

# Eastern Health

## POSITION DESCRIPTION

<b>Position Title:</b>	Associate Director Learning & Teaching: Student Programs
<b>Award Classification:</b>	Grade 5 Allied Health Professional Enterprise Agreement 2021-2026 Principal Educator 8B Campus Nurses and Midwives Enterprise Agreement 2024- 2028
<b>Award / Agreement Name:</b>	Allied Health Professionals (Victorian Public Health Sector) Single Interest Enterprise Agreement 2021-2026 Medical Scientists, Pharmacists and Psychologists (Victorian Public Health Sector) Enterprise Agreement 2021-2025 Nurses and Midwives (Victorian Public Health Sector) (Single Interest Employers) Enterprise Agreement 2024 – 2028
<b>Position Reports to:</b>	Director Pre-registration and Transition to Practice Programs

### 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: *Student Programs* is responsible for developing and implementing key strategies to enhance the clinical capability of the Inter-professional workforce (Nursing, Midwifery and Allied Health) within pre-registration pathways. The position is of strategic educational leadership and collaborates with the Director, Learning and Teaching, and key internal and external stakeholders, to enhance education and support staff at Eastern Health to provide a welcoming and safe environment, and provide a quality experience for students and all learners.

The Associate Director, Student Programs works according to a Learning and Teaching philosophy promoting and facilitating; training, education, research and evidence-based knowledge translation and a positive workplace culture. In collaboration and consultation with the Director, the Associate Director leads the Interprofessional team to plan, implement, deliver and evaluate student learning programs based on the strategic objectives of the organisation. Programs include but are not limited to: student placement programs for pre-registration students of all professions, fellowship and clinical school programs, interprofessional strategic initiatives and education programs and initiatives to build staff capacity in facilitating learner experiences.

The Associate Director is accountable for the support, management and performance of the designated Learning and Teaching staff within the program. The Associate Director is responsible for supporting the EH strategy to attract the novice workforce to Eastern Health. This includes working with the Transition to Practice team to support initiatives for promoting Eastern Health to students.

The Associate Director works towards meeting the needs of a sustainable allied health and nursing/midwifery workforce in the provision of patient centred clinical care in line with the Eastern Health Strategic Plan.

## **2. MAJOR DUTIES AND/OR RESPONSIBILITIES**

### **2.1 Clinical and Professional Leadership**

Provides strong and effective leadership in a senior management role.

#### **Indicators:**

- Provides operational leadership, management and mentoring to a diverse interdisciplinary team
- Provides strategic leadership and oversight for the student program and priorities (In conjunction with Director, Pre-registration and Transition to Practice and relevant Allied health and nursing leaders)
- Role models professional excellence and senior educational leadership whilst providing expert counsel, support mentorship and supervision that drives a culture of professional development within all levels of the staff profile
- Maintains governance of the programs in line with the Department of Health and organisational requirements
- Role models 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
- Role models approachability and accessibility with all staff within the designated program
- Leads, participates and contributes to the Learning & Teaching team meetings and initiatives
- Promotes the development, identification and implementation of evidence based practice
- Displays strong leadership as part of working parties, committees and internal / external forums

### **2.2 Clinical Skills**

Possesses experience, clinical knowledge and skills in a relevant health profession and applies this to lead and develop individuals and teams in education and clinical practice.

**Indicators:**

- Acts as a role model for staff in promoting professional values and ethics in clinical practice
- Fosters excellence by promoting a best-practice philosophy and patient/client-centered care
- Understands Eastern Health policies and legislative requirements which impact on wider clinical issues and practices
- Maintains required and appropriate documentation including reporting to Learning and Teaching, Profession Leads and Programs as required

**2.3 Communication**

Possesses strong communication skills with demonstrated ability to negotiate, collaborate and consult widely with internal and external stakeholders.

**Indicators:**

- Supports the student teams and wider teams with timely and effective communication to guide and achieve optimal learning outcomes, staff performance and experiences and a positive student experience and outcomes
- Demonstrates advanced verbal and written communication skills in all professional domains of practice, including conference presentations, publications and research/project proposals
- Demonstrates the capacity to liaise with internal and external peers, stakeholders and clients
- Demonstrates ability to negotiate conflict resolution

**2.4 Organisational Skills**

Provides leadership and innovation in organisational and time management skills.

**Indicators:**

- Demonstrates ability to lead programs and special projects as well as the ability to delegate to individuals where appropriate
- Ensures Learning and Teaching initiatives are completed within the mandates of the position, including Programs and/or site driven reports and/or documentation

**2.5 Organisational Knowledge / Development**

Possesses a clear understanding of the factors affecting healthcare, and applies this knowledge to lead activities and projects which deliver improved services and health outcomes at a campus and health service level.

**Indicators:**

- Provides expert advice and liaison with high level internal and external stakeholders in regard to student education, as well as broader expertise and planning in education initiatives through the Eastern Health Institute
- Plans, initiates, coordinates and contributes to quality improvement activities, and showcases the work at forums/conferences within and external to Eastern Health
- Demonstrates strong corporate/ organisational knowledge and has established, or has the capacity to establish, a strong professional network with the key stakeholders
- Works collaboratively with key stakeholders to develop and implement educational strategy and recommendations in alignment with National Quality Standards, EH Operational Improvement Plans and Eastern Health Institute and Allied health strategic priorities
- Provides governance and oversight for student educational priorities and allocation of resource in line with the Department of Health and organisational requirements
- Demonstrates capacity to facilitate the strategic initiatives of Learning and Teaching
- Takes responsibility for the education governance of student education initiatives developed by student education team
- Identifies new educational priorities and takes responsibility for sharing this with education colleagues

- Actively leads and contributes to preparation for and achievement of Accreditation Standards
- Ensures personal compliance with relevant Acts, Agreements, codes and practice standards, Eastern Health Policies, standards, practice guidelines and values
- Takes responsibility for relevant reporting activity through to both Eastern Health senior leadership and Department of Health as required
- Demonstrates an ongoing commitment to sustaining and strengthening performance and accountability across the organisation
- Works collaboratively with relevant external education providers to facilitate optimal outcomes for learners and professional opportunities for staff within Eastern Health
- Makes recommendations to the relevant stakeholders to facilitate service/system improvements
- Demonstrates knowledge and experience in managing budgetary and financial responsibilities
- Demonstrates an ongoing commitment to sustaining and strengthening performance and accountability across the organisation

## **2.6 Professional Development and Supervision**

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

### **Indicators:**

- Supports the professional development planning and growth of student educators
- Acts as a role model in demonstrating a strong commitment to professional development across the organisation
- Leads and continues to develop a supportive learning environment for all learners
- Utilises an evaluation framework to support the continued improvement of Learning and Teaching
- Liaises and seeks supervision from line manager with respect to own performance expectations

## **2.7 Teaching and Research**

Initiates, leads and supports other staff in teaching, training and research programs.

### **Indicators:**

- Demonstrates strategic leadership and expertise through knowledge of research, new developments and evidence-based practice
- Plans, initiates, implements and evaluates research within Eastern Health and in collaboration with other partners and encourages others to do the same
- Promotes an organisational commitment to research and quality improvement activities
- Demonstrates leadership with all learner programs
- Promotes research via publication or presentation at forums and external conferences and supports professional development of staff in this area
- Drives and contributes to development of educational and research proposals, grant applications, associated data analysis and report/publication writing
- Is accountable for choosing and promoting sustainable options as applicable in education delivery modes

## **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 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

- Relevant qualification in Nursing, Midwifery or Allied Health Profession with registration/ eligibility for membership through professional body or through AHPRA where relevant
- Post graduate qualification in education and/or management
- Extensive clinical and education experience working with learners
- Experience working with Education Providers either directly or through partnership agreements
- Demonstrated ability to work autonomously with exemplary organisational, critical thinking, problem solving, time management and prioritisation skills
- Demonstrated competence in a leadership role, with the ability to unite teams to achieve common objectives
- Strong ability to build partnerships across varied stakeholder groups to understand requirements, identify appropriate solutions and achieve outcomes
- Excellent attention to detail and advanced Microsoft Suite skills (Word, Excel)
- Excellent communication skills, written and verbal including report writing and use of evaluation frameworks
- Exhibits behaviour which reflects the Eastern Health values
- Respectful, collaborative and kind.
- Victorian driver's licence (current)

### 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](mailto:Aboriginal.Workforce@easternhealth.org.au)*