



**HSS REGISTERED**

**Staff Development Educator (Medical)**  
**Nurses and Midwives Agreement; SRN Level 3**  
**Position Number: 001014**  
**FSFHG Nursing and Midwifery Education**  
**Fremantle Hospital / South Metropolitan Health Service**

**Reporting Relationships**

Director Nursing and Midwifery Services  
 Award Level: HS01  
 Position Number: 113020



Nurse Director Education  
 Award Level: SRN 9  
 Position Number: 113464



**This Position**



Directly reporting to this position:

Title	Classification	FTE
• Staff Development Nurse	ANF Level 2 (1 – 4)	2.5 FTE

← Also reporting to this supervisor:  
 • Title, Level, FTE

**Key Responsibilities**

Responsible for the development, facilitation, implementation and evaluation of educational, professional development programs/resources and strategies for nursing and midwifery services. Areas of accountability include leadership development, implementation and review of quality and safety initiatives, the setting of standards, policy development and change management. Works in collaboration with colleagues and the Nursing Director. The Nurse Educator practices within their scope of practice considerate of the Nursing and Midwifery Board’s Nursing Practice Decision Flowchart

# Staff Development Educator | SRN level 3 | Position Number 001014

## Brief Summary of Duties (in order of importance)

### 1. Leadership and Management

- Provides advice, support, leadership and consultancy in the design of education and training programs/resources and the utilisation of effective learning strategies.
- Oversees the development and delivery of education and training programs to meet operational objectives and learning and development needs of staff and other customers within the Hospital/Health Service.
- Supports and participates in the development of evidence based standards and policies that are compliant with relevant professional, industrial and legislative requirements for the Hospital/Health Service.
- Manages human resource responsibilities, which can include but not be limited to, recruitment, appointment, orientation, performance development review, leave planning, FTE management and rosters.
- Undertakes management/administrative tasks as required including organising and presiding over regular department/division/service meetings to consider matters affecting the operation of the Department.
- Liaises and negotiates with education and training coordinators and senior officers at other hospital sites, other health agencies and educational providers to ensure the establishment, coordination and articulation of appropriate education and training programs.
- Develops and implements business plans, budgets and strategies to facilitate effective utilisation of allocated human, financial and physical resources consistent with division and corporate priorities.
- Provides leadership in the coordination and implementation of safety and quality improvement activities.
- Provides leadership, professional direction, support, guidance and role modelling to Staff Development Nurses/Midwives and education and training personnel.

### 2. Quality and Safety

- Initiates and participates in the development of formal Nursing/Midwifery quality improvement and risk management projects and programs, ensuring an evidenced-based outcome-focused culture of improving performance.
- Promotes and facilitates nursing/midwifery compliance with National Safety & Quality Health Service Standards.
- Promotes and facilitates adherence to, and monitoring of Nurse/Midwife Sensitive Indicators for areas of responsibility.
- Implements and maintains performance management systems which support ongoing development of staff.
- In partnership with other health professionals leads the establishment and maintenance of a culture of patient safety within their area of specialty and contributes to the Service wide initiatives.

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## 3. Research and Performance Innovation

- Monitors performance and develops education and training staff to ensure they are working within their scope of practice, appropriately following pathways, policies, procedures and demonstrating a risk management approach to service delivery.
- Analyses research findings to ensure implementation of national and international best practice in the delivery of educational and training programs/ resources to promote excellence in patient care.
- Serves as a resource and mentor of evidence based practice through role modelling and support of Nursing & Midwifery practice changes.
- Incorporates Evidence Based Nursing/Midwifery Practice into patient care and leadership responsibilities.
- Participates in/supports evidence based practice projects within unit/centre/service.
- Through strategic planning, monitors the internal and external environment and influences to ensure that nursing services and other services under area of responsibility are able to meet the changing needs of the health care industry.

## 4. Communication

- Forges strong internal networks and facilitate a cooperative partnership approach to achieving the FSFHG Nursing and Midwifery Education Service goals and organisational objectives.
- Maintains open and collaborative communication with relevant key stakeholders demonstrating advanced written and verbal communication skills.

## 5. Professional Accountability

- Complies with legislation affecting nursing and midwifery practice including Nursing and Midwifery Board of Australia – Code of Conduct and Ethics, National Safety and Quality Health Service Standards.

## 6. SMHS Governance, Safety and Quality Requirements

- Ensures as far as practicable, the provision of a safe working environment in consultation with staff under their supervision.
- Participates in an annual performance development review and undertakes performance development review of staff under their supervision.
- Supports the delivery of safe patient care and the consumers' experience including identifying, facilitating and participating in continuous safety and quality improvement activities, and ensuring services and practices align with the requirements of the National Safety and Quality Health Service Standards and other recognised health standards.
- Completes mandatory training (including safety and quality training) as relevant to role.
- Performs duties in accordance with Government, WA Health, South Metropolitan Health Service and Departmental / Program specific policies and procedures.
- Abides by the WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act.

## 7. Undertakes other duties as directed.

## Work Related Requirements

### Essential Selection Criteria

1. Eligible for registration in the category of Registered Nurse by the Nursing and Midwifery Board of Australia.
2. Demonstrated advanced knowledge and experience in nurse education.
3. Demonstrated extensive experience in designing, implementing, managing and evaluating education and training programs in a clinical setting and across the organisation.
4. Demonstrated advanced problem solving skills including the ability to conceptualise, analyse and implement solutions.
5. Demonstrated ability to provide leadership and facilitate effective teamwork.
6. Demonstrated advanced level of interpersonal and negotiation skills with an ability to liaise effectively with individuals and the multidisciplinary team.
7. Current knowledge of legislative obligations for Equal Opportunity, Disability Services and Occupational Safety and Health, and how these impact on employment and service delivery.

### Desirable Selection Criteria

1. Postgraduate qualification or evidence of significant progression towards one.
2. Ability to manage financial, physical and human resources within policy and budgetary expectations.
3. Knowledge of current clinical governance systems.

### Appointment Prerequisites

Appointment is subject to:

- Evidence of current registration by the Nursing and Midwifery Board of Australia must be provided prior to commencement
- Completion of 100 Point Identification Check.
- Successful Criminal Record Screening Clearance.
- Successful Pre-Employment Integrity Check.
- Successful Pre-Employment Health Assessment.

## Certification

**The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.**

<u>Penny Keogh</u> Nurse Director	<u>Signature</u> or	<u>HE 20234</u>	<u>Date 01/12/16</u>
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**As Occupant of the position I have noted the statement of duties, responsibilities and other requirements as detailed in this document.**

<u>Occupant Name</u> Effective Date	<u>Signature</u> or	<u>HE Number</u>	<u>Date</u>
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**HSS Registration Details (to be completed by HSS)**

<u>Created on</u>	<u>Last Updated on</u>	<u>07/12/16 he131744</u>
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