



POSITION DESCRIPTION

Position Title:	Clinical Educator
Commencement / Last Date Reviewed:	May 2019
Reviewed By:	Director Education and Research
EBA:	Nurses & Midwives (Victorian Public Health Sector) (Single Interest Employers) Enterprise Agreement 2016 - 2020

ORGANISATIONAL STRUCTURE

Role / Team	Area	Direct Reports
Education and Training	Education and Research	NIL
EBA Classification	Reports To	Professional Accountability
YW4-YW5	Manager Education and Research Unit	Director of Nursing

OUR VISION

To Be Recognised Leaders In Rural Health Care

OUR VALUES

CARING

EXCELLENCE

RESPECT

INTEGRITY

FAIRNESS

POSITION PURPOSE

The primary role of the Clinical Educator is facilitating clinical education and training programs, including:

- Preparation, facilitation and evaluation of education and training in line with key priorities areas of NHW, including but not limited to leadership; supervision; clinical practice.
- Respond to the clinical education requirements of the health workforce based, including all members of the interprofessional health service team
- Participate in the development and review of education and teaching resources
- Identify opportunities and participate in research and quality

The incumbent will be accountable to the policies and procedures of Northeast Health Wangaratta.



RESPONSIBILITIES AND MEASURES OF SUCCESS IN THE ROLE

The following table breaks down the key performance areas of responsibility for the incumbent. Measurements for performance areas will be agreed to with the Reporting Manager

PERFORMANCE AREA	RESPONSIBILITY
Clinical Services	<ul style="list-style-type: none"> - Leadership in provision / facilitation of evidence based, person centred critical care - Inter service resource / leadership in regards to patient flow and clinical practice issues - Leadership in clinical forms, policy, procedure and guideline development and review - Facilitates understanding and integration of evidence based clinical practice - Identifies unsafe practice and responds appropriately to ensure safe outcomes of care - Engages in reflective practice, is accountable and accepts responsibility for own actions - Complies with the ANMC competencies standards for registered nurse; the code of ethics for nurses in Australia and the code of professional conduct for nurses in Australia - Comply with NHW competency training requirements for minimum safe practice - Demonstrate clinical competence in skills relevant to scope of practice - Compliance with national nursing competency standards - Support / contribution to achieving clinical services plans - In collaboration with the Clinical Leadership team develop, implement and evaluate a practice development plan to support the strategic vision and operational achievement of excellence in critical care practice <p>Measurable KPIs</p> <ul style="list-style-type: none"> - Contribute to development and maintenance of clinical and educational practice policy and guideline documents. - Promotes and/or contributes to clinical and educational research and evidence for practice.
Quality Innovation	<ul style="list-style-type: none"> - Develops/deepens critical thinking and problem solving skills relevant to specialty - Demonstrates ability to collect and interpret clinical and/or education data from a variety of sources - Conducts nursing and educational practice in a way that can be ethically justified - Is able to clearly articulate reasoning and to provide sound rationale for clinical decisions and nursing actions - Is aware of, actively contributes to and aligns role and actions in the achievement of unit operational and performance improvement goals - Demonstrates responsible reporting of clinical and occupational risk - Apply, abide by and role model principles of Hardwiring Excellence - Promote and contribute to evidence based practice and research - Contribution to the development, review and maintenance of evidence based clinical practice guidelines. - Contribute to / participate in the Education & Research Unit Quality Improvement program - Complies with Best Practice in Clinical Learning Environment initiative. - Role models compliance with legislative requirements and managing work practices in accordance with award agreements - Role models compliance with organisational policies, guidelines and risk management practices <p>Measurable KPIs</p> <ul style="list-style-type: none"> - All education and training initiatives are informed by evidence - Evaluates education and teaching activities against objectives - Participates in/contribute to Education & Research Unit meetings and service development initiatives



PERFORMANCE AREA	RESPONSIBILITY
<p>People, Learning & Research</p>	<ul style="list-style-type: none"> - Demonstrates evidence based clinical and educational practice - Complies with NHW mandatory competency training requirements - Participation in professional development activities - Contribute to development of NHW capability to provide simulated and problem based learning initiatives. - Role models a commitment to continuing professional development - Contribution / support to achieving NHW workforce plan - In collaboration with education and research unit (ERU) team develop / facilitate and hardwire culture of excellence in service delivery and practice - Support local champions to achieve compliance and maintain unit competency records - In collaboration with ERU team facilitate educational and professional development programs inclusive of workshops, in service and simulated Learning Environments (SLEs) to support maintenance and advancement of clinical skill for interprofessional workforce <p>Measurable KPIs</p> <ul style="list-style-type: none"> - Develop, facilitate and coordinator key education initiatives in line with organisation priorities and philosophy ie leadership; supervision; person centred care; - Contribute to NHW and NHW led regional in-service, workshop and clinical teaching programs - Contribute to development of suite of electronic learning and practice development resources -
<p>Organisational Management</p>	<ul style="list-style-type: none"> - Meets and maintains standards of regulatory compliance for administrative and clinical information records & systems within the Australian Legislation and Regulation, Victorian Legislation and Regulation (i.e. Public Record Office of Victoria) and Northeast Health Wangaratta Policy and Procedure Framework. - Demonstrates sound time management skills in the assessment and delivery of care needs - Complies with NHW policies and procedures - Able to prioritize and meet timelines - Complies with NHW Above the Line/Below the Line Behaviours - Complies with organizational communication framework - Complies with organisational and unit fiscal goals - Contributes to development and achievement of NHW and NHW Education & Research Unit operational plans <p>Measurable KPIs</p> <ul style="list-style-type: none"> - Attendance and participation in team activities such as unit meetings - Monthly accountability meetings and reports -
<p>Facilities & Environment</p>	<ul style="list-style-type: none"> - In accordance with legislative requirements, all employees have a responsibility to ensure they comply with OH&S standards for environmental and practice safety - Demonstrates safe use of equipment - Demonstrates fiscal responsibility in the use of hospital resources and supplies - Complies with purchasing rules under HPV - Liaise with relevant administration staff to ensure fair allocation and appropriate usage of education rooms and spaces - Role models adoption of technology supported learning and practice development opportunities - Complies with occupational health and safety requirements in use and application of facilities and equipment - Support / contribute to clinical equipment training, maintenance, update and monitoring - Participate in the develop / maintain suite electronic / virtual educational and practice support resources <p>Measurable KPIs</p> <ul style="list-style-type: none"> - Demonstrated proficiency in the application of information, communication and learning technologies -



PERFORMANCE AREA	RESPONSIBILITY
Community & Partnerships	<ul style="list-style-type: none"> - Demonstrates effective customer service reflective of NHW values including proficiency in the use of AIDET - Consults with range of representative stakeholders in the development and implementation of staff development plan - Participate / provide leadership in regional and sub regional forums related inter professional education and training - Support / contribute to closing the gap and disability action plans - Provide leadership in the development and provision of sub regional / Central Hume Critical Care consultancy and education services <p>Measurable KPIs</p> <ul style="list-style-type: none"> - Collaborate regional with key stakeholders to identify, facilitate and evaluate education and training relevant to the health service workforce - Monthly rounding on topics specific to staff education, training and competence with a minimum of 3 team leaders, 5 staff and 3 patients

WORKING RELATIONSHIPS

INTERNAL

- Nursing & Allied Health Staff
- NHW Non Clinical Staff Members
- Medical Practitioners

EXTERNAL

- Other Health Services in North East Victoria
- Education Providers
- Students
- Members of the Public
- AHRI, AHPRA and other membership entities

KEY SELECTION CRITERIA

It is expected that the successful applicant for the position will have the following capabilities:

- **Analytical and creative/innovative thinking and problem-solving:** The ability to identify inter professional and discipline specific training solutions capable of building, maintaining and advancing staff capacity to improve clients/patients outcomes at NHW.
- **Teamwork and Cooperation:** Demonstrates co-operation and trust with colleagues and teams within and across organisational boundaries. Participates as a team player and establishes strong working relationships to deliver positive results.
- **Leading and Developing People:** Ability to inspire and develop the potential of others through clear communication, coaching and development opportunities, and recognising good performance and providing appropriate support.
- **Partnership building:** The ability to build authentic, strong, and collaborative working partnerships with a range of internal and external stakeholders, taking into account and accommodating different perspectives, knowledge and understandings.
- **Flexibility and adaptability:** The ability to positively adapt to and work effectively within a variety of situations, and with various individuals or groups. Flexibility entails understanding and appreciating different and opposing perspectives on an issue. In addition, the ability to work comfortably and effectively in an environment of ambiguity or change, being receptive to new ideas and responsive to workplace changes with flexibility and optimism.
- **Planning, organising and implementation:** The ability to establish realistic and achievable action plans and schedules for developing, implementing and evaluating a comprehensive inter professional education calendar aimed at facilitating informed competence and equipping staff to provide evidence based person centred care. Has a clear view of what is required and takes action and responsibility to deliver it. Meets deadlines and commitments and ensures that tasks and projects are completed as required. The establishment of clear plans for self and others so goals are met and achieved to desired standards.



Key Selection Criteria

Applicants are expected to address the selection criteria when applying for this position.

Essential Criteria for Appointment

- Registration and Current Practicing Certificate with Nursing & Midwifery Board of Australia
- A current National Police Check (renewed every 3 years)
- A current Working with Children Check (renewed every 5 years)
- Statutory Declaration for applicable workers who have lived overseas
- Ability to comply with the “Behavioural Outcomes” for this role
- Post Graduate Qualifications in an acute clinical area
- Post Graduate Qualification in education
- Recent and relevant acute care clinical experience
- Evidence of the delivery of high quality learner centric training for diverse audiences
- Sound knowledge and understanding of the variety of rural healthcare professions and inter professional practice within rural hospital and community health settings
- Demonstrated ability to build strong partnerships, networks and relationships to achieve inter professional objectives
- Demonstrated high level analytical, critical thinking and problem solving skills
- Demonstrated ability to work within a team
- Demonstrated initiative and ability to work with minimal supervision
- Demonstrated ability to meet key performance indicators within designated time frames
- Excellent interpersonal and written communication skills.
- Demonstrated personal commitment to ongoing education / Professional development
- Demonstrated capacity to utilise and embrace current and emerging information, communication and learning technologies to achieve work objectives.

Desirable

- Post graduate qualification in clinical education or simulated learning or working towards same
- Post graduate qualification in advanced nursing practice
- Experience in facilitating simulated learning
- Current Certificate IV in Workplace Training & Assessment.

Received By Employee

Name: _____

Date: _____



Standards of Behaviour

Above the line Our staff will always:

Below the line Our staff will not:

Caring

Show compassion to all people
 Demonstrate empathy and understanding
 Work as part of the team
 Mentor others
 Provide encouragement to others
 Care for others the way they would like to be cared for themselves

Be disrespectful
 Be self-centered
 Have inappropriate conversations with others
 Display rudeness

Excellence

Commit to the NHW Hardwiring Excellence expectations
 Have the courage to question what we do
 Persevere to do the best job they can
 Strive continuously to improve
 Be professional and enthusiastic
 Maintain customer focus

Give up
 Demonstrate a 'can't-do' attitude
 Accept mediocrity
 Be unreliable
 Pass the buck
 Ignore feedback given by patients or colleagues

Respect

Maintain confidentiality and privacy
 Listen to others and accept differences
 Be punctual
 Respond courteously
 Greet all people by saying hello, smiling and introducing themselves
 Be culturally informed and sensitive
 Respect diverse opinions

Be sarcastic
 Bully, harass or display aggression
 Be judgmental
 Withhold information
 Contribute to rumours
 Leave an untidy workplace

Integrity

Be open and honest
 Lead by example
 Be responsible and accountable for their own actions
 Stand up and take action
 Escalate issues or behaviors of concern

Be arrogant
 Be dishonest
 Be hypocritical
 Avoid responsibility
 Allow unacceptable behavior

Fairness

Demonstrate consistency
 Treat people equally
 Be considerate and understanding
 Be collaborative and collegial

Discriminate against others
 Demonstrate favoritism and exclusion
 Refuse to assist others with their workload