

Position Description

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| POSITION: | Nurse Educator |
| REPORTS TO: | Operations Manager Organisation Development |
| CLASSIFICATION: | Dependent on Qualifications and Experience |
| AWARD: | <i>Nurses and Midwives (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2016-2020</i> |

Maryborough District Health Service

Maryborough District Health Service (MDHS) has been operating in Maryborough for more than 160 years and has a proud history of providing high quality services to the local community.






The main campus is located in Maryborough with other services delivered from the Avoca and Dunolly campuses

MDHS employs over 450 staff and is one of the largest employers in the region.

MDHS serves the Local Government Areas of Central Goldfields and Pyrenees Shires and provides a comprehensive range of services to a population of around 15,000 people.

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| Clinical Services | Acute – Medical/Surgical Amherst – 28 inpatient beds Dunolly – 2 inpatient beds | Allied Health Support for Inpatient Care | Central Sterilising Department |
| | Dialysis 6 chairs | Drug & Alcohol Detoxification | Maternity Services |
| | Palliative Care | Theatre – Same Day & Overnight | Post-Acute Care |
| | Pre-Admission Clinic | Urgent Care Centre 4 cubicles | Medical Imaging |
| Aged Care | Residential Wattlerise – 45 high care beds Avoca – 29 high and low care beds Dunolly – 19 high and low care beds | Respite Care Avoca – 1 respite bed | Transition Care Program Dunolly – 4 beds |
| Community Services | District Nursing | Chronic Disease Management | Oral Health Services |
| | Housing | Occupational Therapy | Physiotherapy |
| | Speech Pathology | Dietetics | Community Health |
| | Health Promotion | Social Support | Alcohol & Drug |
| Support Services | Administration | Building Services | Emergency Management |
| | Health Information | Hotel Services | Human Resources |
| | Quality & Risk | Staff Education | Student Management |
| | Finance | Occupational Health & Safety | Procurement & Supply |

Position Description

| Our Vision | |
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| Healthy Community – Inspiring Health | |
| Our Purpose | |
| Empowering Health | We will improve the current general health status of the population and support individuals to better manage their health |
| Strengthening Services | We will continue to deliver and improve the range of primary and secondary level health services expected of a rural health service |
| Developing People | We will invest in our people and foster a vibrant and positive work culture. |
| Working with Partners | We will work collaboratively with our partners and other service providers |
| Our Values | |
|  <p>GENUINE</p> | We are consistently honest, trustworthy and accountable |
|  <p>RESPECT</p> | We are fair, honest and caring to those we work with and meet |
|  <p>EXCELLENCE</p> | We reflect the highest standards of service and care |
|  <p>ACCOUNTABILITY</p> | We do what we say we are going to do; we support each other and hold each other to account. |
|  <p>TOGETHERNESS</p> | We share the same vision and work together to achieve our goals; we behave in a way that demonstrates our shared commitment to our values |

| The Position |
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| Using evidence-based best practice as a basis, the primary role of the Nurse Educator is to provide direct clinical support, supervision, instruction and mentoring to students, graduates and staff to ensure the delivery of safe, quality healthcare |

Specific Responsibilities

- Act as an educational resource for students, graduates and staff
- Assist with the orientation of new students, graduates and staff to clinical areas
- Provide clinical assistance and support to all students, graduates and staff in the assessment, planning, implementation and evaluation of nursing care
- Utilise practice opportunities to lead innovative clinical learning activities and identify opportunities to review and teach evidence-based best practice to improve the quality and safety of health care delivery
- Contribute to the evaluation of current practice by participating in clinical audits and other quality activities
- Maintain expertise and currency with health care research, trends and nursing practice
- Encourage an active learning environment in which mandatory competency requirements are maintained and improved, consistent with current nursing knowledge and research
- In consultation with relevant managers, the Transition to Practice and Further Education Coordinator and other educators, oversee and document staff, graduate and student progress and, if required, develop and deliver learning plans to address sub-optimal performance
- If required, liaise with education providers to address unsatisfactory behaviour or performance of students
- Review and complete students' and graduates' formative and summative assessments and skill-based competencies and documentation
- The Nurse Educator will accept accountability and responsibility for their own actions within their scope of practice

Organisational Responsibilities

Organisational Values

Each staff member must demonstrate and uphold the mission and values of MDHS. This includes accepting accountability and responsibility for their actions, demonstrating a commitment to ongoing education and professional development, and working within current scope of practice.

Equal Opportunity, Workplace Behaviours & Code of Conducts

MDHS endorses the Victorian State Government Code of Conduct. Each staff member has the right to equal opportunity and a work environment free from any form of workplace harassment and bullying. Each staff member must adhere to MDHS Policies in this regard and participate in education and training.

Each staff member must demonstrate an understanding of appropriate behaviours when engaging with children, according to MDHS' Child Safety Policy and Child Safety Code of Conduct.

Employment with MDHS is subject to the operation of the Disability Worker Exclusion Scheme maintained by the Department of Health and Human Services (DHHS), as amended from time to time (refer Appendix 1).

Quality Improvement

Position Description

Each staff member is required to participate in MDHS' Quality Improvement programs to encourage excellence of care and ensure effective and safe use of resources.

This includes participation in appropriate staff development, training and education as required by MDHS and sharing knowledge with other staff members.

Risk Management

Each staff member has a duty to take a proactive role in contributing to the identification, management and reporting of risks, including near misses and hazards. Staff members who identify a risk are required to take first line action to minimise the risk and to then report it to their direct line manager for further management. All staff members are required to report any incidents that occur during the course of their duties.

Occupational Health & Safety

Each staff member has the right to a safe working environment and should advise their direct line manager of any risk or condition likely to result in accident or injury. Each staff member has the responsibility to take reasonable care of their own health and safety, to co-operate with OH&S policies, and to participate in appropriate safety education and evaluation activities.

Infection Control

Each staff member is responsible for minimising the risk of patients, residents, clients, visitors and other staff members acquiring or being exposed to infections arising from activities within the health care environment. Staff members are to support risk management strategies by adhering to the Infection Control Policy Manual Guidelines.

Confidentiality

Each staff member must comply with the principles of confidentiality relating to patients, residents, clients and other staff members.

Failure to observe this requirement may be regarded as misconduct warranting termination and incur liability to penalty pursuant to Section 141 of the Health Services Act, 1988.

Pre-Employment Security Screening

All new staff members are required to undergo a criminal history check prior to commencement and then again every three years.

A valid Employee Working With Children Check is also required for all positions.

No-Smoking Policy

To ensure a healthy and safe work environment for our staff, volunteers, patients, residents, clients and visitors, smoking is not permitted on hospital grounds, in buildings and offices or in any vehicle.

Key Selection Criteria

Qualifications / Experience

1. Registration with the Australian Health Practitioners Regulation Agency (AHPRA)
2. Minimum 3 years' post-graduate experience
3. Experience in a clinical supervision/preceptoring role will be highly regarded
4. A Certificate IV in Training and Assessment is essential to be able to deliver the Diploma of Nursing

Position Description

Nurse Educators holding a Certificate IV in Training and Assessment will be classified as 'Clinical Nurse Educator' Grade 4A or Grade 4B (dependent on years of experience) and will be expected to assist with the delivery of the Diploma of Nursing

Nurse Educators **not** holding a Certificate IV in Training and Assessment will be classified as 'Clinical Support Nurse' Grade 3B

5. Demonstrated advanced clinical skills and experience across one or more specialities of acute (bed-based clinical care, Urgent Care, Theatre) and aged care (residential, TCP)
6. Demonstrated knowledge of professional standards (code of conduct, standards for practice) and scope of practice for nurses and midwives
7. Demonstrated knowledge of The National Safety and Quality Health Service (NSQHS) Standards and The Aged Care Quality Standards,
8. Demonstrated commitment to the principles of quality management evidence-based best practice, through a comprehensive knowledge of research processes and their application to practice
9. Demonstrated commitment to ongoing education and professional development to ensure working within current scope of practice.
10. Demonstrated ability to create a positive learning and reflective practice environment for learners at all levels

Personal Qualities

11. Demonstrated ability to work as part of a professional team, identifying opportunities to work collaboratively together and advance the quality of education provided
12. Demonstrate the ability to contribute to a positive and supportive learning environment for learners at all levels
13. Demonstrated ability to work independently with minimal supervision, including the ability to problem solve and adapt to a changing environment

Additional Information

- All MDHS staff are required to carry out lawful directions as outlined above or delegated to them. The work to be performed – and where relevant, any professional standards and codes of conduct and ethics issued by the relevant professional association – is set out in this position description.
- This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required.
- This Position Description may be amended and activities added or removed as the need arises. Any such amendments will be made in consultation with the relevant staff member/s.
- A Performance Review will be conducted at 30-days, three months and six months and then annually. The purpose of performance reviews is to facilitate communication between a staff member and their direct line manager to discuss and review tasks, goals, expectations and progress.
- All staff members are required to participate in mandatory corporate training.

Acceptance



Position Description

I understand, agree to and accept the role as outlined in this position description.

Staff Member's Name (please print)

Staff Member's Signature

Date

Appendix 1

Employment with MDHS is subject to the operation of the Disability Worker Exclusion Scheme maintained by the Department of Health and Human Services (DHHS), as amended from time to time.

This means that you consent to MDHS and DHHS collecting sensitive personal information, including details about your criminal, employment and engagement history, for the purposes of compiling the Disability Worker Exclusion List (the List).

Your conduct in relation to your engagement with MDHS, and your conduct outside of your engagement with MDHS, could result in you being placed on the List and could jeopardise your ability to be engaged by a disability service provider.

As defined in the Disability Act (Vic),

- A Disability Worker is a person engaged by a disability service provider who:
 - provides, or supervises or manages a person who provides direct support to a person with a disability, and
 - has direct contact or access to a person with a disability
- Excluded Work is work performed at a disability service:
 - as a Disability Worker, or
 - that involves regular direct contact with or access to a person with a disability.

If you are placed on the List or a Notification is made about you (that is, a disability service provider has notified DHHS that you have engaged in conduct which may fall within the List criteria), you agree that DHHS may inform any other disability service provider or authorised labour hire agency that is currently engaging you, that you are on the List or that you are the subject of a Notification.

Accordingly, you must inform MDHS of the name and address of any other organisation you are engaged in or intend to become engaged by.