

Eastern Health

POSITION DESCRIPTION

Position Title:	Social Work Clinical Educator
Award Classification:	Grade 4
Award / Agreement Name:	Allied Health Professionals (Victorian Public Health Sector) Single Enterprise Agreement 2021-2026
Position Reports to:	Operational: Associate Director Pre-registration Program, Eastern Health Institute Professional: Director Social Work

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 state wide services to people and communities that are diverse in culture, age and socio- economic status, population and healthcare needs



1. POSITION PURPOSE

The Social Work Clinical Educator is responsible for the strategic educational oversight, facilitation and development of education initiatives that foster a culture of clinical learning across the Social Work profession at Eastern Health.

The Social Work Clinical Educator will support the Associate Director, Eastern Health Institute and Profession Director, Social Work in collaborating with members of the Eastern Health Institute and Allied Health Directorate by providing strategic leadership and expertise to design, develop, deliver and evaluate education activities based on identified priorities. The Social Work Clinical Educator will lead and develop both social work and interprofessional education opportunities, providing education to staff.

2. MAJOR DUTIES AND/OR RESPONSIBILITIES

Technical & Clinical Skills

Possesses and consistently applies specialist current clinical and education knowledge and skills and applies this to lead and develop individuals and teams in education and clinical practice.

Indicators

- Demonstrates strategic leadership and expertise through knowledge of research, new developments and evidence-based practice in clinical education and both demonstrate and supports others in developing this knowledge across the service.
- Demonstrates strategic leadership and clinical expertise with a consulting role to both internal and external stakeholders.
- Provides oversight, initiates and promotes innovative education design, development, delivery and evaluation of education programs and resources including appropriate use of e-learning, simulation, point of care and instructional methods of education.
- Demonstrates the ability to align education initiatives to current accreditation requirements of the National Safety and Quality Health Service (NSQHS) Standards v2 and Aged Care Quality Standards.
- Utilises contemporary digital technologies to develop and deliver high quality and engaging education and resources.
- Provides oversight and coordinates education programs to provide timely, well organised services to the Social Work discipline.
- Understands Eastern Health policies and legislative requirements which impact on wider clinical issues and practices.
- Acts as a role model for staff in promoting professional values and ethics in clinical practice.
- Facilitates and supports change management in a positive and supportive environment.
- Provides and role models education and training opportunities that are;
 - Timely
 - Aligned to ensure clinical outcomes and organisational strategic intent
 - Flexible, engaging and multimodal
 - Innovative, inclusive and adaptive to learner needs
 - Grounded in evidence based research and best practice principles
 - Aligned to adult learning principles and education theory
 - Sustainable and demonstrate appropriate use of resources and technologies

Communication

Demonstrates and role models excellent interpersonal and significant communication skills and the ability to negotiate and consult widely at all levels.

Indicators

- Demonstrates advanced verbal and written communication skills in all professional domains of practice.
- Demonstrates the capacity to lead and liaise with internal and external peers, stakeholders and across various professions and work groups.
- Demonstrates proven ability to negotiate conflict resolution.

- Positively leads and contributes to Social Work and Allied Health education representation at internal and external stakeholder meetings.
- Leads effective communication and relationships with Social Work, allied health, Eastern Health Institute and across the organisation.
- Role models respectful, curious communication that fosters professional and interprofessional collaboration.
- Manages complaints in a timely and effective manner, including liaison and work with seniors and managers to reflect upon complaints and implement changes in practice where necessary.

Organisational Skills

Provides leadership and innovation in organisational and time management skills.

Indicators

- Demonstrates advanced personal leadership skills including prioritisation, time management and ability to work autonomously.
- Demonstrates advanced ability to synthesise data and develop comprehensive reports at the direction of Learning & Teaching.
- Demonstrates ability to organise staffing, programs and special projects.
- Demonstrates and applies human resources policies in management of staff.
- Leads recruitment, staff orientation and mandatory training as required
- Leads program specific key performance indicators.

Organisational Knowledge/Development

Possesses a sophisticated understanding of the factors affecting healthcare and applies this knowledge to drive and lead activities and projects which deliver improved services and health outcomes at a campus and Eastern Health level.

Indicators

- Demonstrates a capacity to lead and facilitate the strategic direction of Eastern Health, reflecting a clear understanding of the key issues within the public health system.
- Leads and demonstrates accountability in the development and monitoring of education programs and projects aligned to the Eastern Health Institute and Social Work plan.
- Identifies clinical risk and is able to drive the implementation of education strategies to support best clinical practice.
- Actively drives preparation for and achievement of Accreditation Standards.
- Identifies, leads and supports staff to implement quality initiatives, leads team, program, campus multidisciplinary, department and Eastern Health quality activities.
- Fosters leadership in other staff by facilitating their participation in education activities and other initiatives as an active participant in succession planning.
- Contributes to the development and review of Learning & Teaching policies and procedures and encourages participation of other staff in this process.
- Applies Eastern Health policies and clinical procedures/guidelines in practice and instill the same principles in others.
- Demonstrates an understanding of financial policies

Professional Development and Supervision

Demonstrates a capacity to apply and integrate knowledge from higher level studies into the development and implementation of practice and program initiatives.

Indicators

- Leads and integrates strategic direction with knowledge of gap analysis to plan and implement relevant internal and external professional development activities.
- Acts as a role model in demonstrating a strong commitment to professional development across the department / program, in order to ensure currency of integrated clinical knowledge.
- Demonstrates extensive experience in providing clinical supervision, provision of feedback and support of learners in the clinical setting.

- Undertakes and ensures the participation of others in a formal supervision process, including annual performance appraisals and a framework for regular structured supervision/mentoring sessions for staff, including activities to develop and maintain appropriate scope of practice requirements.
- Liaises and seeks supervision from line manager with respect to both department/program strategic direction.
- Liaises and seeks supervision from line manager with respect to own performance management/expectations.

Teaching and Research

Takes leadership, in initiating supporting other staff in teaching, training and research programs.

Indicators

- Demonstrates and initiates, implements and evaluates research and quality projects, seeking opportunities to present/publish activity and develops and encourages other staff to do so.
- Promotes and encourages an organisational commitment to research and significant quality activities.
- Demonstrates leadership in the practice of teaching and training in the clinical setting.
- Promotes a culture of continuous improvement by evaluating education programs and ensuring relevance to great patient care through the use of data driven approaches to monitor participation and learning outcomes.
- Drives and supports collaborative links with teaching organizations, health services and professional bodies in order to facilitate and promote learning opportunities for social work clinicians.
- Identify potential for research/quality improvement projects through gap analysis, reflection on evidence based practice and benchmarking.
- Develop strong links with EH research leaders in order to develop research skills and interest in staff members.
- Facilitates education and promotes a culture of evidence-based practice and ongoing professional development within allied health.

Professional Leadership

Demonstrates strong leadership abilities by representation of a campus department or program as well as representation of Eastern Health.

Indicators

- Demonstrates a strong leadership role in clinical education.
- Demonstrate leadership in staff meetings via identification of relevant issues providing a forum for open communication.
- Displays strong leadership of Social Work &/or allied health through leadership and involvement in working parties, committees and internal/external forums.
- Initiates and promotes innovative service delivery.
- Initiates and leads working parties at an Eastern Health level.
- Recognizes and facilitates the process of change within the department/program.
- Acts as a role model for staff within the Eastern Health social work team and Eastern Health Institute
- Develops strong links with the key stakeholders to ensure streamlined service delivery.

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 Compensation (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, a problem solving approach and to be competency based.

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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Key Selection Criteria

Essential

- Recognised tertiary qualification in social work and eligibility for membership of the Australian Association of Social Workers (AASW)
- Post Graduate qualification within Profession, Education or equivalent
- Extensive clinical experience as required to effectively fulfil the role requirements and lead the profession
- Experience in education roles in health care and/or University sector
- Previous project management and/or quality improvement experience
- Proven organisational, strategic and planning skills
- A commitment to maintaining up-to-date, evidence-based clinical knowledge through research, professional development and tertiary links
- Demonstrated use of education skills, methods and e-learning technologies to develop and deliver education initiatives including interprofessional education.
- Advanced interpersonal skills, including oral and written communication, leadership and conflict management, in order to facilitate effective team functioning
- Knowledge of relevant legislation, policy directions, strategic documents, service issues and funding models.
- Demonstrated ability to develop and successfully implement creative solutions to complex systemic and organisational problems.
- Current driver's licence.

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.

"Eastern Health is a child safe organisation, committed to promoting the wellbeing and cultural safety of Aboriginal children, children with disabilities and all children in their diversity"