tools, in-service templates, equipment, Novice to Expert Trajectories, GOLD modules and others as directed
- Undertake training needs analysis to identify learning and development needs
- In collaboration with key stakeholders and other educators contribute to the design, development, implementation and evaluation of
  - nursing and inter-professional learning opportunities
  - programs that contribute to post graduate qualifications
  - programs and processes that enable expansion of scope of practice and professional development for nurses and midwives
  - other learning resources
- Support managers in provision of effective in-service nursing education and department specific professional development
- Act as a support for nurses undertaking post graduate studies in Community nursing
- Contribute to nursing education for nurses across the Loddon Mallee region
- Incorporate best practice into learning and development opportunities
- Assist in the orientation of undergraduate, graduate and newly appointed nurses
- Provide clinical support to undergraduate, graduate and newly appointed and less experienced nurses, prioritising support to cohort and area with greatest development needs
- Develop and implement learning plans with undergraduate nursing students who are failing to meet expectations
- Conduct assessments of undergraduate nursing students
- Build capacity in department-based nurses to provide support and conduct assessments of undergraduate nursing students
- In collaboration with Managers contribute to the development and implementation of learning plans for graduate nurses and newly appointed or less experienced nurses who require specific guidance
- Provide support in clinical areas as directed during times of escalation
- Contribute to the review and development of resources that facilitate the development of competence for undergraduate, graduate and newly appointed and less experienced nurses
- Provide cover for Nurse Educators as required for personal leave, annual leave etc.
- Demonstrate accountability for own professional development
- Act as a mentor and role model
- Represent nursing education on relevant committees and working groups

Employees are required to carry out lawful directions outlined above or delegated to them.

## Generic Responsibilities

**Code of Conduct** - The Victorian Government's Code of Conduct is binding on all Bendigo Health staff. Contravention of a provision in the code may constitute misconduct and/ or regarded as a breach of the employee's employment agreement and will be dealt with under the organisations Counselling and Disciplinary Action Policy.

**Compliance with policies and procedures** - All Bendigo Health's policies and procedures are set out in its clinical and managerial policy manuals located on the intranet under PROMPT and in hard copy. All staff must ensure they comply with policies, procedures and standard ways of work practices when carrying out their work. Any breach in compliance may result in disciplinary action.

**Occupational Health and Safety** - Every staff member has the responsibility to take reasonable care of their own health and safety and the safety of others, to cooperate with Bendigo Health's OH&S policies and to participate in appropriate safety education and evaluation activities. All staff are expected to participate in reporting any health, safety and wellbeing issues. Any breach in compliance may result in disciplinary action.

**Infection Control** - Every staff member has the responsibility to minimise incidents of infection/ cross infection of residents, staff, visitors and the general public. All staff must adhere to the policies and procedures as set out in Bendigo Health's infection control manuals. Any breach in compliance may result in disciplinary action.

**Confidentiality** - All information concerning Bendigo Health, its patients, clients, residents and staff should remain strictly confidential. Any unauthorised disclosure of such information may result in disciplinary action.

**Quality Improvement** - Bendigo Health is dedicated to improving the quality and safety of health services by providing care within the following domains of quality: Consumer Participation, Clinical Effectiveness, Effective Workforce and Risk Management. As a result, we apply the concept of the quality cycle for all our quality activities, initiatives and projects thereby ensuring the best possible care and treatment results are achieved. The underlying principle of the cycle is that an activity is not complete until evaluation shows that it has been effective and reached the desired outcome. As a Bendigo Health employee, you have a responsibility to participate in and commit to ongoing quality improvement activities using the framework of the NSQHSS (National Safety and Quality Health Service Standards).

**Diversity** – Each person has a right to high-quality health care and opportunities regardless of diversity factors, which might include aspects such as cultural, ethnic, linguistic, religious background, gender, sexual orientation, age and socio-economic status. Every staff member has a responsibility to recognise and respect diversity. Inclusiveness improves our service to our community and promotes engagement amongst staff.

Employees are required to carry out lawful directions outlined above or delegated to them. The work to be performed is set out in this position description and, where relevant, any professional standards and codes of conduct and ethics issued by the relevant professional association.

# Key Selection Criteria

## Essential

1. Knowledge and clinical skill in general medical, surgical and community nursing
2. Knowledge of processes to undertake training needs analysis
3. Expertise in design, development, implementation and evaluation of learning and development programs
4. Ability to apply contemporary learning and development principles in clinical environments
5. Ability to introduce new concepts through innovation, influencing, negotiating and persuasion skills, including the engagement of key stakeholders in decision making
6. Expertise in evidence-based practice
7. Extensive knowledge of clinical support models
8. Expertise in designing and implementing learning management plans
9. Ability to undertake assessments and provide effective verbal and written feedback
10. Ability to work as part of a team, as well as to work independently
11. Post graduate qualification or Certificate IV Training and Assessment or equivalent expertise
12. Registration with AHPRA as a registered nurse without conditions

## Desirable

1. Demonstrated commitment to ongoing professional development of self
2. High level of self-confidence
3. Ability to interact and communicate with a diverse range of people at all levels
4. A personal approach which is positive, enthusiastic, friendly and helpful
5. A willingness and ability to learn
6. Flexibility to operate in an environment of change and continuous improvement.

# Mandatory Requirements

**National Police Record Check** A current and satisfactory National Police Record Check must be completed by all new staff prior to commencement at Bendigo Health.

**Immunisation** As a health provider dedicated to providing quality patient care, we all need to be aware of the critical importance of infection control. Each staff member has a responsibility to comply with Bendigo Health's Staff Immunisation Policy and various infection control policy and procedures. All staff are required to provide evidence of vaccinations prior to commencement at Bendigo Health

**Registration with Professional Regulatory Body or relevant Professional Association** (For example, AHPRA, AHRI, RACS etc. The work to be performed is set out in this position description and, where relevant, any professional standards and codes of conduct and ethics issued by the relevant professional association.

**Drivers Licence** A current Victorian driver's licence is required for this position.

*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.*