

Eastern Health

POSITION DESCRIPTION

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|--------------------------------|---|
| Position Title: | Senior Clinical Educator, Practice Capability, Learning & Teaching |
| Award Classification: | Grade 5 – XB1 (RPN Grade 5) |
| Award / Agreement Name: | Nurses and Midwives (Victorian Public Health Sector) (Single Interest Employers) Enterprise Agreement 2024-2028 Victorian Public Mental Health Services Enterprise Agreement 2020 - 2024 |
| Position Reports to: | Director Learning and Teaching, Practice Capability |

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. *‘Being part of Eastern Health is being part of a welcoming team of healthcare experts’* is achieved through Eastern Health’s strategic goal of HEALTHIER TOGETHER.



1. POSITION PURPOSE

The Clinical Educator – Grade 5 is responsible for delivering educational support to and motivating the workforce in the delivery of excellence in clinical and professional standards. The position is of senior clinical and professional leadership and collaborates with key stakeholders to provide guidance and development of staff.

The Clinical Educator works according to a Learning and Teaching philosophy, promoting and facilitating; training, education, research, evidence-based knowledge translation and positive workplace culture.

The Clinical Educator participates in strategic planning and development activities and works towards meeting the needs of a sustainable workforce in the provision of patient centred clinical care in line with the EH Strategic Plan and Quality Framework.

The Clinical Educator is responsible for coordination and recruitment of learning programs, and team leadership, as delegated by Director Practice Capability.

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 Learning & Teaching leadership group, Eastern Health programs and directorates and all relevant stakeholders. Role model a customer focused manner through all interpersonal communications, aligned to the values of the organization, ensuring staff are able to work in a non-discriminatory and harassment free environment.

Ensure personal compliance with relevant Acts, Agreements, 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. Role model approachability and accessibility with all staff, whilst providing expert resource and guidance.

Support and provide oversight for the delivery of education and training opportunities 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 principles
- Inter-professional, as appropriate

Work collaboratively with internal and external key stakeholders to develop and implement educational strategy and recommendations to facilitate optimal outcomes for learners and professional opportunities for staff within EH.

Accept accountability for addressing clinical practices that are not consistent with the professions codes, practice standards, competency frameworks, National Quality Standards, and EH policies, practice guidelines and evidenced based research.

Role model an education 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 Eastern Health workforce 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 Learning and Teaching strategic priorities.

Work collaboratively to provide expert counsel in developing and maintaining optimal staff skills and knowledge and clinical practice.

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. Act as an ambassador for Eastern Health when communicating at local and national professional forums.

Contribute to development of educational proposals, grant applications, associated data analysis & report writing.

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.

3. SAFE PRACTICE AND ENVIRONMENT

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. More information [here](#).

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 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 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.

Our commitment to Diversity, Equity & Inclusion

Eastern Health is committed to creating a diverse and inclusive environment that welcomes and values all people. We recognise that diversity is essential in ensuring Eastern Health provides the best service to its consumers.

Aboriginal and/or Torres Strait Islander peoples, people from the LGBTIQ+ community, people living with disability and those from a culturally and linguistically diverse background, are strongly encouraged to apply.

For more information, please [click here](#).

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.

Healthcare workers are strongly recommended to follow COVID vaccination recommendations provided in the [Australian Immunisation handbook \(based on ATAGI advice\)](#). Seasonal vaccination against influenza is a mandatory requirement of this role and employment is conditional on this being up to date prior to 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, Bachelor of Health Sciences (with Masters in Allied Health specific field), or equivalent Allied Health Bachelor or Masters qualification leading to condition free registration in Australia Registration with the relevant professional body.
- Post graduate qualification in education, health, project management or relevant field (preferably at a Masters level).
- Excellent interpersonal, communication, coaching and networking skills with the ability to unite teams to achieve common objectives.
- Extensive clinical experience, at a senior level working with a diverse workforce and interprofessional team.
- Extensive experience and expertise within a practice development / education service.
- Demonstrated ability to deliver education and training within a Learning & Teaching philosophy.
- Demonstrated competence in a leadership role.
- Demonstrated understanding and commitment to conflict resolution and negotiation skills.
- Demonstrated ability to work autonomously with excellent organizational and prioritization skills.
- Critical thinking and problem-solving ability.
- Demonstrated commitment to continuous improvement.
- Experience in strategic planning and leading significant work practice change at an organisational level.
- Proficient Computer literacy inclusive of all Microsoft office programs.
- Understanding and commitment to professional standards, codes and behaviours as legislated through the Health Act, relevant Professional bodies such as Nursing Midwifery Board of Australia, Allied Health Professional Bodies; and Eastern Health Policy, Standards and Practice Guidelines.

Desirable

- Certificate IV in Workplace Training and Assessment
- Research, publication, facilitation and presentation skills.
- Experience in creating change to work practices in a health care organization
- Previous experience in a similar role or at senior clinical level.

Aboriginal & Torres Strait Islander Candidates

Eastern Health's Aboriginal Workforce Plan 2023 – 2026 was released in February 2023. 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