

Eastern Health

POSITION DESCRIPTION

Position Title:	Associate Director Learning and Teaching: Mental Health & Statewide Services
Award Classification:	RPN Grade 6 or equivalent Senior Mental Health Nurse
Award / Agreement Name:	Victorian Public Mental Health Services Enterprise Agreement 2020 – 2024 (or equivalence dependent on clinical background of the candidate)
Position Reports to:	Director Learning and Teaching: Practice Capability Professional Reporting to Director of Nursing- Mental Health

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 Associate Director Learning and Teaching: Mental Health & Statewide Services is responsible for developing and implementing key strategies to enhance the clinical capability of the workforce within the specialist practice areas. The position is of clinical and educational leadership and collaborates with the Learning and Teaching Director, Mental Health & Wellbeing Program and key internal and external stakeholders to optimise clinical standards, mitigate clinical risk, support professional standards, promote and enhance education and research and facilitate recruitment and retention of novice staff and students within the clinical program area.

The Associate Director, works according to a Learning and Teaching philosophy promoting and facilitating; training, education, research and evidence based knowledge translation and a positive work place culture.

The Associate Director is accountable for the support, management and performance of the designated Learning and Teaching staff within the program, this includes both program and site based responsibilities.

The Associate Director, works towards meeting the needs of a sustainable workforce in the provision of patient centred clinical care in line with the Eastern Health Strategic Plan and the Learning and Teaching Plan.

2. MAJOR DUTIES AND/OR RESPONSIBILITIES

Work collaboratively with all departments and programs 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 the L&T Director, the aligned operational Program and Associate Program Directors, Learning and Teaching team members, managers, program leads, other EH departments and relevant external education providers.
- Ensure personal compliance with relevant Acts, Agreements, Nursing Midwifery Board of Australia (NMBA) codes and practice standards, Eastern Health Policies, standards, practice guidelines and EH values.
- Ensure Learning and Teaching initiatives are completed within the mandates of the position, including Program and/or site driven reports and/or documentation.
- Demonstrate an ongoing commitment to sustaining and strengthening performance and accountability across the organisation.
- Work collaboratively with key stakeholders to develop and implement educational strategy and recommendations in alignment with National Quality Standards, EH Operational Improvement Plans and following adverse incidents. Accept accountability for addressing clinical practices that are not consistent with Professional codes and practice standards, National Quality Standards, and EH policies, practice guidelines and evidenced based research.
- Demonstrate an understanding of the Registered Nurse role and responsibility when delegating and supervising other nurses, including enrolled nurses and students, and support initiatives to teach the same.
- Work collaboratively with the L&T Directors, Mental Health & Wellbeing Program Directors, Mental Health Director of Nursing and all key stakeholders in developing strategic educational plans, leading implementation, and supporting the workforce to achieve clinical practices consistent with policies, standards, practice guidelines and evidenced based research.
- Work collaboratively with L&T Directors and the Mental Health and Wellbeing Program to develop and implement strategies addressing workforce planning and development issues.
- Role model a Learning and Teaching philosophy and personal practice that ensures staff treat all patients, clients, residents, visitors, students and staff in a courteous and non-discriminatory manner

- Support the multidisciplinary health team with timely and effective communication to guide and achieve optimal learning outcomes, staff performance and experiences and positive patient experience and outcomes.
- Support collaborative educational interventions and initiatives arising through the Eastern Health and Nursing Midwifery strategic priorities, clinical program strategies and Learning and Teaching program.
- Work collaboratively with the L&T Directors, and senior managers to provide expert counsel in developing and maintaining optimal staff skills and knowledge and clinical practice within learning programs and specialist practice.
- Be accountable for the occupational violence and aggression (OVA) learning programs, ensuring alignment with the Learning and Teaching principles, OHSEW and other relevant guidelines (eg: DOH).
- Participate in the development of annual operating budgets within the educational streams and program, whilst working towards achieving Learning and Teaching Program and EH financial objectives.
- Role model approachability and accessibility with all staff within the designated program, whilst providing expert resource and guidance.
- Role model professional excellence and leadership whilst, providing expert counsel, support mentorship and supervision that drives a culture of professional development within all levels of the staff profile.
- In collaboration with the L&T Director & the Mental Health & Wellbeing Program lead the development, delivery and evaluation of educational strategy, whilst promoting a Learning and Teaching philosophy.
- Demonstrate advanced mentoring skills whilst supporting succession planning.
- Support and provides oversight of portfolios such as clinical supervision, occupational violence and aggression (OVA), mental health nursing student programs, transition to practice programs ,post graduate programs, Registered Undergraduate Students of Nursing (RUSON) and Prequalification programs .
- Support and provide oversight for the co-ordination of, design and delivery of education and training opportunities within an Area Mental Health Service that are:
 - Timely and flexible in delivery mode
 - Aligned with evidence based research
 - Designed to optimise clinical outcomes and organisational strategic intent
 - Adaptive to the 'learner' and promote adult learning principals
 - Inter-professional, as appropriate
 - Promoting and fostering reflective practice.
- Fulfil responsibility for the management, direction and mentorship of the Clinical Educator/ Clinical Support Nurses/Midwives, where appointed with direct reporting line to the designated clinical program area.
- Support and guide practice within the program area within the philosophical intent, and standards prescribed by the Professional regulatory bodies, Eastern Health Domains of Practice and Eastern Health policy, standards and practice guidelines.
- Participate and where assigned coordinate and manage staff recruitment, as appropriate, in a collaborative manner with L&T Directors, Associate Program Directors and managers as it applies to applicants of educational programs/courses.
- Ensure all 'student/novice' staff within educational programs/courses have timely informal feedback and active performance review and development plans.
- Support the clinical practice review and performance management process for staff failing to meet clinical practice standards.

- Support communication and compliance of relevant clinical competencies, educational interventions and initiatives, arising through the Eastern Health strategic priorities, clinical program strategies and Learning and Teaching program.
- Work collaboratively with relevant external education providers to facilitate optimal outcomes for student learners and professional opportunities for staff within EH
- Demonstrate an ability to collaborate to initiate, implement and evaluate research, and encourage staff to participate in research and significant quality projects/activities.
- Mentor & supervise clinical champions in research or practice improvement 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 EH 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.
- Promote and drive a culture of continuous service improvement.
- Support organisational sustainable strategies within all relevant areas.

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, 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 centered 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 or other recognised equivalent formal qualification leading to condition free registration in Australia.
- Registration with the Nursing and Midwifery Board of Australia (NMBA) via AHPRA or equivalence.
- Post Graduate qualification in mental health nursing
- Extensive clinical experience, at a senior level, within a relevant clinical speciality.
- Extensive experience and expertise within a practice development / education service, at a senior level.
- Understanding and commitment to professional standards, codes and behaviours as legislated through the Health Act, Professional Boards of Australia, other relevant professional bodies and Eastern Health Policy, Standards and Practice Guidelines.
- Demonstrated ability to progress conflict resolution with excellent negotiation skills.
- Demonstrated ability to deliver education and training within a Learning and Teaching framework and philosophy.
- Demonstrated ability to work autonomously with excellent organisational, critical thinking, problem solving and prioritisation skills.
- Highly developed interpersonal and networking skills.
- Demonstrated competence in a leadership role, with the ability to unite teams to achieve common objectives.
- Experience in strategic planning and leading significant work practice change at an organisational level.
- Broad based knowledge of professional issues in nursing/midwifery.
- Proficient Computer literacy.

Desirable

- Masters qualification in education or relevant field Research, publication and public presentation skills.

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