

Eastern Health

POSITION DESCRIPTION

Position Title:	Clinical Nurse/Midwifery Educator
Award Classification:	Registered Nurse Grade 4B
Award / Agreement Name:	Nurses and Midwives (Victorian Public Health Sector) (Single Interest Employers) Enterprise Agreement 2020-2024 Victorian Public Mental Health Services Enterprise Agreement 2020 - 2024
Position Reports to:	Associate Director, Learning and Teaching

EASTERN HEALTH – HEALTHIER TOGETHER

Eastern Health is one of Melbourne’s largest metropolitan public health services. We provide a comprehensive range of high quality acute, sub-acute, palliative care, mental health, drug and alcohol, residential care, community health and statewide services to people and communities that are diverse in culture, age and socio- economic status, population and healthcare needs



1. POSITION PURPOSE

- The Clinical Nurse/ Midwifery Educator is responsible for delivering education support to the nursing/ midwifery workforce in the delivery of excellence in clinical standards. The position is of clinical leadership and collaborates with N/MUN and senior staff to provide guidance and clinical skill development of staff.
- The Clinical Nurse/ Midwifery Educator works according to a Learning and Teaching philosophy promoting and facilitating; training, education, research, evidence based knowledge translation and positive work place culture to learners of all levels, including pre-registration nurses/midwives, graduate nurses/midwives, and experienced staff.
- The Clinical Nurse/ Midwifery Educator participates in strategic planning and development activities and works towards meeting the needs of a sustainable nursing /midwifery workforce in the provision of patient centred clinical care in line with the EH Strategic Plan.
- Acting as a role model for lifelong learning, the Clinical Nurse/Midwifery Educator displays high quality and evidence based clinical care and demonstrates positive collaborative relationships across the continuum of interprofessional health care teams.

2. MAJOR DUTIES AND/OR RESPONSIBILITIES

- Work collaboratively with all departments and programs both locally and across EH, to support the systems, processes and projects required to ensure efficient, effective and responsive health service operations in line with the organisation's strategic direction.
- Ensure effective and timely communication with Learning & Teaching team members, N/MUM's, program leads, other EH departments, patients and relevant external education providers.
- Ensure personal compliance with relevant Acts, Agreements and Eastern Health Directions, Policies, Procedures and Staff Handbook and Code of Conduct.
- Ensure Learning and Teaching initiatives are completed within the mandates of the position, including Program, Nursing/Midwifery or site driven reports and/or documentation.
- Demonstrate application of learning and teaching philosophy into programs under auspice of the designated clinical area
- Work collaboratively with N/MUMs and other directorates, to implement strategy and recommendations following patient incidents in designated program area.
- Accept accountability for addressing clinical nursing/midwifery practices that are not consistent with policies, procedures and evidenced based research, when it pertains to the 'student/novice' staff member. Work collaboratively with N/MUMs in guiding and supporting the nursing/midwifery workforce to achieve clinical practices consistent with policies, procedures and evidenced based research.
- Uphold a Learning & Teaching philosophy and personal practice which ensures staff treat all patients, clients, residents, visitors and staff in a courteous and non-discriminatory manner.
- Promote a culture of continuous service improvement.
- Support and collaborate with interventions and initiatives arising through the Eastern Health Quality Framework, designed to address areas which fail to meet standards.
- Provide timely and effective communication with healthcare personnel to guide and achieve optimal patient/ performance outcomes.

- Work collaboratively with N/MUM's to develop and maintain optimal staff skill sets to meet the needs of the clinical patient case mix.
- Demonstrated support and implementation, as delegated, of the Eastern Health quality and risk management framework as related to clinical practice development.
- Evidence positive relations with the Eastern Health research program and external educational providers.
- Participate in the recruitment and retention of nursing/midwifery staff, as appropriate and where delegated Clinical Educators are accountable for supporting and guiding evidence based knowledge translation into nursing/midwifery clinical practice at the point of service delivery.
- Role model a customer focused manner through all interpersonal communications across the multidisciplinary team, aligned to the values of the organisation, ensuring staff are able to work in a non-discriminatory and harassment free environment.
- Role model approachability and accessibility with all staff within the designated clinical area.
- Role model clinical excellence and leadership whilst, providing support, mentorship, assessment, supervision and education that drives a culture of professional development within all levels of the nursing/midwifery staff profile.
- Provide education and training opportunities that are;
 - Timely
 - Aligned to ensure optimal clinical outcomes and organizational strategic intent
 - Flexible in delivery mode
 - Adaptive to the 'learner'
 - Founded within evidence based research
 - Adhere to adult learning principals
 - Multidisciplinary, as appropriate
 - Promote and foster reflective nursing/midwifery practice.
- Direct, mentor and appraise the Clinical Support Nurse/Midwife, as employed within the relevant program area, facilitating their continued professional development and career advancement
- Support and guide practice within the designated program area within the philosophy, intent, and standards prescribed by Australian Nursing and Midwifery Board and Eastern Health policy and procedures.
- Participate and where assigned coordinate and manage staff recruitment, as appropriate, in a collaborative manner with N/MUM's as it applies to applicants of educational programs/courses that enhance career pathway progression.
- Ensure all 'student/novice' staff within educational programs/courses have timely informal feedback and active performance review and development plans. As necessary and in consultation with Manager, progress the clinical practice review process for staff failing to meet clinical practice standards (as appropriate to their level of experience).
- Support communication and compliance of specific clinical competencies and directives that may be prescribed by the Eastern Health Nursing/Midwifery Council.
- Ensure staff compliance with relevant clinical competency and training requirements specified by Eastern Health and that accurate documentation to provide evidence of this training/competency is maintained.
- Demonstrated leadership and excellence in clinical role modelling within the context of the Learning and Teaching program
- Demonstrated collaboration and an active contribution across the EH Learning and Teaching program and the operations of the health service
- Provision of appropriate reports to the relevant Learning and Teaching Program Manager, as requested

- Coordinate and manage educational opportunities within the relevant program area
- Evaluate all education/training initiatives to enhance program deliverables
- Support staff to achieve core clinical competency compliance
- Collaborate with N/MUM's in the monitoring of clinical risk through VHSIMS and in the mitigating of clinical risk.
- Participate in the management of staff data in relation to educational programs and attendances
- Provide timely communication regarding educational opportunities within the local and external context.
- Maintain relevant documentation and data pertaining to the 'student/novice' and the broader program delivery within the relevant clinical program area
- Demonstrate an ability to initiate, implement and evaluate research, and encourage the clinical workforce to participate in research and significant quality projects/activities.
- Disseminate research findings and educational innovations through publication &/or conference presentations.
- Contribute to development of educational proposals, grant applications, associated data analysis & report writing.
- Make recommendations to the relevant stakeholders to facilitate service/system improvements.
- Act as an ambassador for Eastern Health when communicating at local and national professional forums.
- Actively contribute to feedback to higher education partners regarding curriculum development, health service perspective, student performance & opportunities for innovation.
- Be accountable for choosing and promoting sustainable options as applicable in education delivery modes.
- Support and participate in nursing /midwifery lead research, clinical practice guideline & policy development and review, as appropriate.

3. SAFE PRACTICE AND ENVIRONMENT

Occupational Health and Safety

Eastern Health is committed to provide and maintain a working environment for all staff that is safe and without risk to health. All staff are to take care of their own health and safety and the health and safety of any other person who may be affected by your acts or omissions at the workplace. Understand responsibilities and accountabilities to yourself and others in accordance with OH&S legislation and Eastern Health policies and promote a working environment that is congruent with these guidelines. This includes staff reporting of all clinical and OHS incidents and near misses, in particular those related to Occupational Violence, Manual Handling and Slips, trips and falls.

Staff are required to comply with all state legislative requirements in respect to the Occupational Health and Safety Act 2004 and the Workplace Injury Rehabilitation and Compensations (WIRC) Act 2013.

4. TRAINING AND DEVELOPMENT

Relevant, practical and timely education should direct, facilitate, enhance and support the professional growth and practice of employees in a health environment characterised by change. All programs should endeavour to promote evidence-based practice, and a problem solving approach.

You are expected to participate in the personal development process on an annual basis.

5. QUALITY

As a staff member of Eastern Health staff are required to comply with Eastern Health performance standards and participate in continuous monitoring and improvement as part of your role. You are also required to comply with legislation, professional standards and accreditation standards.

As a staff member employed by Eastern Health services you must have and maintain the appropriate skills and knowledge required to fulfil your role and responsibilities within the organisation. In addition, you must ensure that you practice within the specifications of this position description, and where applicable within the agreed scope of practice.

You are responsible for ensuring safe high quality care in your work. This will include complying with best practice standards, identifying and reporting any variance to expected standards and minimising the risk of adverse outcomes and patient harm. In addition, you will ensure that service and care is consistent with the EH approach to patient and family centred care.

6. CONFIDENTIALITY

Any information obtained in the course of employment is confidential and should not be used for any purpose other than the performance of the duties for which the person was employed. Staff are bound by the Information Privacy Act 2000 and the Health Records Act 2001.

7. EQUAL EMPLOYMENT OPPORTUNITY

You agree to adhere to the Equal Employment Opportunity policies and practices of the Health Service. Discriminatory practices, including sexual harassment, are unlawful. The Health Service will not tolerate discriminatory behaviour and any such conduct may lead to the invoking of the Disciplinary Policy and Procedure, which may result in termination of employment.

8. PERFORMANCE DEVELOPMENT

A Performance Review, that includes agreed targets, will occur three (3) months from commencement and then annually on the basis of the duties and responsibilities outlined in this position description. This is an opportunity to review personal and the allocated work unit's service performance, facilitated by the setting of objectives/goals and ongoing evaluation of performance and achievement. Objectives will be developed annually, documented, discussed and agreed with the immediate line manager, who will act as the assessor. The incumbent is expected to demonstrate and show evidence annually of on-going self and allocated work unit's service development.

9. EASTERN HEALTH'S PROMISE

Our promise to our communities, patients, consumers and staff is that we will be **HEALTHIER TOGETHER**. Bolder than a vision for the future, our promise calls us to action. We know that working together is the only way we can achieve what is necessary for a healthier future.

Our values are ones in action and are the behaviours that matter most.

- Respect for all
- Safe always
- Partnering in care
- Learning and improving everyday

Learning from the challenges of the past and looking to the future, we understand that we are building towards a more engaged, more reliable, always safe health service in partnership with our people to improve every day.

10. ATTACHMENTS

- Attachment 1 Key Selection Criteria

11. NOTE

Statements included in this position description are intended to reflect in general the duties and responsibilities of this position and are not to be interpreted as being all-inclusive.

Prior to accepting any offer of employment, prospective employees will be required to read and commit to the Eastern Health Code of Conduct, including (but not limited to) issues of Occupational Health and Safety, Equal Opportunity and Confidentiality.

Vaccination against infectious disease is a mandatory requirement of this role. An offer of employment is conditional on you providing evidence that you are currently vaccinated against COVID-19, prior to commencing employment.

Signed: _____

Date: ____/____/____

Manager

INCUMBENT STATEMENT

I _____ (Incumbent Name) have read, understood and accepted the above Position Description and associated Attachments.

Signed: _____

Date: ____/____/____

ATTACHMENT 1

KEY SELECTION CRITERIA

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Essential

- Bachelor of Nursing
- Registration with the relevant professional body
- Post graduate qualification in nursing, education, health, or relevant field
- Extensive experience and expertise in a relevant clinical/service field.
- Previous experience in a similar role or at senior clinical level.
- Experience in creating change to work practices in a health care organisation
- Exhibits behaviour which reflects the Eastern Health Values in Action
- Promotes and contributes to a supportive and engaged team environment.
- Demonstrated understanding of conflict resolution and negotiation skills.
Demonstrated ability to deliver education and training within a practice development framework and philosophy.
- Demonstrated ability to work autonomously with excellent organisational and prioritisation skills.
- Critical thinking and problem solving ability.
- Excellent interpersonal, communication and networking skills.
- Proficient Computer literacy.
- Demonstrated competence in a leadership role.
- Research, publication and public presentation skills

Desirable

- Certificate IV in Workplace Training and Assessment
- Previous experience in design, delivery and evaluation of education programs

Aboriginal & Torres Strait Islander Candidates

Eastern Health's Aboriginal Workforce Plan 2023 – 2026 has recently been released. With a strong focus on cultural safety and belonging, actions included in the Workforce Plan provide practical supports for all Aboriginal and/or Torres Strait Islander staff.

An Aboriginal Employment Coordinator is available to ensure each person has culturally safe and positive employee experiences which foster belonging and access to diverse experiences and career pathways.

Should you require further information regarding this position or support to complete an application, please contact the Recruitment Manager for this position or Eastern Health's Aboriginal Employment Coordinator at Aboriginal.Workforce@easternhealth.org.au