

Eastern Health

POSITION DESCRIPTION

Position Title:	Clinical Nurse Educator
Award Classification:	Grade 4B Registered Nurse RN35
Award/Agreement Name:	Nurses and Midwives (Victorian Public Health Sector) (Single Interest Employers) Enterprise Agreement 2024 – 2028
Position Reports to:	Director / Associate Director – Specialist & Advanced Practice Learning & Teaching

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 Clinical Nurse Educator is responsible for supporting and motivating the nursing/midwifery workforce in the delivery of excellence in clinical standards. The position is of clinical leadership and collaborates with NM and senior staff to provide guidance and development of staff.

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

2. MAJOR DUTIES AND/OR RESPONSIBILITIES

Healthcare Excellence

- 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 Learning and Teaching team members, N/MUM's, program leads, other EH departments, patients 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.
- 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 nursing/midwifery practices that are not consistent with NMBA codes and practice standards, National Quality Standards, and EH policies, practice guidelines and evidenced based research.
- Demonstrate an understanding of the Registered Nurse/Midwife role and responsibility when delegating and supervising other nurses/midwives, including enrolled nurses and students, and support initiatives to teach the same.
- Role model Learning and Teaching philosophy and personal practice that ensures all patients, clients, residents, visitors, students and staff are treated in a courteous and non-discriminatory manner.
- Provide timely and effective communication to guide and achieve optimal learning outcomes, staff performance and experiences to ultimately promote positive patient outcomes.
- Promote a culture of continuous service improvement.
- Support and collaborate with interventions and initiatives arising through the Eastern Health Quality Framework, designed to address areas which fail to meet standards.
- Work collaboratively with NM/MMs to develop and maintain optimal staff skill sets to meet the needs of the clinical patient case-mix.

Leading in Learning

- Role model approachability and accessibility with all staff within the designated program, whilst providing expert resource and guidance.
- Role model clinical excellence and leadership whilst providing expert counsel, support, mentorship and supervision that drives a culture of professional development within all levels of the nursing/midwifery staff profile and broader interprofessional team (where applicable).
- Support and provide 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 principals
 - Inter-professional, as appropriate
 - Promoting and fostering reflective nursing/midwifery practice.
- Fulfil responsibility for the management, direction and mentorship of the 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 Australian Nursing and Midwifery Board, 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 NMs/MMs as it applies to applicants of educational programs/courses
- Ensure all students and novice staff within educational programs/courses have timely informal feedback and active performance review and development plans. As necessary and in consultation with Line Manager, progress the clinical practice review process for staff failing to meet clinical practice standards (as appropriate to their level of experience).
- Support the clinical practice review and performance management process for staff failing to meet clinical practice standards.
- Ensure staff compliance with relevant clinical competency and training requirements specified by Eastern Health and that accurate documentation to provide evidence of this training/competency is maintained.
- Work collaboratively with relevant external education providers where applicable to facilitate Professional Development opportunities for staff and ensure optimal outcomes for learners within EH.
- Support and guide practice within the program area within the philosophical intent, and standards prescribed by Australian Nursing and Midwifery Board, Eastern Health Domains of Practice and Eastern Health policy, standards and practice guidelines.

Leading in Research and Innovation

- Demonstrate an ability to collaborate in the initiation, implementation and evaluation of research. Encourage staff to participate in research and significant quality improvement projects/activities.
- Disseminate research findings and educational innovations through publication and/or conference presentations. Act as an ambassador for EH when communicating at local and national professional forums.
- Actively contribute 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.

A Values-Based, Safe Workplace

- 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 required to take care of their own individual health and safety and the health and safety of any other person who may be affected by their acts or omissions at the workplace.
- Recognises and deters potential risk which may jeopardize your health, safety and wellbeing.
- 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.
- Identifies and reports all clinical and OH&S incidents and near misses in particular those related to occupational violence, manual handling and slips, trips and falls.
- Complies 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.
- Implements harm minimisation and risk assessment strategies for at-risk individuals.
- Treats all employees of the organisation with respect and dignity and free of discrimination or harassment. Complies with NMBA Code of Professional conduct and professional standards.

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.

Qualifications
• 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 • Post Graduate qualification in education or relevant field
Experience
• Extensive clinical experience, within a relevant clinical speciality. • Previous experience and expertise within a learning and teaching/nursing education service (desirable).
Knowledge and Skills
• Understanding and commitment to professional standards, codes and behaviours as legislated through the Health Act, Nursing Midwifery Board of Australia, other relevant professional bodies and Eastern Health Policy, Standards and Practice Guidelines. • Demonstrated understanding of conflict resolution and 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, communication and networking skills. • Demonstrated competence in a leadership role. • Broad based knowledge of professional issues in nursing/midwifery. • Proficient computer literacy. • Research, publication and public presentation skills (desirable). • Experience in creating change to work practices in a health care organization (desirable).
Personal Attributes
• Exhibits behaviour which reflects the Eastern Health values in action and NMBA Codes and Standards. • Promotes and contributes to a supportive and engaged team environment. • Commits to providing a safe environment for all. • Respectful, collaborative and kind.

3. SAFE PRACTICE AND ENVIRONMENT

Occupational Health and Safety

Eastern Health is committed to providing and maintaining 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 professional 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 – EH Nursing & Midwifery Domains of Practice Professional Framework

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 – NURSING & MIDWIFERY DOMAINS OF PRACTICE

The **Nursing Midwifery Domains of Practice** resource has been developed by the Eastern Health Nursing Midwifery Executive using the domains of nursing as identified by Ackerman et al. (1996)(1) and the National Common Health Capability Resource (2013). Its aim is to support the individual clinician by promoting common behaviours and skills which comprise and represent the complex role of nursing and midwifery.

There are five domains of practice which are considered integral components of the role of all Eastern Health nurses and midwives; comprehensive patient care, support of systems, education, research and professional leadership. (See summary at Table 2)

Recognising that the level of skills acquisition will be dependent on nurses and midwives' specific roles and experience, the domains have been referenced to the 'novice to expert' skills acquisition model first developed by Dreyfus(2) and adapted for nursing by Benner.(3) Behaviours are specified at five different levels, and reflect an increasing degree of autonomy, complexity, awareness and activity being performed.

Table 1: Summary of Behaviour Levels

Novice	Advanced Beginner	Competent	Proficient	Expert
Works within a known and stable context , consulting when abnormalities arise before taking action	Works within a known and stable context , consulting when abnormalities arise	Acts independently in routine situations within scope, and responds to known dilemmas	Acts independently in complex situations within scope, and responds to unknown dilemmas	Provide vision and direction and shape and implement strategies and initiatives that enable others to perform as required

Levels do not equate to roles or hierarchy within the workforce. Instead, the levels reflect what level of behavioural skill is required to achieve the desired care goals or outcomes in a given situation. Levels should be treated as cumulative, meaning that behavioural indicators at subsequent levels in the scale should be read in conjunction with the behaviours specified at any lower level.

Some levels may serve as an aspirational standard in some instances, rather than accurately reflecting behaviours of current practice. Where a gap exists between current and future practice behavioural skill requirements, there should be aspiration to meet the standard specified to enhance or effectively meet individual and community health needs.

Table 2: Domains of Practice

Domains of Practice				
Direct comprehensive care • Patient history • Patient assessment • Perform and deliver care • Monitor & Evaluate Care	Support of systems • Planning for the Future Safety and Quality • Recruitment & Retention	Education • Education of patients & families, relationship building • Own professional education • Professional education of others	Research • Knowledge of research evidence relevant to area of practice • Involvement and dissemination of research	Professional leadership • Professional conduct • Accountability